Multi-Media Classroom Guide

A standard classroom set-up.

You will use the touch-screen pad to control all of the multi-media equipment. If the screen is black simply touch the center bottom button (see below) and the screen should come up.
Once this screen is up, simply touch anywhere on the screen to show the options.

The screen will show a variety of options.

If you are using the classroom computer, turn on the power and login. If you are using your own laptop, you will need to plug it into the system. There should be a black cord to connect to your laptop.
At the top of the screen touch the computer button that you will be using to project onto the screen (room computer or laptop).

At the bottom of the screen touch the “On” button located below “Projector”
The screen will automatically come down, and the projector will turn on after a few seconds. If you want to show a DVD or VHS tape, you will find the device located in the cabinet.

Turn on the power button and insert your DVD or VHS tape.
Go back to the touch screen panel and select either the DVD or VHS button from the options.

You will control the DVD/VHS functions from the touch screen (play/pause/rewind/forward)

You will also control the volume from the touch screen. Do NOT adjust the volume on the speaker system – only adjust it up or down on the touch screen.
If you want to use the Document Camera (projects an image of documents or items onto the screen) you will select Document Camera from the menu.

The Document Camera will be located in the cabinet, or sometimes off to the side.

Raise up the projection arm and place your document or item on the screen below.
Press and hold the power button for a few seconds until it flashes green.

It will then project your documents or items onto the screen. You can move the arm up or down to adjust the zoom. You can also push the “AF” button for Auto Focus.

When you are finished with all equipment, please touch the “Off” button below “Projector.”

This will turn off the projector and raise the screen. Please also turn off the classroom computer (if you used it). Unplug your laptop (if you used it) and be sure to leave the classroom the way you found it!