

Mother Teresa Room Presentation Room Setup

1. Use center doors behind altar. Go into the Sacristy. Turn on the light (last light switch) on the door opposite the wall.
2. Move right sound switch to video.
3. Volume should be turned to the highest.



4. Press large white screen switch to bring the screen down.
5. Turn the sound power strip on for the stereo system (in the back of the Sacristy).
6. Turn on the top “classic Series” Amp



7. Return to the Media Room. Computer/DVD/VCR cart is always out.

8. Use InFocus remote to turn on projector (will beep, wait for light on projector).



9. Turn on the computer or the DVD/VCR. The computer must be logged in to Login in as *Administrator*, (Please speak with the librarian or an Administrator to be logged on). The DVD/VCR must be plugged into **line out** (Yellow, Red & White)
10. Press **Source 1** for computer on the InFocus remote or **Video** for the DVD/VCR.



Sound Screen

