The system tools allow you to control the projector, microphone, screen, and performing an auto sync for your images on the screen.

**STEP 1** Turning on/off the projector

1. To turn on the CPU, press the **power** button located on the CPU.
2. Using the remote control for the projector, press the **power on/off** button on the remote control.
3. Once you are finished using the projector, press the **power on/off** button on the projector remote control to turn off the projector.

**STEP 2** Moving the screen up and down

1. On the podium you will see a touch panel.
2. Make sure the touch panel is on. If the touch panel isn’t on, touch the **panel**.
3. Touch the **Press to begin** button.
4. If you need to move the screen up or down, touch the **SYSTEM TOOLS** button on the touch panel screen.
5. In the “Screen Control” box, touch the **SCREEN UP** or **SCREEN DOWN** button to let the screen up or down.

**NOTE:** If the screen does not go up or down when pressing the screen up or screen down button, you will have to manually let the screen up and down.

Your screens may look different depending upon your configuration.
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STEP 3  Auto sync images

If the images on the screen are not sized correctly, you can auto sync them.

1. On the touch panel, touch the SYSTEM TOOLS button.

2. In the “Projector Control” box, press AUTO SYNC.

STEP 4  Using the microphone

If you would like to use the microphone for class, follow the instruction below. If available you can also use a wireless microphone.

1. From the main screen on the touch panel, touch Microphone On, this will turn the microphone on.

   If you need to adjust the volume on the microphone, this can be done from the main screen on the touch panel.

2. To turn the volume up or down, touch the Volume Up or Down button on the touch panel.

Your screens may look different depending upon your configuration.