Using the Projectors

Projectors in this room are controlled by a touch-screen control panel

0. If this screen appears off, press it firmly with one finger anywhere on the screen.

1. When the screen is lit, select, from the buttons on the left the type of device you wish to project.

   If you are selecting projector for the first time (projector is off) it will take approximately 30 seconds for the projector to warm up and show an image on the screen. You will see an “Initializing Projection” screen appear to notify you of same.

2. If you want to display the Podium PC/ Lectern Laptop or the Document Camera, continue to step 3.

3. Once you’ve selected a device, press the Left or Right projector button at the bottom of the screen

4. To put the projector in standby, press the standby button.

   Note: When switching between projecting one device to another, the projector may flash before displaying the correct source. You will also see an “Updating Projection” screen to notify you that your changes are about to take effect.
Projecting the Document Camera

0 Use the steps in the first section, “Using the projectors”, to select the document camera and projectors.

Position the moveable parts of the document camera (A and B below) as show in the picture below to start projecting the image.

- Turn the Zoom wheel to get a closer view
- Turn ON the document camera

Turn the Zoom wheel to get a closer view
Sound

**Program Volume** controls the level of any audio that is being projected (PC, DVD, VHS).

**Speech Volume** controls the level of the lapel microphone worn by the instructor.