Getting Started

- Touch the black screen affixed to the back of the podium once.
- Either touch the screen again to turn on the projector system, or touch Audio Only, in the upper left corner, to use just the speaker system.

Room Lighting and the Projector Screen

- The Dimmer lights switch will dim the small circular lights above the classroom. However, you have to press the white ON/OFF before dimming.
- The light switch adjacent controls the blackboard lighting.
- If the screen is not already down and you wish to use it, press the Down button on the projector screen switch behind you.

Using the Projector System

Projecting from the Lectern PC

- Press the Lectern PC button from the menu pane on the left side of the touch screen.
- If necessary, turn on the PC, which can be found inside the right cabinet underneath the desk, and the computer monitor by pressing the button on its lower right corner.
- If the computer is locked, use the following information to log in to it: Note that there are two zeroes after the ‘r’ in the password below.

  User name:  
  Password:  

Projecting from your Laptop

- Press the Laptop button from the menu pane on the left side of the touch screen.
- Locate the applicable VGA and headphone cables from the Estron Cable Cubby in front of the monitor 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.

- The two switches above the projector screen switch control the main classroom lighting. Only the right one works, and it will turn off the all the main lights at once.
Projecting from the VCR
- Press the VCR button from the menu pane on the left side of the touch screen.
- Insert your videotape into the Samsung VCR/DVD player located inside the left cabinet below the desk by pressing the square red Eject button to the right of the VHS slot.
- Use the controls on the touch screen as desired.

Projecting from the DVD player
- Press the DVD button from the menu pane on the left side of the touch screen.
- Insert your disc into the Samsung VCR/DVD player located inside the left cabinet below the desk by pressing the round orange Eject button to the right of the DVD slot.
- Use the controls on the touch screen as desired.

Projecting from the Document Camera
- Open the drawer on the left side of the desk.

Note: If there is no document camera in the desk drawer to the left of the monitor, please notify Tisch Media Center staff immediately.

- Press the Doc Cam button from the menu pane on the left side of the touch screen.
- Raise the camera arm and rotate the circular lens away from you to face the glass base.
- Press the Power button in the upper left corner of the document camera.
- Center your document on the camera’s glass.
- Press the button depicted by a light bulb until the light on each lighting arm is illuminated.
- Use the buttons located on the camera’s lens to focus or to zoom in or out of your document.

Blanking the screen
- During your presentation, you can blank the screen and leave the projector running by pressing the button labeled Blank Screen.

Projecting from an Auxiliary device
- Press the Aux Video button from the menu pane on the left side of the touch screen.
- Connect the single black RCA cable from the Estron Cable Cubby cables into the video port of your auxiliary device.
- Connect the joined red/black RCA cables from the same receptacle into the two audio ports of your auxiliary device. Connect the red cable into the red (right) audio port and the black cable into the white (left) audio port.

Controlling Audio
- Use the UP or DOWN arrows under the Volume label on the touch screen to control all audio passing through the system, or controls press Mute to mute all audio.

When your class is finished
Log off from the Lectern PC
- From the Start Menu, click the right-facing arrow next to Shut Down and select Log Off.

Shut down and store the Document Camera
- Remove your document from the camera.
- Press the Power button to switch off the document camera.
- Rotate the camera’s lens 90 degrees.
- Pull down on the camera’s arms so that they fold inwards and down upon the glass.
- Slide the drawer back into the lectern, or return the document camera to Tisch Media Center.

Shut down the Touch Screen Control System
- Press the Shut Down button and subsequently the Yes button to confirm that you wish to turn off the system.

Final steps
- Close the cabinet doors.
- Log off from the PC if you have not already.
- Turn off the classroom lights

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