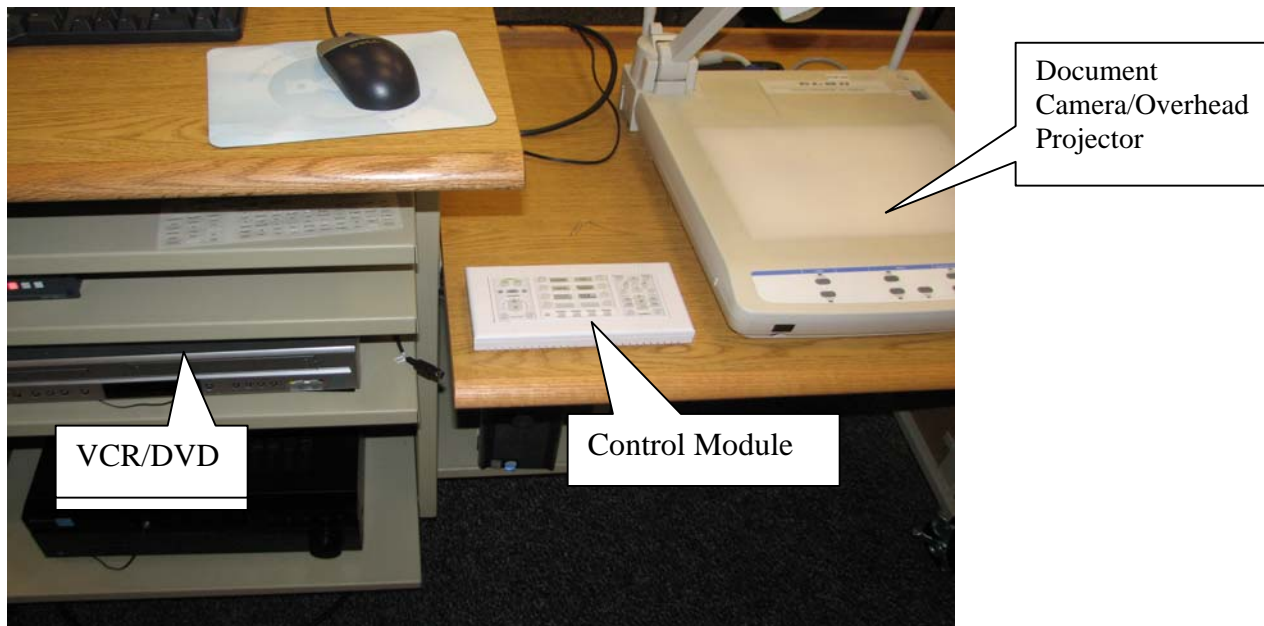


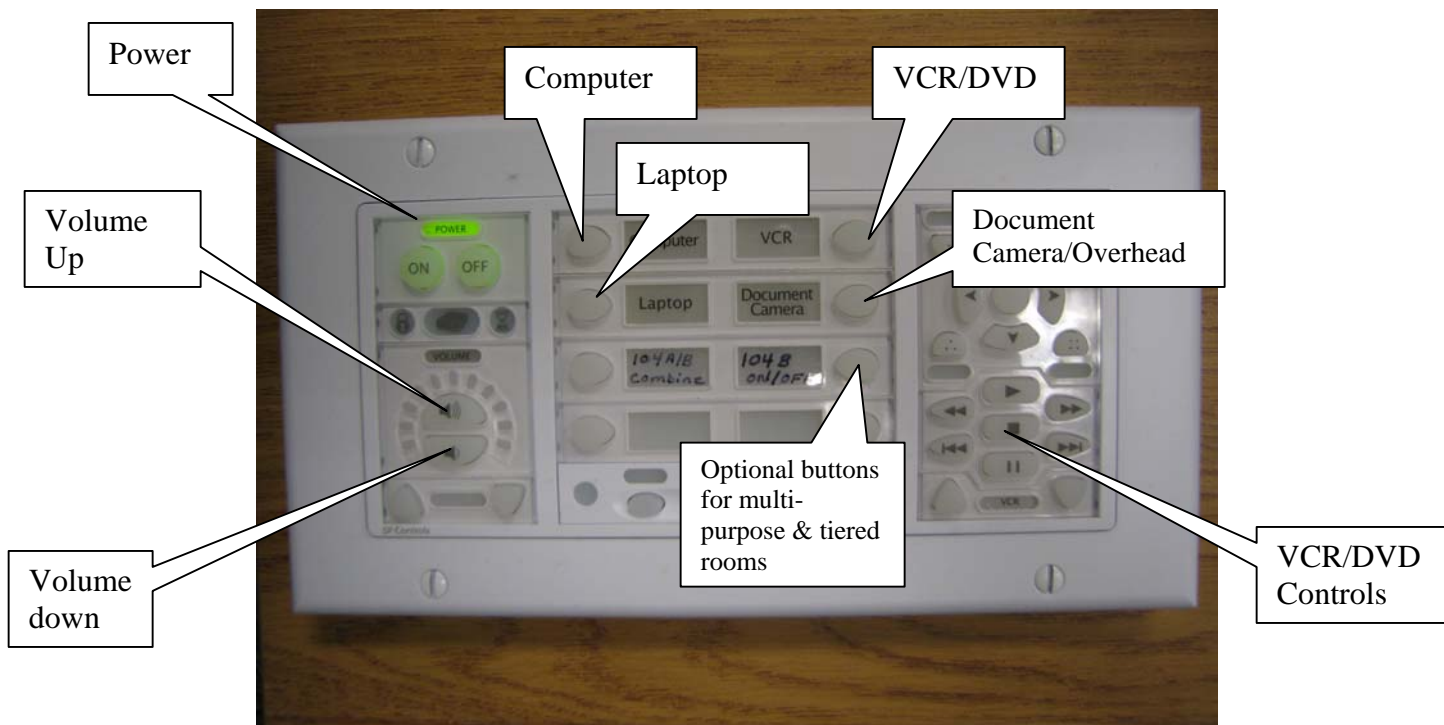
Instructor Station Operating Procedures



The control module is designed to power **all** equipment on and off as well as select labeled input sources for display through the projector such as VCR/DVD's, computer, and document camera. The control module controls volume and also performs typical VCR/DVD functions such as play, rewind, stop, etc.... Multiple remotes and the need to manually select separate audio/video sources is no longer necessary.

