Multimedia Teaching Station Instructions

To turn on the projector:
1. Press the Green button (Display Power) on the switcher and hold for at least **5** seconds.
2. Wait for the flashing lights to stop (this is a diagnostic process).

To turn off the projector:
1. Press the Green Display Power button on the Switcher and hold for at least **5** seconds.
2. The Green Display Power button will flash for approximately 30 seconds until projector shuts off.

To raise and lower the screen:
The screen can be adjusted using the switch on the wall or by turning the projector on and off.

To project the computer:
1. Select PC on the switcher.
2. Log into the network using your BlueNet Username and Password.

To project a laptop:
1. Attach the video cable to the VGA port on the switcher.
2. Attach cable to video port of laptop.
3. Select LAPTOP or INPUT 7 on the switcher.

To project VCR:
1. Select VCR or VCR/DVD on the switcher.
2. Insert Tape: Press Play

To watch TV:
1. Follow directions for projecting VCR.
2. *Change channels using the up and down arrows on front of VCR.*

To project DVD/CD player:
1. Select DVD or VCR/DVD on the switcher.
2. Insert DVD: Press Play.

To temporarily darken the screen:
1. Press Yellow Display Mute button on the Switcher.
2. Press Display Mute again to bring image back.

To adjust the Volume:
The volume button is the dial on the far right of the switcher.

To project document camera: (If this Teaching Station has a Document Camera)
1. Turn on the document camera using the switch on the camera.
2. Press DocCam on the switcher.
3. Press Upper Lamp or Base Lamp to turn on lights.
4. Press Auto Focus to focus and/or Zoom Tele & Wide to zoom in and out.
5. Turn off Document Camera when finished.

Switcher

Green Button

Display/ Mute (Yellow)

Select Device Here

VGA Port

Volume

PLEASE REPORT ALL TEACHING STATION PROBLEMS TO THE IT HELP DESK
832-1720