

# Guide for Using the Equipment in VAC 004

## Room Equipment:

Doc Camera; VHS/DVD player; BOSE sound system; ceiling projector; cabling to connect laptop computer  
*Doc Camera must be turned on to display images on the ceiling projector.*

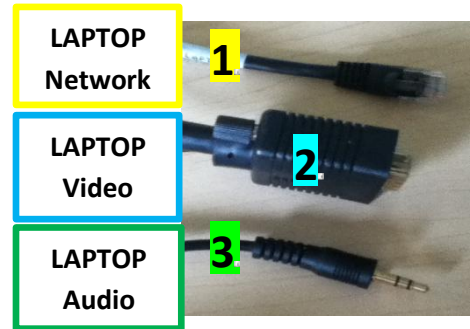
Location of Remote Controls : ceiling projector/BOSE system - on Teaching Station; VHS/DVD - with player

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

For computer image to be displayed,

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

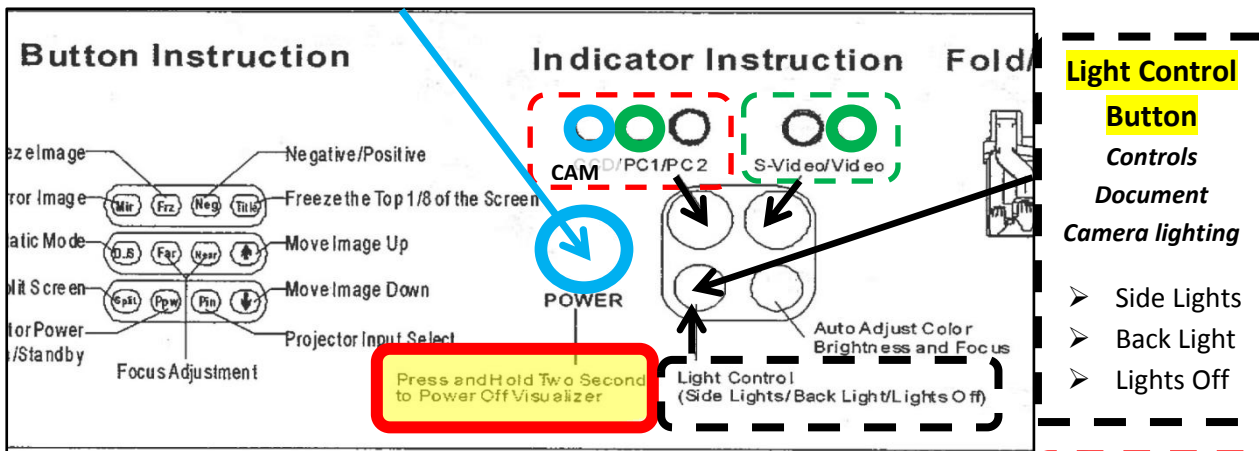
### 3. Turn on your Laptop, log on and wait as it communicates with the projector.

Computer image will be displayed on the screen.

### 4. Turn on the BOSE sound system using the BOSE remote.

### 5. 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** > **CAM /PC1/ PC2** displays **lighted blue circle** when selected (see graphic above)  
**Light Control Button** will adjust lighting (see graphic above)

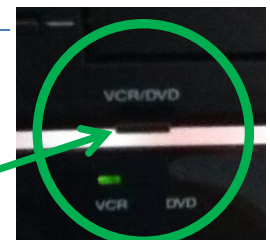
To display **Laptop image** > Press the **button labeled** > **CAM /PC1/ PC2** displays **lighted green circle** when selected (see graphic above)

**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** > **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 or DVD**  
 Remote for VHS/DVD is tethered alongside player



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

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