Instructions for Rooms with No Elmo (Document Camera)

Power On
- Turn on computer tower found in cabinet – allow start up and log on
- Click CTRL-ALT-DELETE and type in password

Projector – Computer screen
- Using small EPSON remote turn on projector – Point at pyramid in monitor cabinet
- Click computer button on EPSON remote to view screen
- Click Computer button on RadioShack Switch – must be on for audio

Projector – VCR
- Turn on VCR – VCR PLAYER remote
- Click video on EPSON remote
- Click VCR on RadioShack switch – must be on for audio and picture

Projector – DVD
- Turn on DVD player – DVD PLAYER remote
- Click video on EPSON remote
- Click DVD button on RadioShack switch – must be on for audio and picture

Audio
- Turn on SAMSON audio player – on when light is blue – adjust volume with knobs
- To use audio for DVD, VCR or COMPUTER the designated RadioShack switch must be on.

Power Point
- Black HP mouse remote
- Blue D-pad controls mouse, Left and Right mouse buttons found under D-pad
- Pointer – small silver button at top of remote
- If remote does not respond click oval silver button at bottom of remote to turn on
- Left button – Backwards  Right button – Forwards

Shut Down
- Log off computer and shut down completely before turning off Main Power switch
- BE SURE ALL EQUIPMENT IS OFF BEFORE TURNING OFF MAIN SWITCH
- Turn off Projector using EPSON remote – Red power button

Please be sure to turn OFF equipment when done with class.

These instructions are also located on the desk top of the teacher station. (if logged in as yourself and not teacher you will not see them)

If you need assistance please call the Help-Desk at extension 6730 between the hours of 7:30 am – 5:00 pm Monday - Friday.