

Technology Instructions

for General Purpose Classrooms

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General-Purpose Classroom Technology Instructions



Starting the system

To turn on the projector, press

**PROJ
ON**

Choosing an input

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



PC

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

LAPTOP

A laptop with a video/audio cable.
(See page 2 for specific instructions)

DVD

The Blu-Ray player inside the lectern.

Adjusting Volume

The volume is controlled by the mixer located on the right of the lectern. To raise the volume for any input, slide its corresponding bar upward. To lower the volume, slide the bar downward.

LAVE 1 LAVE 2
These sliders control the volume of the two Lavalier (lapel) microphones in the room, labeled *LAVE 1* and *LAVE 2*.

MIC 1 MIC 2 MIC 3
These sliders control the volume of the three handheld microphones in the lectern, each labeled with their corresponding slider.

DVD
This slider controls the volume of the Blu-Ray player.

PC
This slider controls the volume of the PC output.

LAPTOP
This slider controls the volume of the laptop output.

L MIX R
These sliders control the master volume of everything in the room.

Shutting Down

To turn off the projector and audio system, press
Remember to turn off any microphones you've used.

**PROJ
OFF**

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 to display your document. The power button should turn **blue** when the camera is on.



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

Using the presentation mouse

To the right of the lectern and audio mixer is a Gyration mouse that allows you to control the computer without standing behind the lectern.



To use the presentation mouse, remove it from its charging cradle. It functions very similarly to the mouse connected to the computer.



On the **underside** of the mouse is a trigger button. Hold it down while moving the mouse to move the cursor around.



When you are finished using the mouse, please return it to the charging cradle.