INSTRUCTIONS FOR THE CLASSROOM COMPUTER

See below for instructions on how to operate the classroom equipment.

Getting Started

1. Turn on PC – log on using the instructions below
2. Use the Sony remote to turn on the projector by pressing the “power button”
3. Projector will automatically display the PC input

   IF PC IMAGE IS NOT DISPLAYED
   - If the PC image is not displayed on the screen, make sure the projector’s input is on “Input A” by pressing the “input button” on the Sony remote
   - Make sure the digital overhead is turned off; if the digital overhead is on, the laptop output will not display on screen

4. Turn off the equipment when done.

To log into the computer use the following

USER NAME: sophrINSERTROOM# (ex. sophr407)
PASSWORD: dura1Procell
LOG ON TO: RyalsINSERTROOM# (This Computer) (ex. Ryals407)

Network Drive log-on instructions (Faculty and Staff)

1. Log off of classroom login (ex. sophr407)
2. Log on using your personal username. (ex. Jdoe)
3. Use your personal password (the same password you use on your office PC)
4. Log on to: SOPH
INSTRUCTIONS FOR CONNECTING LAPTOPS IN CLASSROOM

1. Use the VGA cable on the desktop labeled laptop
2. Use the Sony remote to turn on the projector by pressing the “power button”
3. Connect VGA cable to laptop
4. Turn on the laptop
5. Projector will automatically display the laptop input

**IF LAPTOP IMAGE IS NOT DISPLAYED**
- make sure the projector’s input is on “Input A” by pressing the “input button” on the Sony remote
- Make sure the digital overhead is turned off; if the digital overhead is on, the laptop output will not display on screen

6. Turn off the equipment when done.

INSTRUCTIONS FOR OPERATION OF VCR

1. Turn on VCR by pressing the VCR “power button” on the machine
2. Use the Sony remote to turn on the projector by pressing the “power button”
   - Use the Sony remote to turn on the projector’s input to “Video” by pressing the “input button”
3. Press the “play button” on the machine
4. Turn off the equipment when done.

INSTRUCTIONS FOR HITACHI STARBOARD MONITOR

Click the link to view or print the Starboard Manual:

INSTRUCTIONS FOR OPERATION OF DIGITAL PRESENTER OR OVERHEAD

Buttons on the front of the presenter from left to right:

- **Power** – use this to turn the main power on or off.
- **Lamp** – use this to turn the upper lamp on or off. (For paper document)
- **Zoom** – use this to control the size of an object projected on the screen.
- **Freeze** – use this to freeze the image, in which if the paper is moved, the image will remain on screen until you unfreeze it. (to unfreeze, press the freeze button again)
- **AWC** – use this to control the color automatically.
- **AF** – use this to adjust the focus automatically.
- **Rotate** – use this to rotate the image 90°, 180°, 270°, 0°.
- **Bright** – use this to control the brightness of the image.

Light Box

- The light box is for transparencies
- The power button for the light box is on the left side of the digital presenter.
- The light box should be turned off when displaying paper documents

To begin using the presenter:

- Turn on the power.
- Use the Sony remote to turn on the projector by pressing the “power button”
  - If you are currently using either a laptop or the PC, Projector will automatically switch to the digital presenter’s input

**IF DIGITAL OVERHEAD IMAGE IS NOT DISPLAYED**
- make sure the projector’s input is on “Input A” by pressing the “input button” on the Sony remote

- Place the object on the document plate
- Set the lamp to the on or off position.
- Use the upper lamp if you are using a paper document (light box should be turned off)
- Use the light box if you are using transparencies (the upper lamp should be turned off)
- Press the AF button if you want the document to auto focus.
• To change the object projected during presentation, freeze the image on the screen by using Freeze button and change it. (Note: remember that you must press Freeze again to unfreeze the image and change to another one.)

• When you are done with your presentation, make sure that you turn the presenter off.