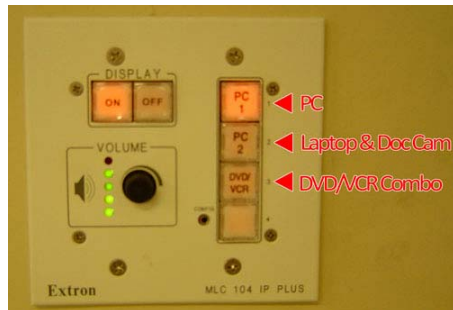


Grappone Classrooms (133, 207, 306, 323, 324, and 325)

June 3, 2010

[General Setup of Teacher Station] Please note the location of media devices on this picture below



[Control Panel] As in Grappone 106 and 301 there is a control panel that acts as a remote for operating all the media in the classroom. This eliminates the need for multiple remotes by performing all the functions on one panel.

To turn on the ceiling projector, press the **“ON”** button under **“DISPLAY”**. To turn it off, press **“OFF”**. You only need to press each button once.

To control the volume of media in the classroom, locate the knob underneath **“VOLUME”**. This is directly underneath the **“DISPLAY/ON/OFF”** set of buttons.

To the right of **“DISPLAY”** and **“VOLUME”** are the inputs for the media in the room.

[To use the classroom PC] Please turn the PC on by pressing on the button in the middle of the front of the box, then go to the Control Panel, press the **“ON”** button and then select **“PC 1”**. The PC will boot to a login screen – you can login with the following usernames: **NHTI** or the room number (example – G325). There is no password.



[DVD/VCR Combo Unit] With the projector already on and running, select “DVD/VCR” on the control panel. Then on the front of the combo unit locate “SELECT” with two buttons underneath – “DVD” and “VIDEO” – and make the appropriate selection (“DVD” is for DVD, “VIDEO” is for video tapes).



[Laptop] With the projector already on and running, select “PC 2” on the control panel. Next, to view the output of a laptop, first locate the



loose VGA cable by the monitor and plug that into the VGA slot of your laptop.

There is also an 1/8 inch cable next to the laptop cable you can plug into your headphone connection if you want audio from your laptop to be heard.

Then go to the Document Camera directly to the right of the PC monitor and turn that unit on. Then find the “INT/EXT” button on the Document Camera and press that until the light below “EXT 1” is green. At this time, you should see your image on the projector screen. If not, then try the following troubleshooting step, depending on your laptop model:

For Panasonic or NEC laptops: **Fn (for Function Key)** and **F3** on your laptop in unison. For Epson or Dell: **Fn** and **F8**. For Toshiba, Sharp, or HP laptops: **Fn** and **F5**. For IBM or SONY: **Fn** and **F7**. For Fujitsu: **Fn** and **F10**. For Mac: **F7** (Please note you must provide a 15-pin VGA connector)



[Document Camera] As noted before in the laptop section, the Document Camera is located directly to the right of the PC monitor. These newer doc cams are replacements for the old-style overhead projectors that are found in many other classrooms on campus.

To use the Doc Cam, turn it on and have “PC 2” selected on the control panel.

Then locate the “INT/EXT” button and press that until both “INT” and “EXT” indicators are not lit. You should see that image on the projector screen now. You can also adjust the lamp setting (lighted from either below or above the surface) by pressing the “LAMP” button directly to the right of “INT/EXT”.

[Contact Info] If there are problems, or you require assistance with any of these procedures, please contact Technology Services at 271-7144 or 271-6847, or send an e-mail to either nhtimediaservices@ccsnh.edu or nhtihelpdesk@ccsnh.edu.