TECHNOLOGY ENHANCED CLASSROOM EQUIPMENT
TOP TEN OPERATIONAL NOTES (IT’S VERY SIMPLE!)

1. ALWAYS BEGIN WITH THE PC SWITCHBOX SET TO THE “DESKTOP” POSITION.
   Turn on both the flat-screen monitor and computer by pressing their respective power buttons.
   (The system should always be connected with the wall power receptacle and ready for use.)

2. AFTER THE COMPUTER IS FULLY BOOKE-D-UP, you should see a small window on the
   monitor that is used for controlling the ceiling projector. (No wireless remote control is needed.)
   If you don’t want to use the projector, you can minimize or close this window for later use.

3. TO SET THE PROJECTION SCREEN, lock it in place by firmly turning the black knob
   clockwise, as you pull it down into position. TO RETRACT THE TENSIONED SCREEN,
   push down gently, as you turn the black knob counter-clockwise, and slowly lift the screen up.

4. TO USE THE CEILING PROJECTOR, simply left click the green ON button at the top left
   of the “Projector Control” window. Within two minutes, you should see the projected image.

5. TO PROJECT A LAPTOP IMAGE—With your laptop turned off, carefully connect the tan
   cable (in the rear tray of the desk) to the 15 pin “D” shaped connector on the back of your laptop.
   **THIS 15 PIN “D” CONNECTOR IS EASY TO DAMAGE IF IMPROPERLY MATED.**
   Set the mechanical switchbox to LAPTOP, power up your computer, and then enable the external
   display port of your laptop. (Call x2472, if you need help). Connect the thin black sound cable
   to your laptop audio output, if desired. Adjust the volume of the wall-mounted speakers in the
   projector control window. Use wired or wireless network connections in the room, as applicable.
   **Optimal image resolution is obtained with your laptop set for XGA (1024 x 768) graphics mode.**
   If the image is not framed properly, click the yellow “AUTOSYNC” button in the control window.

6. THE A/V HARNESS in the rear tray can be used to display “composite” video sources, such as
   the analog video output of a camcorder. (There’s an extra AC power receptacle in the rear tray.)
   Use the projector control window to select the purple “A-V HARNESS” button for audio and
   composite video signal sources. Analog audio outputs, like the earphone jack of an iPOD, can also
   be connected, although the stereo speakers on the wall will not be very loud under most conditions.
   Return to the “COMPUTER” input (blue button) for sources like the Dell computer or a laptop PC.

7. TO TURN OFF THE CEILING PROJECTOR—In the projector control window on the
   monitor, left-click the red OFF button. The bulb will extinguish and the projector should
   enter a cooling mode to shut-down. The cooling fan will continue to run rapidly for about two
   minutes after the lamp has turned off. When you’re finished with the system, always turn off
   the projector (with the red button in the control window) before shutting down the PC. Thanks.

8. TO BRIEFLY “MUTE” THE PROJECTED IMAGE and the audio from the wall speakers,
   left-click the black A/V MUTE ON button in the projector control window. Select the white
   button to release the A/V MUTE mode. For extended muting of the projected picture and sound, simply
   turn off the projector with the control window button. Data/video projector bulbs are very
   expensive, so please turn off the unit when idle. The projector requires only about two minutes to restore picture.

9. ABOUT THE DELL COMPUTER: DVD video and CD audio discs can be played on this computer.
   Both factory-made “pressed” discs, as well as “burned” media, are generally compatible. Two USB ports
   on the left side of the 17" flat panel monitor, and two on the front of the CPU, are available for peripheral
   devices such as thumb drives, external hard drives, or remote controls. The software is protected with
   “Deep Freeze” so anything saved on the “C” drive will be deleted after shutting down the computer.
   To save your work, use the “T” (thawed) hard drive for temporary storage or your own removable media.

10. For assistance, training, or feedback, please contact Educational Technology Services (ETS) on x2472.
    Warning—This system is alarmed and coded for security! Please do not tamper with any equipment.

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