

Classroom Peripherals User Guide

St. Bonaventure University Technology Services

716-375-7600

Connecting a laptop to the projector:

- A VGA cable is on top of the podium to plug your laptop into the projector.



- There is a power strip below the podium for electricity.
- A 1/8 plug is also available at the top of the podium and should be plugged into the green speaker plug or headphone jack on your laptop.



IMPORTANT: If there is a Sympodium monitor on the podium and you are trying to use your own laptop, the computer and Sympodium must be turned off (top right hand corner of the monitor). This will allow the auto switching device to detect only your laptop. *NO CABLES NEED TO BE DISCONNECTED IN ORDER FOR THIS TO WORK.*

Turning on the projector:

- Using the remote, Press the red “on/off” button once to turn the projector on.

*Wait for the countdown to finish on the screen before changing a function.

- The current input will be listed in the upper left of the screen just after the countdown has finished. If you need to change the input, press the desired input on the (upper or) lower half of the remote. “Computer 1”, “Computer 2”, or “Video”.

*The laptop or computer will be “Computer 1”. Video/DVD will be “Video”.

Showing a video or DVD:

- Turn on the VCR/DVD combination unit located on the first shelf of the podium. Turn on the projector and select “Video” from the remote.
- Place the video or DVD in the appropriate tray. The VCR/DVD player will automatically switch to video or DVD depending on what is placed in the player.
- Push play or use the remote that is with the unit. Increase or decrease the volume with the projector remote.

Additional Instructions Located On Back

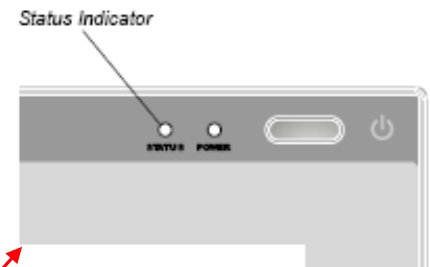
Using the Sympodium:

- Press the power button located on the upper right corner of the Sympodium monitor. (If power indicator light is orange, check to make sure the computer is turned on.)
- Press the desired pen button on the top middle of the monitor. Then touch the pen to the screen to begin writing. (The status indicator light will turn blue once the connection is made with the pen.)



Pen-tool and function buttons

- Use buttons to change between ink colors and the eraser mode without crowding your display with toolbars.



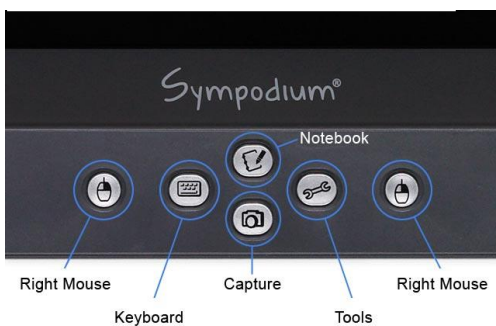
Power/Indicator Lights

-Convenient power button for turning on and off with power and status indicator lights.



Function buttons

- Quickly access the right mouse button, On-Screen Keyboard, Screen Capture tool, Floating Tools toolbar and Notebook software.



USB Port

-Easy access USB port for any USB peripheral.



Turning off the units:

- To turn off the projector, press the “on/off” button on the remote twice.
- The computer should be turned off using the “Start Menu” option on the desktop.
- The other units, VCR/DVD, and Sympodium should be turned off at their respective power switches.

* Power should be turned off for each unit when not in use.



If you would like to reserve additional equipment please contact:

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