

Technology Instructions

for General Purpose Classrooms

Texas Tech University IT Help Central
Classroom Technology Services
806 . 742 . 5381

Starting the system



Lower the projector screen by pressing the “**Down**” button on the switch on the wall, near the whiteboard.

To turn on the projector, press



on the control panel.

Choosing an input

Once the system is ready, choose the source to display.



The computer inside the lectern, or the document camera.
(See page 2 for specific instructions)



Connect a laptop with a video/audio cable.

Adjusting Volume

The volume is controlled by a knob on the control panel. Turn it to the left to reduce the volume, or turn it to the right to increase the volume of the room.

Volume control knob



Shutting Down

To turn off the projector and audio system, press



.

Using External Devices

Connecting a laptop via video/audio cable

To the left of the control panel is a pair of cables, one for video and one for audio. Plug these into their respective ports on your laptop.



Using the Document Camera

This room is equipped with a document camera. To use it, slide the shelf out of the left side of the lectern (under the monitor) and hold down on the release lever on the camera. Pull the camera arm up and twist the lens until it points downward, as shown.

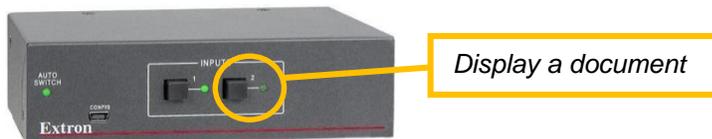


Select **PC** as the input on the control panel, and turn the camera on by pushing the power button.

The power button should turn **blue** when the camera is on.



Inside the lectern is a switcher unit. Press the button labeled “2” on the right to show the image from the document camera on the projector.



To display the PC screen again, turn the document camera off by pushing the power button. When the camera is off, the button turns **red**.

Press the button labeled “1” on the left to show the PC screen on the projector.

