Rooms 230 & 238

Getting Started

Make sure whatever device you intend to use is powered up

- On the PC, if another user is logged in double click “restart” on the desktop, this will take a few minutes and bring you to the login screen. If you are in a rush, you can press CTRL+ALT+DELETE and click “logout” which will also bring you to the login screen.
- If using the DVD/VCR player ensure it is powered on, it will be located in the cabinet.
- If you have requested your class to be podcasted, make sure the wireless MIC is on, and you are wearing it, or your voice will not be recorded.
- If using the document camera, make sure it is powered on.
Starting the Projector and Selecting an Input

1) On the AV Control panel located to right of the monitor, press anywhere on the touch panel to start. You will be asked if you would like to start the system, press “yes” and a progress bar will indicate the status of the audiovisual equipment’s startup.

2) Press “Source Select” to choose from an input source.

3) Select the input you wish the use: PC, Laptop, Ceiling Camera, DVD/VCR Or Doc Camera (Elmo).

   • If at any time you want to switch sources, press “Source Select” again.
4) You should see the controls for whatever particular device you selected as your input source.
   • On the left side of the display there are buttons to control the volume of the wireless mic as well as the currently selected input device.

5) When you are done using the classroom please make sure all equipment used is powered off. If you are logged into the PC then double click on the icon titled “Restart” on the desktop to reset the PC for the next user.

6) To turn off the projector system, press the button labeled “Power Off” to the right of the projector system control panel touch screen. You will be asked if you want to turn off the system. Press “yes” and the system will proceed to shut down.