

Instructions for using the equipment in the following classrooms are provided below:

- Melhorn: # 98, # 102, # 111, # 112, #113, # 122, # 124, # 245

Each classroom now has the following equipment permanently installed:

- Computer with DVD drive
- VCR player
- Elmo (Document camera)
- 2 speaker audio, with audio volume controls in the beige wall box.
- Ceiling mounted LCD projector
- Audio and video switcher

The Audio and Video switcher is pictured to the right. This switcher will allow you to select the source to be displayed via the LCD projector and the respective audio source.



There are four buttons, with #1 at the top and #4 at the bottom.

- Button #1 – Computer
- Button #2 – VCR
- Button #3 – Laptop
- Button #4 – Elmo

The switcher will select the video source and the audio source that the audio system is using. You will not change inputs on the LCD as you may have been accustomed to doing previously. The only action involving the LCD projector will be turning it on and off.

To turn on the LCD Projector

Locate the remote displayed to the right, point it towards the projector and press the orange ON/OFF button.

When you are done using the projector, please turn it off.
Replacement bulbs for this projector cost \$450.

To turn off the projector, you will need to locate the remote and press the orange ON/OFF button twice. At this time the projector will go into a cool down, where the fans run until the unit has cooled down. Once the fans shut off, the projector is ready for use again.



Each classroom has a single audio volume control. The volume control is inside the beige metal box mounted in the wall of the classroom. In some cases, the volume control is mounted behind the projection screen. To the right is a picture of the open control box.



Volume Controls

There are two dials in the box, only the left one is active. Turn the dial clockwise to turn on the speakers and adjust the speaker volume level.

To Play a VHS via the VCR

- 1) Turn on the volume control
- 2) Turn on the LCD projector
- 3) Select Button #2 VCR on the AV switcher
- 4) Turn on the VCR, usually located in the compartment under the desk, right hand side.
- 5) Insert the tape.
- 6) Press play to begin your video.
- 7) Adjust the audio on the wall and enjoy your movie



To Play a DVD via the computer

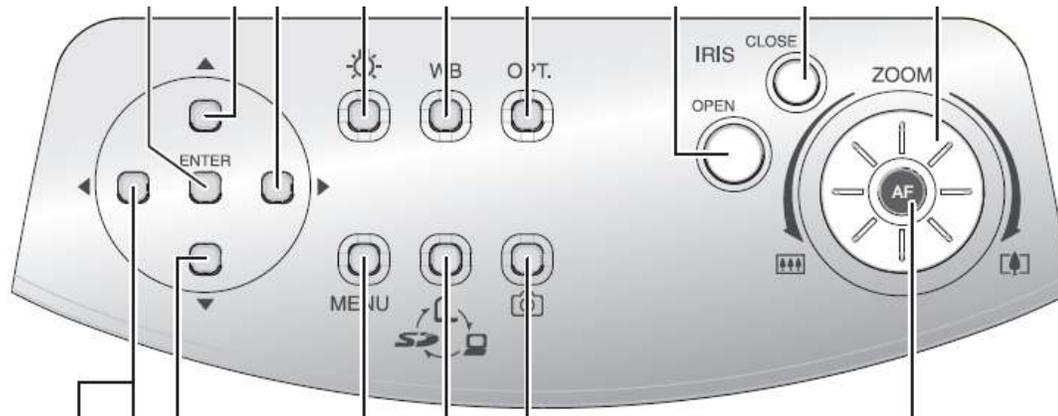
- 1) Turn on the stereo
- 2) Turn on the LCD projector
- 3) Select Button #1 Computer on the AV switcher
- 4) Turn on the computer and put the DVD into the DVD drive.
- 5) Use the onscreen controls to start the DVD playing software.
- 6) Audio can be adjusted via the computer and also at the wall controls. Sit back and enjoy your movie

To Use the Elmo

- 1) Turn on the LCD projector
- 2) Select Button #4 Elmo on the AV switcher
- 3) Turn on the Elmo, the power button is located in the upper right hand corner of the Elmo
- 4) Place your object to be displayed on the Elmo.



- 5) The control panel is displayed below. Some control panels will look different, but the overall functionality is the same.



- 6) If you are displaying text, use the zoom dial (tele button on older models) to zoom all the way in on the text and press the “AF” button in the middle of the dial to Automatically Focus the document camera. On models without an Auto Focus button, you can manually focus the text. Now, as you zoom back out (wide button on older models), the text should stay in focus.
- 7) Please turn the Elmo off when not in use.

External Laptop Connection

Select Button #3 Laptop on the AV switcher. Located somewhere on the desk, or under the desk, is a VGA and Audio cable. This connection will allow users to connect their own laptop to the LCD projector and stereo.

- 1) Connect the VGA connector to your laptop
- 2) If you require audio, connect the 1/8” audio plug to the line out or headphone jack on your laptop
- 3) On the AV switcher, select #3 Laptop
- 4) On your laptop make sure that the display is set to go to the local desktop and to the external VGA connector. (If you need help, please contact Computer Services at Ext 2456 or 620-242-0456)
- 5) Turn on the LCD projector

If you would like training on any of the above equipment, please email helpdesk@mcperson.edu or call Computer Services at Ext. 2456 or 620-242-0456

Thanks,
Andy and Dave