

Equipment Instructions for Mary Gates Hall 044:

Computer Classroom

JT

Updated September 2014

This room is equipped with an 8-Button Classroom Equipment Control Panel, located on the Wall. Some models of this Control Panel may have a different button layout, but all are operated in a similar way.

To Turn ON the Data Projector:

1. Tap the Power button on the 8-button Control Panel, located on the Podium.
2. The lights scrolling *up* the left side of the Control Panel indicate that the Data Projector is *warming up*.
3. The Data Projector will take 60 seconds to warm up.

To Turn OFF the Data Projector:

1. Tap the Power button on the 8-button Control Panel, located on the Podium.
2. The lights scrolling *down* the left side of the Control Panel indicate that the Data Projector is *cooling down*.
3. The Data Projector will take 60 seconds to cool down.

Please remember to turn off the Data Projector when you are finished!
Turning off the Data Projector saves energy and preserves lamp life!

To “Blank” the Projected Image from the Screen:

1. Press the “Blank” button on the Control Panel at any time to hide the projected image from the screen without covering the lens or turning off the Data Projector.



To Play a DVD or VHS tape:

1. Insert media into the DVD/VHS player. The DVD/VHS player is located inside the media closet behind the Podium, near the door.*
2. Press the “Select Video” button on the 8-Button Control Panel.
3. Press the “DVD” or “Video” button on the front of the Player to switch between the VCR and DVD player.



Select Buttons:
Press either
DVD or VIDEO

To Use the Installed PC Computer:

1. Turn on the computer. The computer is located inside the cabinet door of the Podium.* Make sure the computer monitor is turned on.
2. Press the “Select Comp” button on the 8-Button Control Panel.

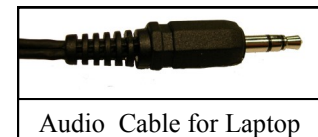
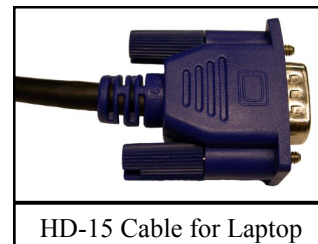
To Connect a Laptop to the System:

1. Connect the Laptop using the HD-15 cable located on the Podium.
2. For Laptop Audio, plug the Mini-cable (located on the Podium) into your laptop's headphone jack.
3. Turn on your laptop, if you have not done so.
4. Press the “Select Comp” button on the 8-Button Control Panel.

Note: If your Laptop does not display after following these steps, make sure your laptop is set to “Exterior Display” mode and your resolution is set to 1024x768.

To Control Volume:

1. Use the Volume Up, Down and Mute buttons located on the right-side Control Panel, labeled “MIC VOL”.



*Note: An Equipment key (IOFA key) is needed to unlock the Podium and Closet doors. Contact CTE to check out a key.

For more information, a copy of this page, or for more information about this room, please contact CTE:

Classroom Technology & Events

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