

## STOUT HALL B CLASSROOM TECHNOLOGY

### Equipment List

- Electronic projection screen
- Podium
- Data Video Projector with remote control
- DVD/VCR Player with remote control
- Sound system
- Laptop VGA connection cable

### Step-by-step instructions for Laptop Use

1. The switch to the electronic projection screen is located on the right side of the stage if you are facing the stage. It is the first switch, closest to the stage steps.
2. Push and **hold down** the switch to **lower the screen**. The switch will automatically return to the neutral position when the screen is lowered.
3. The podium is located on the left side of the stage if you are facing the stage.
4. Use the **podium key** to unlock the podium.
5. There are two shelves in the podium. The remote controls to the data video projector and the DVD/VCR players are located on the top shelf, and the sound system, DVD/VCR player, and laptop connection cable, are located at the bottom shelf.
6. Use the data video projector remote control to **turn on** the data video projector (the one with the **blue power button**; not Phillips brand). Point the remote control towards the data video projector mounted on the ceiling and press down once on the power button (blue button). The lens light should come on. Allow time for the projector to warm up.
7. Connect the laptop cable to your laptop. Hit your **Function (Fn)** key and the **LCD/CRT** function key. The LCD/CRT key varies. **F3** for **Gateway**, **F7** for **IBM Think Pad**) to complete the connection.
8. Click on **Computer 2** on your data video projector remote control for laptop connection.  
*Hint: Look at the screen. Your laptop screen should now be projected on the screen. If you see a blue screen with a "No signal" message, click on **Computer 2** again. "**Computer 2**"*



VGA cable

should appear on the top right corner of your screen.

9. Press the **button highlighted in yellow** on the data video projector remote control for **laser pointer**.
10. Power off the data video projector by clicking the **power button (blue button)** twice.
11. Return the remote control to the top shelf.
12. Disconnect and return the laptop VGA connection cable to the bottom shelf, behind the DVD/VCR player.
13. Lock the podium.
14. **Raise the screen** by pushing the screen **switch upward** and hold it in that position until the screen is fully raised.
15. Switch off the room lights near the main exit doors before you leave the auditorium.



#### Step-by-step instructions for DVD/VCR Use

1. Repeat steps 1-6.
2. Turn on the Advantage sound system by clicking the power button on the right side of the system. The **"ON"** red light will light up.
3. Push the **"Standby/On"** power button on the left side of the DVD/VCR Player.
4. Use the **"Source"** button to toggle between DVD and VCR mode. The light will light up on the side of the mode you are on.
5. Switch the input feed on the data video projector from **Computer 2** to **Video 1**.

#### DVD PLAYER

6. Use the Open/Close button to load and unload the DVD. Use the **play and stop button** below the **DVD** to control the DVD player. Use the Phillip remote control located on the top shelf to control your DVD selections.

#### VCR PLAYER

7. Gently push in your VCR tape in the VCR player (left side of the play deck). Use the



**control buttons (rew, ffwd, stop/eject, play/record)** below the VCR to control VCR play. Push the “stop/eject” button to eject the VCR tape.

8. Use the **button labeled VCR** on the sound system to control and adjust the **sound volume** of your DVD/VCR player.
9. Push the “**Standby/On**” power button to power off the player.
10. Return the DVD/VCR remote control to the top shelf.
11. Click the power button to the Advantage sound system to turn off the system.
12. Power off the data video projector by clicking the **power button (blue button) twice**.
13. Return the remote control to the top shelf.
14. Lock the podium.
15. Raise the screen by pushing the screen switch upward and hold it in that position until the screen is fully raised. The switch will automatically return to the neutral position.
16. Switch off the room lights near the main exit doors before you leave the auditorium.



### Auditorium Lighting

The lights in the auditorium can be controlled from the stage. The lighting control panel is located on the right side of the stage (if you are facing the stage) next to the projection screen switch.

There is an “**ON**” knob and an “**OFF**” knob. Each knob has numbers 1 through 12. The numbers represent the lights in the auditorium, with 1 being the set of lights located at the back of the auditorium, and 12, for the set of lights on the stage.

To turn on the lights, dial the “**ON**” knob to the respective number and push the knob once. To turn off the lights, dial the “**OFF**” knob to the respective number and push the knob once. Repeat process for each set of lights.

