DIRECTIONS FOR MEDIA PRESENTATION STATION
SEQUOIA BUILDING LABS

COMPUTER

Power ON computer (press power button on computer)

Monitor should power ON with computer, if not press power button (front of monitor)*

  *note: no picture on monitor? check the switch box on front of desk
  #1 input = computer, #2 input = portable computer (green light on #1 should be selected)

Press Ctrl-Alt-Delete and then log onto the student network

  Log on Name: evcfaculty
  Password: presentation
  Log on to: evcstu

Power on amplifier (located behind cabinet door) and adjust volume for computer sound

DATA PROJECTOR (to project computer image or videotape image)

Use Remote Control (stored in desk drawer)

Press "Power On" button (point remote at projector or bounce beam off screen)

  Green lamp will flash while projector is warming up & steady green when ready

Select Input: Input 1 = Computer
                    Input 3 = VCR

To POWER OFF press "Power Off" button and press **again** while message is displayed

Power indicator will be Red and cooling fan will run until projector lamp has cooled!

AUDIO AMPLIFIER / RECEIVER (selects audio signal & video signal)

Power ON Amplifier

  Audio comes in on **ALL** inputs. Set to Video Mode. No need to change mode!
  All audio will play using "Video Mode" & the VCR needs it for video signal

Adjust volume if needed

DESKTOP MICROPHONE

Touch unit to turn on and off

Amplifier must also be powered on

VIDEO PLAYER

Power ON player (when tape is inserted the power comes on automatically)

Insert tape & play

Set amplifier receiver to video mode

Adjust volume on amplifier

Turn on data projector (use remote for data projector)

Set input on data projector to #3 for video signal

OTHER EQUIPMENT

Laptop Computer can be connected to switch box located on the front side of presentation desk. Box switches between classroom computer and laptop computer.

Video & Audio hookup panel on front desk is for portable equipment such as a laser player or DVD player. Connect audio and video cables to panel.

Use data projector input #3.   Set amplifier receiver to video mode.