

Using the Classroom Technology in Plassmann 153

(Similar Procedures Can Be Used in Most Other Locations)

I want to use the podium computer:

- Turn on the computer with the button in the middle of the face plate.
- Turn on the monitor.
- Turn on the projector using the Eiki remote and pressing the red power button once.
 - After the 30 second blue screen countdown is finished on the screen, press the button on the remote labeled “computer 1”.
- Log on to the computer using your own user name and password.
- If you are playing anything from the computer that requires sound, you can change the volume using the volume controls on the upper half of the Eiki remote.
- When finished, turn off the projector by pressing the power button on the remote twice.
- Log off the computer by either “restarting” or “shutdown”.

I want to use the VCR/DVD player:

- Turn on the VCR/DVD player.
- Turn on the projector using the Eiki remote and pressing the power button once.
 - After the 30 second blue screen countdown has finished on the screen, press the button on the remote labeled “video”.
- Place your DVD or video in the machine.
- A remote for the video player is available or you can use the buttons on the front of the player.
- Volume is controlled using the Eiki remote.
- When finished, press the power button on the Eiki remote twice to turn off the projector.

I want to use the document camera:

- Turn on the document camera using the power button on the right hand side of the unit.
- Turn on the projector using the Eiki remote by pressing the power button once.
 - After the 30 second blue screen countdown on the screen, choose the video button on the Eiki remote.
- Turn on the VCR/DVD player and choose the “video” button on the front of the VCR/DVD player or “VCR” by using the remote.
- You should now have a picture from the document camera.
 - If not, press the tracking button on front of the VCR until you see that the input is “L 1”
- When finished, press and hold the power button on the document camera to turn off.
- Press the power button on the Eiki remote twice to turn off.

I want to use my laptop:

- Connect the loose VGA cable on top of the podium to your laptop.
- If you need sound, also connect the loose 1/8 inch cable on top of the podium to your headphone or green soundcard output of your laptop.
- Turn on the projector by pressing the power button on the Eiki remote once.
 - After the 30 second blue screen countdown has finished, press the button “computer 1” on the Eiki remote.
- Your laptop image should now appear on the screen.
 - If it does not, you need to turn on the monitor function of your laptop.
 - Hold down the FN key in the lower left hand corner of the laptop.
 - Next, press the key at the top of the keyboard that may show you a drawing of two monitors, or is labeled LCD/CRT.
 - This might be F3, F4, F7, or F8, depending on the model of laptop.
 - You may have to do this twice in order to get both screens to show an image.
- You may also have the choice of “mirroring the image” come up on your laptop screen. Choose this to turn on your monitor port.

Any problems that can not be solved call Tim Hill 2263, or the help desk, 7600.