Guide for Using the Equipment in **CSE 236**

Room Equipment:

DocCamera; VHS/DVD player; Desktop Computer; ceiling projector; cabling to connect laptop computer

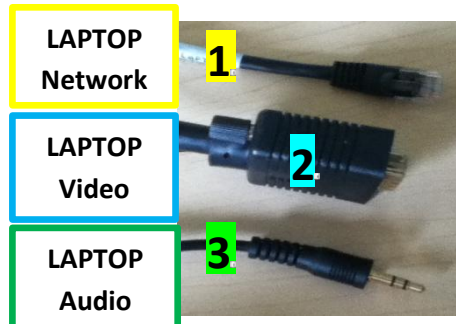*Doc Camera must be turned on to display images on the ceiling projector.*

All equipment in this room is connected to the ceiling projector.

Location of Remote Controls : ceiling projector - on the Teaching Station; VHS/DVD - tethered to player

1. **If using your laptop: Start with laptop turned off.**

   For computer image to be displayed,

   securely connect three (3) cables on top of teaching station **to laptop labeled   1) LAPTOP Network   2) LAPTOP Video   3) LAPTOP Audio**

LAPTOP Network	1
LAPTOP Video	2
LAPTOP Audio	3

2. Turn on the Ceiling Projector

Ceiling projector remote is tethered to the **top of the Teaching Station**

3. Turn on your Computer log in, and wait as it communicates with the projector. Lower screen.
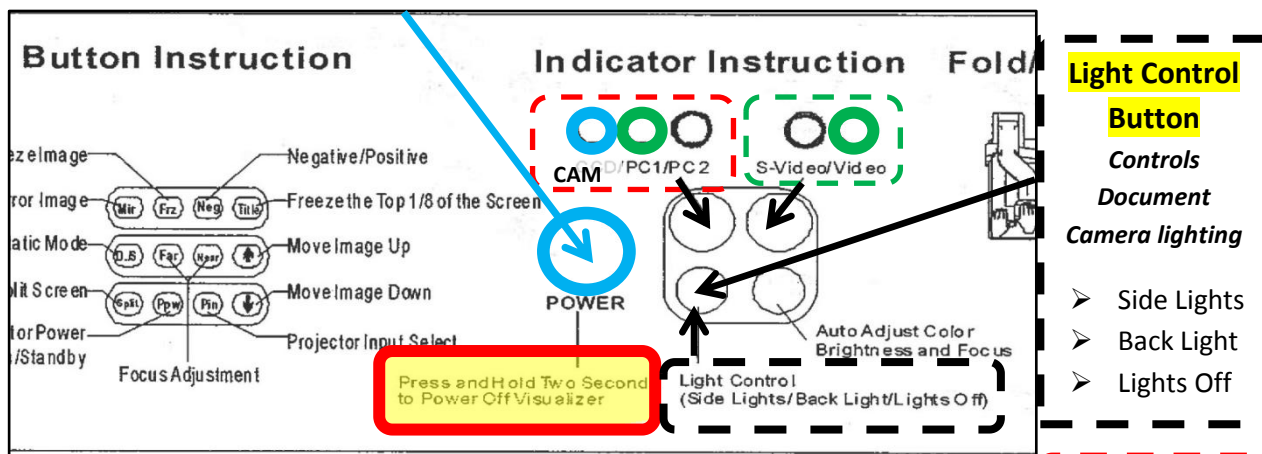
If using the Desktop Computer: Power button on front of the CPU, in the Teaching station

Power button on front of desktop monitor. Log on.

Image on the laptop or desktop screen will be displayed on the room screen.

4. Press POWER button on the Document Camera. *The Doc Camera controls all image displays.*

Press and hold until it turns Blue.

Light Control Button

Controls Document Camera lighting

- Side Lights
- Back Light
- Lights Off

To display **Desktop Computer image >** Press the **button labeled > CAM / PC1/ PC2**
displays **lighted green circle** when selected (see graphic above)

To display **Laptop image >** Press the **button labeled > CAM / PC1/ PC2**
displays **lighted red circle** when selected (see graphic above)

NOTE: Laptop image will not be seen on the desktop monitor

Please flip this page for:

- Document Camera and VHS/DVD guides.
- Troubleshooting Tips

To display **Document Camera image** **>** Press the **button labeled >** displays **lighted blue circle** when selected (see graphic above)

       Light Control Button will adjust lighting (see graphic above)
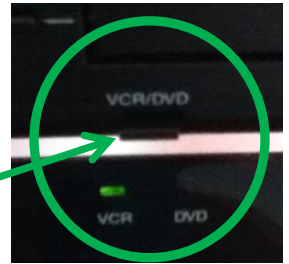
To display **VHS/DVD image** > **Turn player on and load/play video**.

        Press the **button labeled** **>** S-VIDEO/ VIDEO

displays **lighted green circle** when selected (see graphic above)

     Button on center, front of VHS/DVD player controls video input; select VCR <u>or</u> DVD

     Remote for VHS/DVD is tethered alongside player

5. <u>POWER OFF</u>

       1) Ceiling Projector

       2) Document Camera

       3) VHS/DVD Player

       4) Desktop computer/monitor

       5) Laptop & disconnect cables

Troubleshooting Tips:

Display:
- **No image displayed from projector**: use projector remote to select PC input
- **No image on laptop screen**: Press Fn/F4 orF8 key (look for icon of a monitor) to toggle between different laptop presentation modes. Windows 7 users, press the WIN key + P
- Power off and wait for OFF light to stop blinking. Repeat instructions.

Need assistance? Please contact Becki George, Learning Technology Coordinator, x.1268