Note: **Do not** power off individual pieces of equipment via their respective power sources or switches. Use the master power button on the control module to turn equipment on/off (see instructions on Page #2)

Note: **Do not** shut down the computer or turn off the monitor when you are finished! Leave the computer on. it is set to receive critical updates and must remain on. Center staff can also access the computer remotely to troubleshoot problems, but it must remain on to do so. The computer and monitor will power cycle down (sleep) after it has not been used for a period of time.



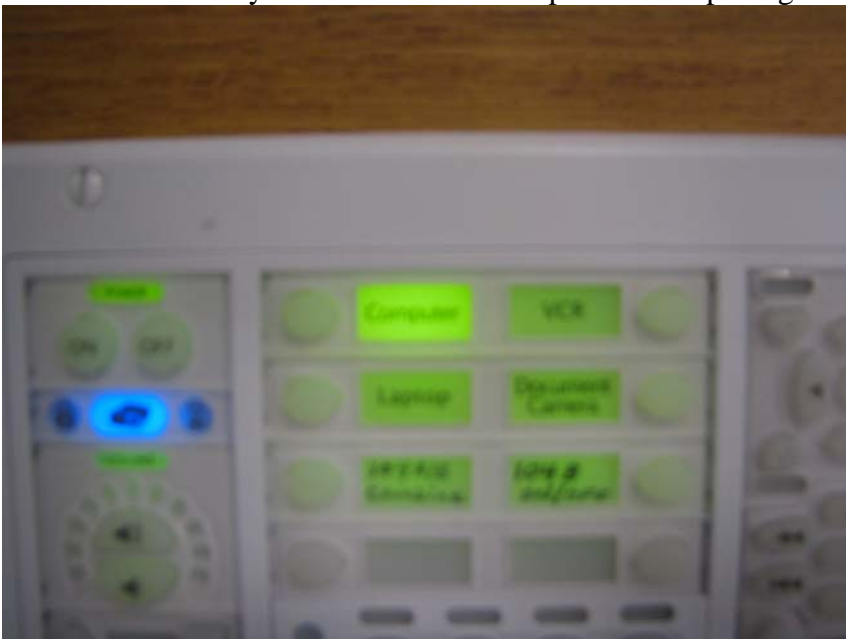
Operating Procedures



The power buttons (on/off) should be illuminated.

