


## '07 Media Classroom Instructions

1. There are 3 remotes in the desk drawer. To turn on the projector, push the red POWER button at the top of the all black remote.
2. Turn on the computer with the power button  on the front of the tower under the instructor's desk. The monitor may also need to be turned on.
3. You can control the computer volume with the volume knob on the wall.
4. To show a video, turn on the DVD/VCR mounted under the instructor's desk.
5. Use the projector remote to switch the input from computer to video by pushing the INPUT button until you find the *COMPOSITE VIDEO* channel.
6. On the DVD/VCR player, you can switch between VCR mode for VHS tapes and DVD mode for DVD's and other discs. Buttons for play, stop, fast-forward and rewind are also on the front of the DVD/VCR player. Or, you can just use the black and grey SAMSUNG remote.
7. The DVD/VCR volume is controlled with the knob on the wall.
8. To display transparencies or other objects, turn on the document camera by pressing the red power button on the face of the machine or use the red remote. The indicator light will turn from blue to red.
9. Use projector remote to switch the input by pushing the INPUT button until you find the *COMPUTER ANALOG 2* channel.
10. Place any object under the camera. Use a white sheet of paper underneath transparencies. And adjust the camera head up and down as needed.
11. To record and store images use the CAPTURE button on the red remote. These images will be saved on the document camera for future use. Display them by using the PLAY button on the red remote.
12. To hook up your own laptop, hook the VGA cable found in the cable cubby to your laptop and turn it on. Use the SOURCE button on the document camera or red remote to switch to the EXTERNAL source.
13. At the end of class, shutdown by pushing the red POWER button on the projector remote twice.
14. Shutdown the computer by using the start menu on the desktop and choose "Shutdown".
15. Turn off the DVD/VCR and document camera.
16. Return the remotes to the top drawer.

# BOXLIGHT PROJECTOR REMOTE



To turn the projector  
ON or OFF

To switch INPUT  
channels

To get a black screen press  
once. Press again, the picture  
comes back

To record and store  
images for later

# LUMENS DOCUMENT CAMERA REMOTE



To switch to  
EXTERNAL  
source for laptops

To turn the light  
ON or OFF

To turn the camera  
ON or OFF

To view stored  
images