

LAH 209 CLASSROOM PRESENTATION EQUIPMENT OPERATIONAL INFORMATION (IT'S REALLY SIMPLE!)

- 1. First turn on the Samsung document camera unit and wait ten seconds for it to initialize.**
Press the INT/EXT button once to choose the EXT 1 input setting-indicated by the green light.
Turn on the Dell monitor and computer by pressing their respective power buttons.
You should now see the Windows XP program opening on the 17" flat panel monitor.
- 2. TO SET THE PROJECTION SCREEN**, lock it in place by firmly turning the black knob clockwise as it's lowered into position. **TO RETRACT THE TENSIONED SCREEN**, push down gently, as you turn the black knob counter-clockwise, and slowly lift the screen up.
3. After the computer is booted-up, you should see a small window on the screen's desktop that is used for the controlling the ceiling projector. There is no wireless remote control needed.
If you don't want to use the projector, you can minimize or close this window for later use.
- 4. TO USE THE CEILING PROJECTOR**, simply left click the green **ON** button at the top left of the "Projector Control" window. Within two minutes, you should see the image.
- 5. TO USE THE DOCUMENT CAMERA**, press the INT/EXT switch until both green lights are off.
After ensuring that the lens cap is off, set the zoom, focus, and other image controls, as needed.
- 6. TO PROJECT A LAPTOP IMAGE**-With the laptop turned off, carefully connect the black VGA video cable (at the back of the desk) to the 15 PIN "D" shaped connector on the rear of your laptop.
****CAUTION-THIS 15 PIN "D" CONNECTOR IS EASY TO DAMAGE IF IMPROPERLY MATED.****
Press the INT/EXT button on the doc camera unit until the green EXT 2 light is lit and enable the external monitor port of your laptop. (Call x2472, if you need help.) Connect the thin gray sound cable to your laptop audio output, if desired. Adjust the volume of the wall-mounted speakers in the projector control window. Use wireless or wired LAN connections in the room, as applicable.
****Optimal image resolution is obtained with your laptop set for XGA (1024 x 768) graphics mode.****
If the image is not framed properly, click the yellow "autosync" button on the control window.
- 7. THE A/V HARNESS** (at the rear of the desk) can be used to project "composite" video sources like the analog video output of a camcorder. (There is a spare AC power receptacle under the desk.)
Use the projector control window to select the purple "A/V HARNESS" button for these audio/video signal sources. Analog audio outputs, like the earphone jack of an iPOD, can also be connected, although the Dell speakers on the wall will not be very loud under most conditions.
Return to the "COMPUTER" input (blue button) for sources like the Dell computer or a laptop PC.
- 8. TO TURN OFF THE CEILING PROJECTOR**-Open the projector control window and left-click the red **OFF** button. The bulb will extinguish and the projector should enter a cooling mode to shut-down. The cooling fan will run rapidly for about two minutes after the bulb has turned off. *When you're finished with the system, always turn off the projector (with the control window) before shutting down the PC.* Thanks.
- 9. TO BRIEFLY "MUTE" THE PROJECTED IMAGE** and the audio from the wall speakers, left-click the black A/V MUTE ON button in the projector control window. For extended muting of the projected picture and sound, simply turn off the projector with the control window button. Data/video projector bulbs are very expensive, so please turn off the unit when idle. The projector requires about two minutes to restore picture.
- 10. ABOUT THE DELL COMPUTER:** DVD video and CD audio discs can be played on this computer. Both factory-made "pressed" discs, as well as "burned" media, are generally compatible. Two USB ports on the left side of the 17" flat panel monitor, and two on the front of the CPU, are available for peripherals such as thumb drives, external hard drives, or remote controls. The software is protected with "Deep Freeze" so anything saved on the "C" drive will be deleted after shutting down the computer. To save your work, use the "T" (thawed) hard drive for temporary storage or your own removable media.
- 11. For assistance, training or feedback**, please call Distribution & Technical Services on x2472.
Warning-This equipment is alarmed and coded for security! Please do not tamper with any equipment.