Step 1: Press on. The projector, amplifier, and VCR/DVD unit will power on. Wait 30 seconds for the projector to warm up. The blue projector light should be illuminated and a blank image should appear on the screen when ready.

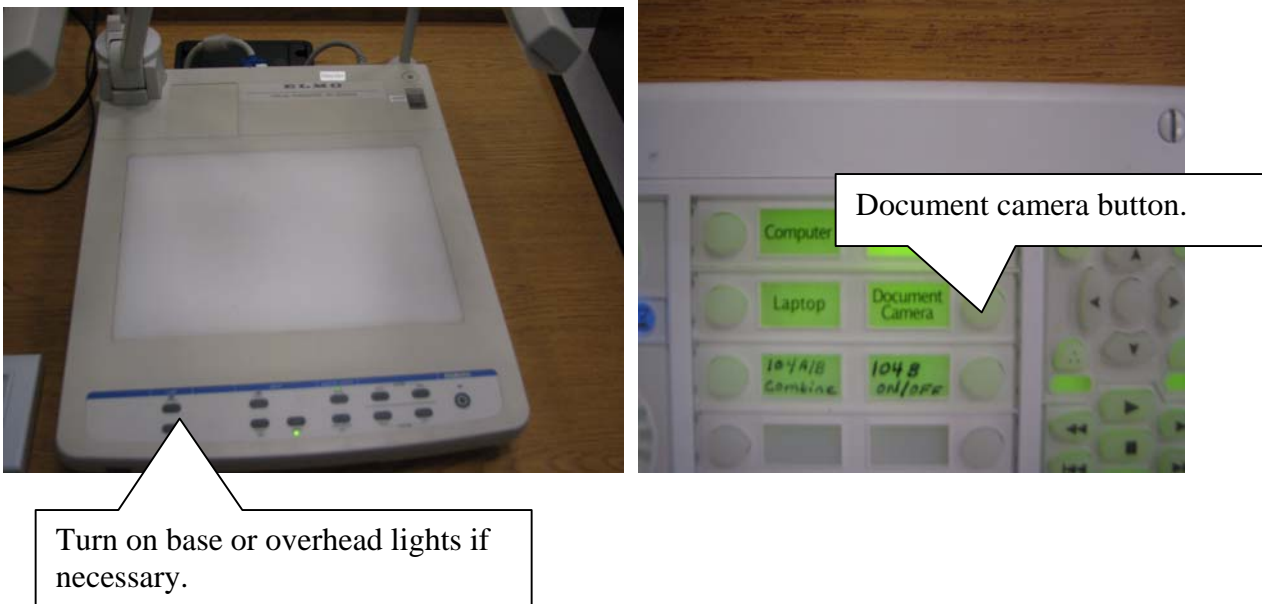
Step 2: Move the mouse or press a key on the keyboard to “wake” the computer and monitor up. Once you see the desktop image on the computer screen, press the “Computer” button if it has not already lit (press and hold for 1 sec until you hear a “click” to be sure the connection was made). The computer button should now be illuminated and you should see the computer desktop image displayed on the screen.



VCR/DVD Function



To play a VCR Tape, insert the tape into the player. DO NOT touch the power button on the module or the VCR/DVD player. Press VCR on the control module until you hear the “click” and the button illuminates. You should also notice that the standard remote buttons to the right will now illuminate prompting you to use these buttons to control standard VCR/DVD functions. To play a DVD, select DVD on the VCR/DVD player.



To select the document camera, push the “Document camera” button

Step #3: Turning Equipment Off: Power all equipment down with the off button on the control module. DO NOT LOG OFF or SHUT DOWN COMPUTER or other equipment manually.