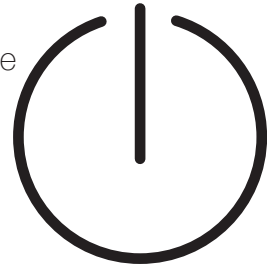


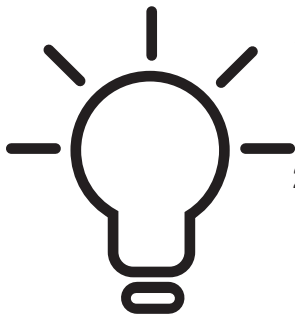
Classroom Technology Instructions

Main Power

1. Turn on the tower by pressing the main power switch at the top of the Media Tower. When on, the Media Tower selections may illuminate.
2. Turn off the Main power when you are finished utilizing any of the equipment in the Media Tower by pressing the main power switch at the top of the Media Tower.



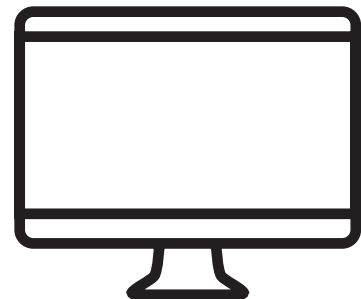
Projector



1. To turn the projector on press the projector button (this will be indicated with an image or the word 'projector') and hold down 3 to 5 seconds. The same process is utilized for turning the projector off.
2. Volume control for the media being projected is done with a turn knob under the projection power button on the Media Tower.

Computer Projection

1. Make sure the classroom computer is powered on.
2. On the Media Tower, press the button labeled 'PC' or 'Mac' or an image of a computer.
3. Restart the classroom computer when finished.
4. When session is completed, turn off the projector and Media Tower main power.



Laptop Projection¹

***If using a laptop, remember to bring any additional adaptors necessary for connecting the laptop to the projector.

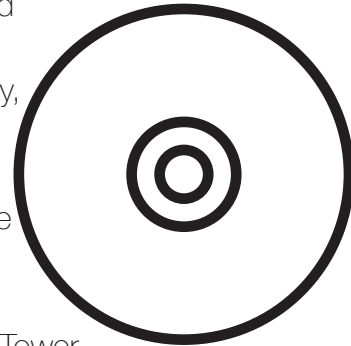


1. On the Media Tower, press the button labeled 'Laptop' or an image of a laptop.
2. Connect the laptop using the additional video cable the 1/8" audio cable to the audio input.
3. If unsure how to extend or duplicate the display from the laptop to the projector, consult the laptop's users manual.
4. When session is completed, disconnect the video and audio cables and turn off the projector and Media Tower main power.

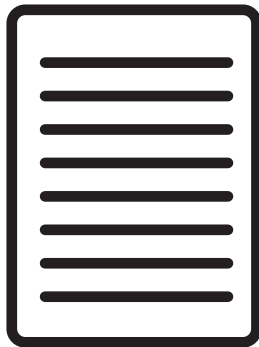
¹ Rooms AC N213, AC N231, Polk 20, Polk 22 have an HDMI option as well as a VGA option.

BluRay/DVD/VCR²

1. On the Media Tower, press the button labeled with the desired equipment.
2. If necessary, press the open/close button to eject the disk tray, place media, then close the tray.
3. Utilize the remote to play, fast forward, or rewind the media.
4. Adjust the volume utilizing the volume knob near the top of the Media Tower.
5. Remember to retrieve media once class or media is finished.
6. When session is completed, turn off the projector and Media Tower main power.



Document Camera³



1. Press the power switch on the top of the document camera.
2. On the Media Tower, press the button labeled 'Document Camera' or the picture of a document camera.
3. Adjust the document image with the control buttons on the document camera.
4. When finished, turn off the document camera.
5. When session is completed, turn off the projector and Media Tower main power.

To reserve equipment, request training, or report a problem with installed technology, please contact the Information Technology Help Desk at 920-424-3020 or helpdesk@uwosh.edu.

² The Media Tower may contain one, any, or all of these.

³ If the classroom does not currently have a document camera, contact Classroom Technology Services at least 24 hours in advance and one can be provided.