Activating the Control System
Press the touchscreen adjacent to the computer monitor once to turn on the system.

The projector screen should come down automatically once the system is enabled. If it does not, there is an up/down switch near the lights next to the right door labeled **Projector Screen**.

Using the Projection System
**Using a Laptop**
- Touch the *Laptop* button from the left-side pane of the touchscreen.
- Locate the applicable VGA and headphone cables from below the table and insert them into your laptop’s corresponding VGA and headphone ports. **Note:** if you have a Macintosh laptop, you may need an adapter for the VGA cable. Also, the headphone cable is not very long and may not reach your laptop port.

**Playing a DVD**
- Touch the *DVD* button from the left-side pane of the touchscreen.
- Open the cabinet to the left of the computer station and locate the **JVC DVD/VCR** player. Insert your disc into the DVD slot.
- Use the on-screen touchscreen controls as desired.
- Press the button to the **right** of the DVD slot to eject the DVD.

**Using the Classroom PC**
- Touch the *Desktop* button from the left-side pane of the touchscreen.
- If the computer is locked, use the following information to log into the computer: **Note** that there are two zeroes after the ‘r’ in the password.

| Username: | ________ |
| Password: | ________ |

- Use the computer as desired, and lock the computer when you are done.
  - **From the Start Menu,** click the right-facing arrow next to *Shut Down* and select *Lock*.

**Using the Document Camera**
- From the cabinet all the way at the end of the table, labeled **Chalkboard Cleaning Supplies**, take out the document camera.
- In the **Misc Cables** drawer adjacent to the touchscreen, take out the **Wolfvision** power adapter and the cable with a **Document Camera** label affixed to it.

Playing a VHS Tape
- Touch the *VCR* button from the left-side pane of the touchscreen.
- Open the cabinet to the left of the computer station and locate the **JVC DVD/VCR** player. Insert your tape into the VHS slot.
- Use the on-screen touchscreen controls as desired.
• Locate the port on the side of the table facing you that is labeled **Doc Cam**, and attach the cable labeled **Document Camera** to it.
• Attach the other end to the XGA-OUT slot on the document camera. Do not worry about screwing in the screws for either.
• Locate the ring around the arm of the document camera light and lift it up towards your face.

**Tip:** Make sure that the **Auto Focus** button on the Wolfvision square is illuminated, and use the + and – buttons on the rotatable apparatus (below) to zoom in and out of the sheet, respectively.

• Rotate the cylindrical Wolfvision apparatus *away* from you, so it is facing downwards and the three buttons are facing you (as below).

Using an Auxiliary Source
• Locate the yellow/red/white RCA cable.
• Touch the **Aux Video** button from the left-side pane of the main touchscreen.
• Insert the yellow cable into the yellow (video) port on your auxiliary device, the red into the red (right audio channel) port, and the white into the white (left audio channel) port.

Using the Wireless Microphone
• Open the black Shure pouch from the Misc Cables drawer adjacent to the touchscreen.
• Affix the microphone clip to your collar.
Flip the **ON/OFF** switch from the top side of the microphone receiver to the **ON** position.

Wait twenty seconds, and then test the microphone. It should work immediately.

If necessary, adjust the volume by touching the **Mic Volume** button on the touchscreen.

**Adjusting System Volume**
- You can adjust the master volume by clicking the down or up arrows at the right edge of the touchscreen under **Program Volume**.
- The button underneath the down arrow **mutes** the outputted audio.
- The **Projector Image Mute** button disables the projector video while maintaining the system audio.

**When Your Class is Finished**
**Shutting down your Laptop**
- Shut down your laptop.
- Disconnect any connected cables from your laptop.

**Putting away the Microphone**
- Turn the microphone receiver off by flipping the **ON/OFF** switch to the **OFF** position.
- Put the cables and the receiver into the Shure pouch, and close the pouch.
- Place the pouch into the **Misc Cables** drawer.

**Putting away the Document Camera**
- Turn off the document camera.
- Disconnect and coil the video cable and power supply. Place them in the **Misc Cables** drawer.
- Flip the cylindrical **Wolfvision** apparatus so that you can see the **Wolfvision** label.
- Push the ring towards you. The arm will fold.
- Put the document camera in the bottom drawer of the **Chalkboard Cleaning Supplies** cabinet.

**Shutting down the Projection System**
- Touch the power icon 🌆 in the upper-right corner of the touchscreen to turn off the projection system.
- If the screen does not ascend, flip the **Project** Screen switch to the **UP** position.
- Raise the window blinds.
- Turn off the classroom lights.

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Please remember to **POWER OFF** at the end of your lecture!