



# CITY OF ANGOLA

## INFORMATION TECHNOLOGY DEPARTMENT

**City Hall**  
**210 North Public Square**  
**Angola, Indiana 46703**

**TX: 260.668.5594**  
**FX: 260.665.9164**  
**Email: [it@angolain.org](mailto:it@angolain.org)**

### MEMO / FAX

How to use the projector in 2<sup>nd</sup> Floor Conference Room

**The following items are stored in the top middle drawer of the Credenza:**



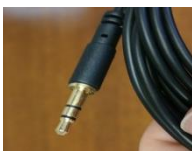
- HDMI cord



- Remote for the Projector



Audio Cable – for standard 3.5MM Headphone jack

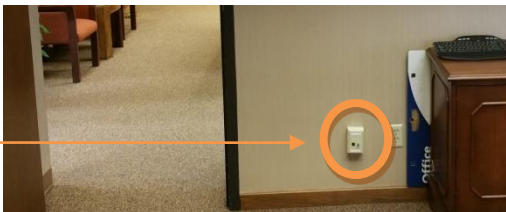


Wireless Mouse and Keyboard



#### **How to use Projector:**

- Use the HDMI cable to plug into your laptop and the jack located to the left of the Credenza



- Use the projector remote to turn on the projector – point at projector to use
- Make sure lights in front of room and blinds are closed to help with any glare
- If you want to use the wireless keyboard and mouse take the USB receiver out of the back of mouse and plug into your laptop.
  - It will take a minute or two to install drivers that will work the mouse
  - Make sure mouse and keyboard power is turned on
  - If they are not working, check the batteries in both devices

**How to use the Speakers in the Conference Room:**

- Plug audio cable into the headphone jack on computer and other end into the jack to the left of the Credenza
- Flip the switch to the right of the board to turn on the amps



- Then adjust the sound on your laptop to the loudness that you want

**\*\*\* Please make sure all items are returned to their original location when done \*\*\***