

AV Tech Equipment - Directions



- **Turn on the Projector**

Power Button

- Use the **Epson remote**, point toward the whiteboard and press **Power**.
- **Notes:**
 - **Focusing your image:** The Focus/ Zoom on your projector are manual. They are located close to the lens on the projector. Focus on the document camera is the little white plastic wheels.

Power Button



Auto Focus Button

- **Turn on the Document Camera**

- Use the **doc camera remote**, point towards the doc camera and press **Power** or use the power button on the side of the doc camera. (you should see a green light on the top to indicate it is on)
- **Notes:**
 - **Focusing your image:** The Focus on the document camera either Auto Focus or Manual Focus. Press the **Auto Focus button** on the **remote** or on the **face of the doc camera** or for manual use the wheel near the head of the camera to focus as needed
 - **Lights:** Adjust the light settings using the switch on the head of the document camera.

- **Projecting the computer and doc camera.**

- Once the projector and doc camera are turned on, use the doc camera remote or the buttons on the face of the doc camera:
 - Choose **PC** to **project the computer**
 - Choose **Camera** to **project the doc camera**

- **Audio System (microphone for instructor and audio for computer/DVD)**

- Press the **Power button** on the **face of the audio box**.
 - **Microphone sound** - Use **Teacher 1 knob** to adjust volume
 - **Computer/DVD sound** - use the **CD/MP3 knob** to adjust the volume

- **Accessing Morning announcements and Cable**

- Turn on **projector**
- Turn on **computer (Fn F4 or F5 - up to 4x)** if computer is not showing on screen
- Launch **Internet Explorer**
- Key in: **video.ccps**
- Login: **TV Password: TV**
- **Choose channel**

- **Showing video through DVD/VCR OR if Morning announcements and Cable is run through DVD/VCR**

- Turn on **projector**
- Turn on **DVD/VCR**
- Using the **projector remote click Source Search button** (it should auto move to next turned on device which should be DVD/VCR)
- Choose **DVD** or **VHS** on the DVD/VCR
- Choose **channel**
- When **DONE:** Using the **projector remote click Source Search button** (it should auto move to next turned on device which should be the computer)

- **Mimio (interactive whiteboard)**
 - **mimio software is installed** and loads on login
 - If **thin client workstation**, click on the **folder called mimio** and then on **mimio Notebook**.
 - **Calibrate the mimio as needed** - press the **bottom button on the mimio bar** and follow the circles to calibrate
 - **Use the mimio pen as the mouse**

- **End of Session Procedures**
 - **Turn off projector**
 - **Turn off doc camera**
 - **Turnoff the audio system**
 - **Turn off mic and plug in to charge**
 - **Place projector remote, doc camera remote and mimio pen on desk.**