

# Guide for Using the Equipment in CSE 247

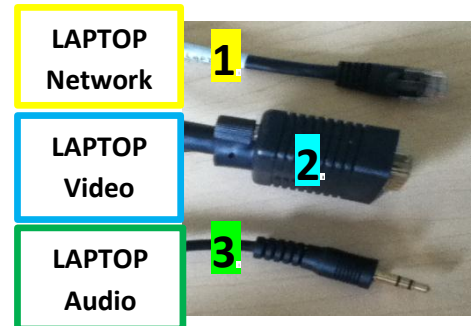
**Room Equipment:** Document Camera; VHS/DVD player; ceiling projector; cabling to connect laptop computer  
*Doc Camera must be turned on to display images on the ceiling projector.*

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**



## 2. Turn on the Ceiling Projector

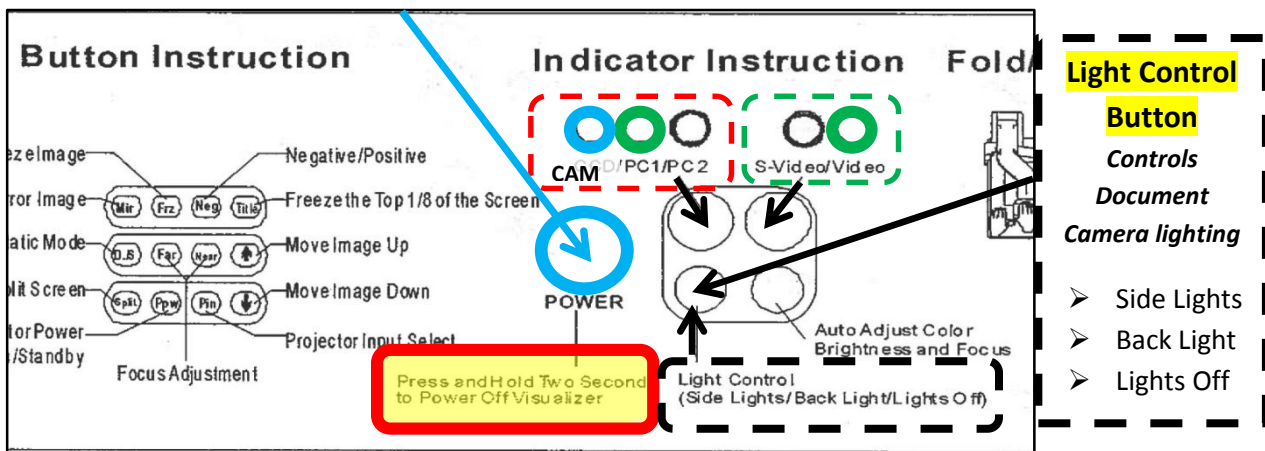
Ceiling projector remote is tethered to the top of the Teaching Station  
 Wait for ON light to stop blinking. Lower screen.

## 3. Turn on your Laptop, log in, and wait as it communicates with the projector.

The computer image on the laptop will be displayed on the screen.

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

Press and hold until it turns **Blue**.



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 **Laptop image** > Press the **button labeled** >

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

Troubleshooting Tip: Press Fn + F4 or F8 (look for key with monitor icon) to toggle between laptop displays  
 Windows 7 users, press WINDOWS key + P

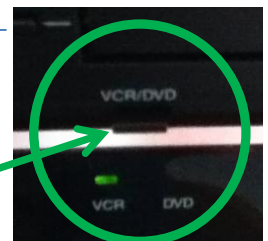
To display **VHS/DVD image** > **Turn player on and load/play video.**

Press the **button labeled** >

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

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

Remote for VHS/DVD is tethered alongside player



## 5. POWER OFF 1) Ceiling Projector 2) Document Camera 3) VHS/DVD Player 4) Laptop & disconnect cables

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