DO NOT UNPLUG ANY COMPONENT OF THE TEACHER’S STATION!
For aid, please contact 4TECH.

**Room Instructions**

To start, press POWER on the projector remote to turn the projector on and off. Press only once and allow a few seconds for the projector to turn on. Once the projector is on, choose your desired presentation mode by pressing the correct source button:

- **COMPUTER** (the instructor podium computer/ Elmo Document Camera is on PC Input 1; guest laptops will show over PC Input 2 - press the computer source button to cycle through the two)

- **VIDEO (DVD/VCR)**

**Computer**

To display the computer image, select the computer source. The document camera must be on for the computer to display on the projector. Ensure the correct output is selected on the document camera.

**DVD/VHS**

Press the VIDEO button on the projector remote to choose the video source. To insert a DVD or VHS movie, locate the DVD/VHS player inside the instructor workstation. Use the player remote to control the unit.

**Elmo Document Camera**

The document camera can display any printed material on the LCD screen. To display, locate the document camera (on the workstation), and press the power button. Press the COMPUTER button on the projector remote and make sure that the document camera is selected as the output on the doc camera itself.

**Audio Volume**

Audio volume for the PC and DVD/VHS sources can be controlled with the VOLUME button on the projector remote. Computer audio can be adjusted independently by clicking the speaker icon next to the clock on the computer desktop and moving the slide bar.

Please LOG OFF from the computer when you are finished and DO NOT SHUT DOWN. Remember to TURN OFF the projector when your class is complete by pressing the POWER button on the projector remote twice. If you adjusted volume settings on the projector or computer, please ensure they are returned to their defaults for the next user. All remotes should be placed on the instructor workstation.

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