

## Direction for Presentation Controls Sequoia 150

Presentation control panel and microphone are located on front lecture desk.

### **Special Information Beware of Data Projector position!**

If data projector is in down position and has shut itself down it must be put away (ascend up into ceiling) before it will power on again. Push **Presentation Off** button on control panel. Projector ascends into ceiling. Red light blinks while this function occurs. No other function can occur until red light stops blinking (about 1 min.) then follow the directions below.

### **VCR or DVD**

Push button marked **VCR** on presentation control panel.

Data projector will automatically descend from ceiling and power on.

Screen control is on wall next to white board. *(To your left as you face the front white board)*

Power on VCR/DVD unit located in front desk. *(Cabinet door to your right as you face the classroom)*

Push VCR button for videotape playback. Insert tape. Push play.

OR

Push DVD button for DVD playback. Insert DVD. Push play.

Adjust audio volume on front control panel.

### **Off Air Viewing or Cancellation**

Push channel desired on VCR unit or on Remote Control.

To cancel off air select line input using Remote Control.

This will project a blank screen before videotape is played.

### **Light Levels**

Lights will adjust automatically to presentation level. About 50% of classroom level

If other light levels are desired select from presentation control panel or wall light panel.

Light levels are:

Classroom = 100% (all lights), Presentation = 50%, Demo = 75%, Dim = 25%

### **Computer**

Push button marked **Computer** on control panel.

Data projector will descend from ceiling and power on.

Screen control is on wall next to white board. *On your left as you face the white board in front of room.*

Turn on Computer and log into the student network.

*Note: If no picture on monitor check switch box mounted on front desk left of keyboard.*

*Select computer input #1 for classroom computer and laptop #2 for personal computer.*

### **Microphone**

To activate microphone touch for on and off. Red light means microphone is activated.

### **Shut Down Procedures \* IMPORTANT! SAVE ENERGY & EQUIPMENT**

Push **Presentation Off** on control panel when finished with data projector.

This will turn off projector and it will ascend up into the ceiling after it has cooled down.

If you do not turn the projector off it will automatically turn off after 15 minutes. It must be turned off at the control panel and ascend into the ceiling before it can be reactivated!

Power off all equipment (computer, VCR, microphone, & lights) before leaving!