

Classroom Tech Instructions



Classroom Tech Instructions

Overview

Quick Checklist: The instructions here are a guide to help you use the technology in our classrooms. But you should also prepare yourself prior to the start of class.

- Do a “dry run” before class if you are using new media or are new to the tech.
- If you are using a microphone, experiment with the volume levels before class.
- Be sure to take your podium/media cabinet key with you to class.
- Make sure to turn off the projector after class is over by shutting down the podium system or powering off the projector from the remote control. Make sure to raise the manual screens up to their original positions.
- Consider bringing your mobile phone in case there are problems that the instructions or troubleshooting FAQs do not solve.
- Make sure the Media Cabinets are locked before you leave the room.

What’s in this classroom?

- Media Cabinet
- VGA connector
- Program speakers and Headphone jack connector
- Audio Controls
- Projector remote control
- VHS Player
- Projector/Screen

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Start Here

Open the Media Closet. You should use either the **B33** or **B399A** keys. This will give access to the Sound options, remote control drawer and VGA, headphone cable (for audio) and VCR.



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Turning on the Projector

Pull down the screen manually and attach it to the screw in the floor board in the front of the room. You will find the projector remote inside the drawer located in the Media Closet (its labeled projector). Point the projector remote toward the projector suspended from the ceiling. Press the red **ON-OFF** button to turn on the projector. You should see a green light, located on the front of the projector, come on. This indicates that the projector is now on. You should also see the light from the projector's lens light up and display on the projector screen. The projector will be in warm up mode for several seconds. At this point, the projector will be looking for a source to display.



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Connecting Laptop to Video and Audio sources

Find your VGA and headphone jack connections on your laptop. Plug in these two connectors into the respective ports (VGA to VGA and headphone cable to headphone jack).



Volume Controls Buttons

To control the volume use the volume on your laptop or adjust the Master program volume located on the stereo mixer in the Media Cabinet.





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Notes:

- If you have a Mac and need an adapter for VGA, please see IT to borrow one.