CLASSROOM
PRACTICES

ACCOUNT SIGN OUT

Remember to sign out on the computer or laptop

FOOD & DRINKS

Open food or drinks in the classroom is not recommended

CONTROL PANEL

Shut down the control panel on the instructor station

FURNITURE & EQUIPMENT

Please do not add or remove furniture or equipment

LAPTOP CARTS & ASSIGNMENTS

For classrooms with laptop carts, please also do the following:

01 **Ensure all laptops are accounted for.** Laptops should be returned to its designated slot in the cart and plugged in for charging.

02 **Assign laptops to students for in-class usage based on your SIS roster.** Do not change the numbering if a student drops the course. This will ensure faster login after the first instance.

EXAMPLE
1. Dyna Prom .... Laptop #1
2. Marcus Martinez .... Laptop #2
3. Arturo Banuelos .... Laptop #3
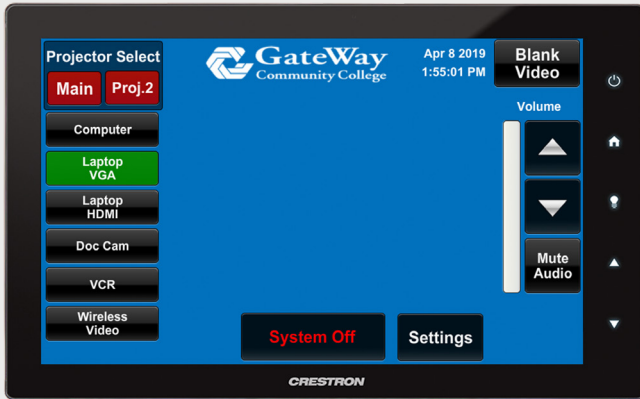
INSTRUCTOR STATION 3RD GEN

POWER ON

Touch the screen to turn the control panel on and activate all audio and visual equipment in the room. This includes lowering the projector screens.

POWER OFF

Press the **System Off** button to start the shut off sequence. Press **Yes** to proceed in raising the projectors and turning off all the audio and visual equipment. Please make sure to log out of your account on the computer.

CONTROL
PANEL

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PROJECTOR SELECT

The **Main** button controls the main (center) projector. The **Proj. 2** button controls the secondary (side) projector. The buttons may differ depending on how many projectors are located in the room, bu the concept is the same.

BLANK VIDEO

A black (blank) screen will appear on the projector without shutting off the system.

INPUT SOURCE

The default input source for both projectors is set to **Computer**. Change what appears on screen by first selecting a projector and then selecting what you want to be shown on screen (the input type).

VOLUME CONTROL

Adjust the volume by pressing the up and down arrows. Mute the audio by pressing the **Mute Audio** button.

SYSTEM OFF

Turn off all audio and visual equipment by pressing **System Off**. Remember to log out of your account on the computer.
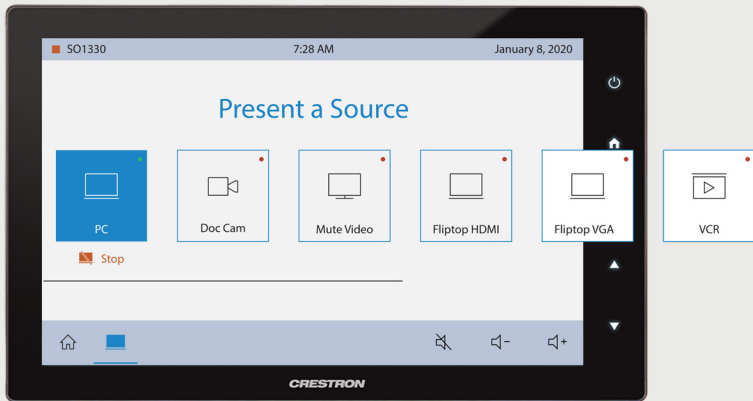
INSTRUCTOR STATION **2ND GEN**

POWER ON

Touch the screen to turn the control panel on. Note: The projector and projector screens will not be activated until a source is chosen.

POWER OFF

Press the **Power** button (topmost symbol) located on the right menu bar. A 30 seconds countdown will allow you to cancel the shut down sequence before automatically shutting down or press **Shut Down** to start the sequence immediately. The system shut down process is completed once the home screen is shown on the control panel.

CONTROL
PANEL
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SOURCE

Press **Source** (laptop icon) located next **Home** (house icon) in the bottom menu bar. Scroll horizontally through the source options. This controls what appears on screen.
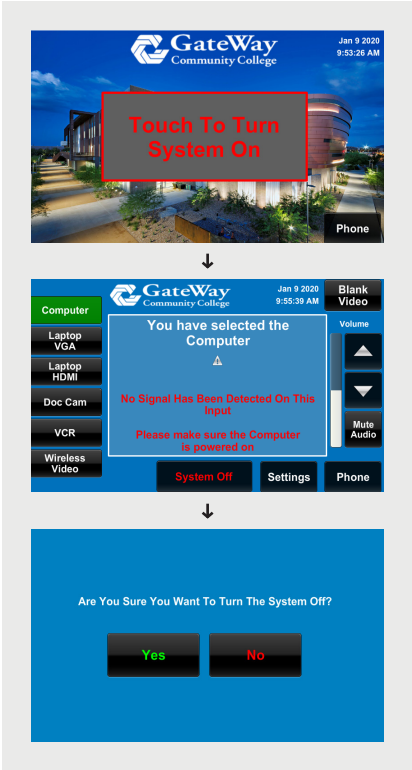
MUTE VIDEO

Press **Mute Video** in **Source** to show a black screen on the projector without shutting off the system.

STOP

When a source option is selected, the box will turn a solid blue color and a **Stop** button will appear below it. Press **Stop** prior to selecting a new source.

VOLUME CONTROL

Adjust the volume or mute the audio by pressing the icons in the bottom right corner of the menu bar. Press the audio icons with plus and minus signs to raise or lower the volume. Mute the audio by pressing the audio icon with a slash through it.

INSTRUCTOR STATION 1ST GEN

POWER ON

Touch the screen to turn the control panel on and activate all audio and visual equipment in the room. This includes lowering the projector screens.

POWER OFF

Press the **System Off** button to start the shut off sequence. Press **Yes** to proceed in raising the projectors and turning off all the audio and visual equipment. Please make sure to log out of your account on the computer.

CONTROL PANEL

BLANK VIDEO

A black (blank) screen will appear on the projector without shutting off the system.

INPUT SOURCE

The default input source for both projectors is set to **Computer**. Change what appears on screen by first selecting a projector and then selecting what you want to be shown on screen (the input type).

VOLUME CONTROL

Adjust the volume by pressing the up and down arrows. Mute the audio by pressing the **Mute Audio** button.

SYSTEM OFF

Turn off all audio and visual equipment by pressing **System Off**. Remember to log out of your account on the computer.