

# CVA 116 TECHNOLOGY ENHANCED CLASSROOM TOP TEN T.E.C. OPERATION NOTES (IT'S VERY SIMPLE!)

1. **ALWAYS BEGIN WITH THE TAN SWITCH BOX SET TO THE “DESKTOP” POSITION.**  
(The tan computer switch box is mounted under the desk surface.)
2. **ON THE MAC DESKTOP, THERE'S A SHORCUT ICON FOR PROJECTOR CONTROL.**  
This shortcut will open up a projector control web browser, from which you can turn the unit on/off, select inputs and control audio volume. (A wireless remote control can also be used.)
3. **TO SET THE PROJECTION SCREEN,** lock it in place by firmly turning the black knob clockwise, as you pull it down into position. **TO RETRACT THE TENSIONED SCREEN,** push down gently, as you turn the black knob counter-clockwise, and slowly lift the screen up.
4. **TO USE THE CEILING MOUNTED PROJECTOR,** simply left click the ON button in the projector control web browser. Within two minutes, you should see the projected image.
5. **IMAGE RESOLUTION** – Both the MAC Cinema display monitor and the ceiling projector are set to display XGA (1024 x 768) graphics. Although other display modes are possible, the optimal resolution for the projector is XGA. Other display settings will be “re-mapped” to this native resolution.
6. **TO PROJECT A LAPTOP PC IMAGE -** With your laptop turned off, carefully connect the tan cable (in the rear tray of the desk) to the 15 pin “D” shaped connector on the back of your laptop.  
**\*\*THIS 15 PIN “D” CONNECTOR IS EASY TO DAMAGE IF IMPROPERLY MATED.\*\***  
  
Set the mechanical switch box to LAPTOP, power up your computer, and then enable the external display port of your laptop. (Call x2472, if you need help). Connect the thin black sound cable to your laptop audio output, if desired. Adjust the volume of the wall-mounted speakers in the projector control web browser. Use wired or wireless network connections in the room, as applicable.  
**\*\*Optimal image resolution is obtained with your laptop set for XGA (1024 x 768) graphics mode.\*\***
7. **THE BLUE & WHITE A/V HARNESS** in the rear tray of the desk can be used to display “composite” video sources, such as the analog video output of a camcorder or VCR. (There's an extra AC power receptacle in the rear tray.) Use the projector control browser to choose the VIDEO source on the “Input Select” drop down menu for composite video signal sources. Analog audio and video sources, like the output jack of a video iPOD, can also be connected with appropriate adapters in place. To return to the “COMPUTER” input mode, use the projector control web browser.
8. **TO TURN OFF THE CEILING PROJECTOR,** click the STANDBY button in the projector control web browser. The bulb will extinguish and the projector should enter a cooling mode to shut-down. The cooling fan will continue to run rapidly for about two minutes after the lamp has turned off. *When you're finished with the system, always turn off the projector (with the projector browser control panel) before shutting down the PC. Thanks.*
9. **TO BRIEFLY BLANK THE PROJECTED IMAGE** and mute the audio from the wall speakers, click the A/V MUTE ON button. For extended A/V muting, simply turn off the projector. Data/video projector bulbs are very expensive, so please turn off the unit when idle. The projector takes only two minutes to restore picture at power-up.
10. **FOR ASSISTANCE, TRAINING OR FEEDBACK,** please contact Educational Technology Services on x2472 or visit our ETS website via the “Quicklinks” menu at the top of the Brookdale homepage. Warning - This system is alarmed and coded for security! Please do not tamper with any equipment.