

TECHNOLOGY ENHANCED CLASSROOM EQUIPMENT

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.)

Turn on both the computer and flat-screen monitor by pressing their respective power buttons.

2. **AFTER THE COMPUTER IS FULLY BOOTED-UP**, you should see a window on the monitor which is used for controlling the ceiling projector. (No wireless remote control is needed.)

If you don't want to use the projector, you can minimize or close this window for later use.

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 PROJECTOR**, simply left click the green ON button at the top left of the Projector Control window. Within two minutes, you should see the projected image.

5. **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 window. 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.****

If the image is not framed properly, click the yellow “AUTOSYNC” button in the control window.

6. **THE 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. (There's an extra AC power receptacle in the rear tray.)

Use the projector control window to select the purple A-V HARNESS button for audio and composite video signal sources. Analog audio outputs, like the earphone jack of an IPOD, can also be connected, although the stereo speakers on the wall will not be very loud under most conditions. Return to the “COMPUTER” mode (blue button) for sources like the Dell computer or a laptop PC.

7. **TO TURN OFF THE CEILING PROJECTOR**, left-click the red OFF button in the projector control window on the monitor. 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 red button in the control window) before shutting down the PC. Thanks.*

8. **TO BRIEFLY BLANK THE PROJECTED IMAGE** and mute the audio from the wall speakers, left-click the black A/V MUTE ON button. (The white button releases the A/V MUTE mode.) 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.

9. **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 flat panel monitor, and two on the front of the CPU, are available for peripheral devices 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 data, use the “T” (thawed) hard drive for temporary storage or your own removable media.

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.

