

If you experience any problems, please contact Media Services: x7724
 To report classroom equipment problems, email media@clarku.edu



CLASSROOM TECHNOLOGY INSTRUCTIONS

How to find...	Location
Light switch	When you first walk in the door, and on the media cart.
Room control panel	On the media cart, to the left of the monitor.
Screen control switch	The screen control switch is integrated into the control panel.

To...	Then...
Use the VCR or DVD player	<ol style="list-style-type: none"> 1. Turn on the LCD projector by pressing the Display ON button on the control panel. <i>(You may need to wait a few seconds for the projector to warm up.)</i> 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	<ol style="list-style-type: none"> 1. Turn on the LCD projector by pressing the Display ON button on the control panel. <i>(You may need to wait a few seconds for the projector to warm up.)</i> 2. If it is off, turn on the computer located

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	<p>in the media cart by pressing the power button. (The rectangular black button in the center of the computer)</p> <ol style="list-style-type: none">3. Press the PC button on the control panel.4. The computer image will appear on the screen.5. Login as you normally would.
Connect a Laptop	<ol style="list-style-type: none">1. Start with the laptop off.2. Connect the laptop to the VGA connector (Large black cable in the Cable Cubby)3. If you wish to play sound from your laptop over the room speakers, plug in the small orange audio cable (below the VGA connector) to your laptop's headphone jack.4. Turn on the LCD projector by pressing the Display ON button on the control panel. (<i>You may need to wait a few seconds for the projector to warm up.</i>)5. Press the Portable PC button on the control panel.6. Turn on the laptop.7. The computer image will appear on the screen. NOTE: <i>All laptops have proprietary settings to allow the laptop to mirror its screen, consult your owner's manual for specific settings for your laptop.</i>
Adjust the Volume	Turn the Volume control knob located on the control panel to adjust the volume to an adequate level.

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