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

- Mohler: # 204, #212, # 218, # 231, #235
- Templeton: #5A and #5B
- Sports Center: #123
- Hess: #119 and # 121

Each classroom now has the following equipment permanently installed:

- Computer with DVD drive
- DVD and VCR combo player
- Elmo (Document camera)
- 6 speaker audio system
- 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 – DVD and 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 stereo receiver similar to the one pictured to the right.
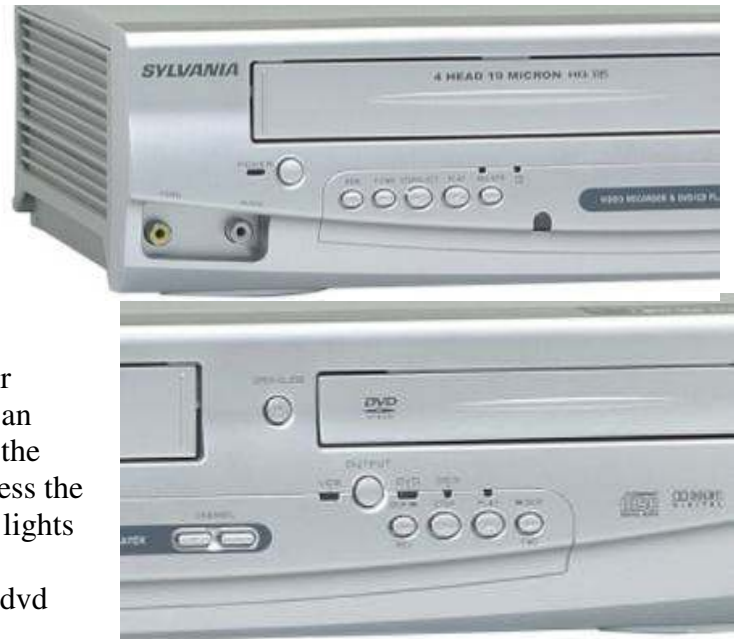
Turning the Stereo ON and OFF
Press the power button located in the upper, left hand corner on the amp.

The input for the stereo should always be set to: "**SA-CD/CD**". There is no reason to change the input.

But, we have learned that people like to play with the dials, so at some point you may need to change the input selection. On the right hand side, the large knob is the volume control and the smaller knob is the Input selector.   Twist it until it displays "**SA-CD/CD**."

To Play a DVD via the DVD/VCR
1) Turn on the stereo
2) Turn on the LCD projector
3) Select Button #2 DVD/VCD on the AV switcher
4) The power button for the DVD/VCR is located on the left hand side of the unit just below the VHS tape door.
5) Insert the DVD into the DVD player
6) In the middle of the player, there is an input selector which chooses either the DVD player or the VCR player. Press the button until the light over the DVD lights up.
7) Press play on the buttons under the dvd drive
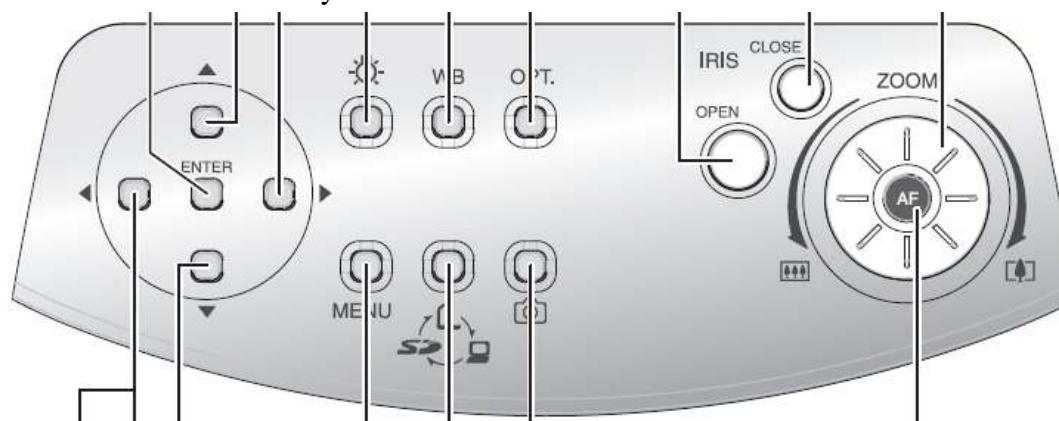8) Adjust the audio and enjoy your movie

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) Adjust the audio 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
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@mcpherson.edu or call Computer Services at Ext. 2456 or 620-242-0456

Thanks,
Andy and Dave