

Classroom A/V Instructions

1. If you need the projector screen, activate it with the white buttons near the entrance.
 - A. The down arrow lowers the projector screen, while the up arrow brings the screen back into its original position.
 - B. The stop button stops the screen in the position it is in.
2. Within the top drawer of the smart lectern, you will find a white remote which controls the projector and a large mass of black cord that connects the remote to the small projection connection found on the smart lectern. Connect both ends, with the smallest plug going into the remote.
3. With the remote trigger held down, press and hold the red power button for a few seconds then release. When not in use, unhook the remote and the cord and place them into the same drawer that they were in otherwise the batteries will be drained.
4. Laptop
 - A. Connect the laptop to the lectern via the black RGB cable provided and the other end into the laptop. If the black RGB cable is not provided, it should be in the top drawer of the lectern.
 - B. With the laptop connected and powered up, press FN and F8 simultaneously to have the projector show what is on your laptop screen. Pressing both keys again will black out your laptop, but the image will still appear on the projector screen. Finally pressing both a third time will remove the image from the projector screen and display the image on the laptop.
4. ELMO
 - A. Connect the ELMO using RCA cables which should be in the smart lectern already. Plug the yellow end cable into the video in on the smart lectern and the other yellow end in the RCA video out of the ELMO.
 - B. With the ELMO turned on and connected, plug the remote back in to press the video button on the remote until the ELMO image is displayed on the screen.
4. VCR
 - A. Connect the VCR using the RCA cables which should be in the smart lectern already. Plug a yellow end cable into the video in on the smart lectern and the other yellow end in the RCA video out (yellow) of the VCR. Plug the red and white end of the lectern end into the appropriately colored audio connections in the smart lectern and the VCR ends in the red and white colored video outs respectively.
 - B. With the VCR turned on and connected, plug the remote back in to press the video button on the remote until the VCR image is displayed on the screen.
5. Commence with your lecture.

When finished with your lecture, follow these steps:

A: Disconnect your laptop

B: Retrieve the white remote, and, in the same fashion as before, turn the projector off. Press the power button once. The fan of the projector will cool of the bulb for a few minutes; this is normal. Do not press the power button repeatedly which will decrease the life of the bulb and in rare cases break it

C: Place all materials back into the top drawer, making sure to lock the drawer before you leave

D: As you exit the room, press the up button for the projector screen to retract.