Room Equipment Instructions with Separate VCR and DVD Players

Power On
- Turn on Main Power switch – located inside the single door side of cabinet on right side – ON IF ORANGE
- Turn on computer tower located inside the single door side of cabinet – if there is a small green light by the power button, computer is already on - allow start up
- Press CTRL-ALT-DELETE and type in password

Computer screen to Projector
- Using small EPSON remote turn on projector by pointing at projector
- Be sure the ELMO (Document Camera) is ON – button should be blue – if red, it is off
- Be sure ELMO (Document Camera) has the computer chosen – little picture of computer and three other items – picture that has the blue light next to it is what will work (exp. Picture of computer will project what is on the computer to the screen)
- TURN OFF projector when done – after every class!!!!

VCR to Projector
- Turn on VCR – Panasonic VCR remote
- Click Video on the EPSON remote – point at projector when clicking
- Click VCR on Radio Shack switch – must by on for audio and picture – located on top of VCR and DVD players

DVD to Projector
- Turn on DVD player – Panasonic DVD remote
- Click video on EPSON remote – point at projector when clicking
- Click DVD button on Radio Shack switch – must be on for audio and picture – located on top VCR and DVD players

Projecting an image straight from the ELMO (Document Camera)
- Change the chose on the ELMO (Document Camera) from the computer to the ELMO (Document Camera) – choose the picture that looks like the ELMO
- You may have to turn the camera down so it projects what you have on the desk.
- Please be sure when finished using the document camera (ELMO) that you change it back to computer for the next instructor.

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.