CLASSEROOM TECHNOLOGY INSTRUCTIONS

<table>
<thead>
<tr>
<th>How to find...</th>
<th>Location</th>
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<tbody>
<tr>
<td>Light switch</td>
<td>When you first walk in the door, and on the media cart.</td>
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<tr>
<td>Room control panel</td>
<td>On the media cart, to the left of the monitor.</td>
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<tr>
<td>Screen control switch</td>
<td>The screen control switch is integrated into the control panel.</td>
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<tr>
<th>To...</th>
<th>Then...</th>
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| Use the VCR or DVD player | 1. Turn on the LCD projector by pressing the **Display ON** button on the control panel. (*You may need to wait a few seconds for the projector to warm up.*)
2. Power on the VCR/DVD player located in the media cart.
3. Place your VHS tape or DVD into the device.
4. Press the **VCR** or **DVD** button on the control panel.
5. Press **Play** located in the DVD & VCR Control section on the control panel. |
| Use the Room Computer  | 1. Turn on the LCD projector by pressing the **Display ON** button on the control panel. (*You may need to wait a few seconds for the projector to warm up.*)
2. If it is off, turn on the computer located |
If you experience any problems, please contact Media Services: x7724
To report classroom equipment problems, email media@clarku.edu

| **Connect a Laptop** | in the media cart by pressing the power button. (The rectangular black button in the center of the computer)  
3. Press the **PC** button on the control panel.  
4. The computer image will appear on the screen.  
5. Login as you normally would.  

| **Adjust the Volume** | Turn the **Volume** control knob located on the control panel to adjust the volume to an adequate level.  

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*Please turn off projector when you are finished with your class.*