

Instructions on how to use the projector

- Press "on" on the control panel and both screens will come down and the speakers will turn on
- Connect your computer via HDMI and your display will be show on both screens
- Do not touch the receiver mixer cupboard
 - If you want to adjust the sound for the computer use the computer's volume settings only!



Instructions for microphones

- We have two microphones marked with a green label
 - headset
 - 1 regular hand microphone



- If you if you want to adjust the sound for the microphone only use the control panels volume dial
- Press the button for 3 sek on the microphones to turn on and off
- They are stored in a box in a locked room down to the right, room 208 "Vilorum"
 - Therese will give you access for the day you have your meeting. You can also find batteries (9v) here for the microphones.
 - Remember to put the microphones back in the locked room when your meeting ends.



Important information

The person who rents the premises is responsible for arranging the room and cleaning up after. Wagons will be available to store the tables. It is not required to restore the placement of furniture in the room.

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