Quick guide to technology in the classroom

L 201

Please, remember to turn off the projector when you are done

Thank you!
Lights and Screen
Located on the front wall next to the white board

1. Light controls.
2. Dimmer slide switch for canned lights.
3. Raises and lowers the electric screen. It will stop automatically at the correct position.

Smart Panel
Pull out the drawer under the instructor desk.

Projector
1. Press the On button to turn on the projector. The red light indicates the projector is warming up. The green light indicates is ready to use. Use the volume buttons to adjust volume.

2. Select the source you need:

Desktop: The desktop PC is already connected and ready to use. You will need to log in with your username and password. Use the Smart Panel to adjust the volume.
**Laptop**: Connect a PC laptop to the smart panel, using the yellow VGA 15-pin connector (Fig. 1), and the blue VGA 15-pin connector (Fig. 2) to your PC laptop as shown.

For audio from your PC laptop, you also need to connect the two green audio connectors to both your laptop headphone/speakers jack, and the Smart Panel audio jack as shown (Figs. 3 and 4). Use the Smart Panel to adjust the volume.

Connect a Mac laptop using a mini DisplayPort to VGA adapter. Connect the yellow connector to the Smart Panel, connect the blue connector to the adapter and this one to the Mac. For audio from your Mac laptop, you also need to connect the two green audio connectors to both your Mac headphone/speakers jack, and the Smart Panel audio jack. Use the Smart Panel to adjust the volume.
**HDMI:** Connect a **PC laptop** or a **Mac laptop** with a HDMI port using the HDMI cable. The cable is already connected to the Smart Panel, connect the other side to your laptop. The HDMI cable is capable of transmitting audio. Use the Smart Panel to adjust the volume.

**DVD:** The DVD player is already connected but you need to contact library staff to open the cabinet to insert a DVD in the player.

**Document camera**

Make sure the **HDMI** cable is connected to the document camera as shown. Turn **On** the Document Camera and the Smart Panel, select **HDMI** on the Smart Panel. Press the document camera icon if necessary (Fig. XX). Improve the image quality with zoom, focus, and brightness, use the lamp to light the document (Fig. XXX). Please turn off the document camera when you are done.

Please turn off the Document Camera when you are done.
The media rack (DVD and microphone)

To play a DVD or to use the microphone contact library staff to open the rack. The keys are hanging next to the door of L-204 - Control Room.

This equipment is ready to use.

Turn on the DVD. Use the Smart Panel to adjust the volume.

Microphone volume can be adjusted with the master volume knob and also the Input 1 knob.

Make sure the Furman Power Sequencer (on the bottom) and all the power buttons are On. The Power Sequencer needs a few seconds to turn on the other devices.

When finished, turn off only the DVD player.

Wireless Microphone

The wireless microphone is in the drawer in the rack. Turn on the Power Sequencer to activate the wireless microphone system, then turn on the microphone. The microphone is hooked up to Input 1 knob on the Amplifier, you can adjust the volume with this knob and also with the Master volume knob. Please turn off the microphone when you are done and return to the drawer.
Instructor desk

The desk can be a seated or standing workstation. You can raise or lower the desk using the control box located on the desk. Dial the inches you want the desk from the floor, hold down the yellow and the green buttons. For safety use 29 as minimum and 45 as maximum. Check for obstructions or objects before moving the desk.