



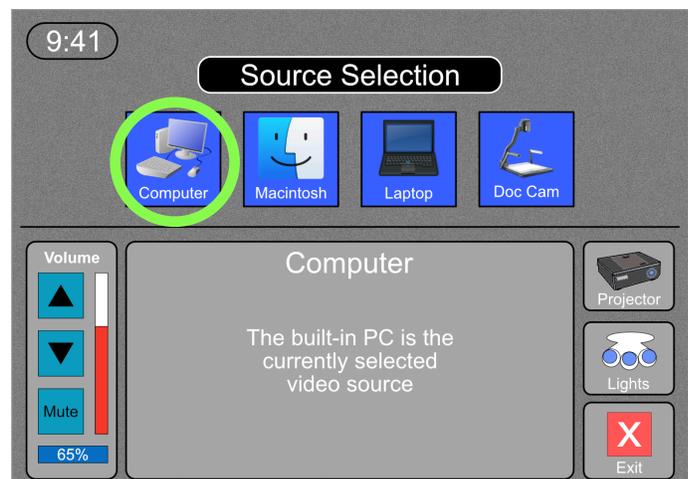
Operating the General Usage Classroom Control Panel

Most General Usage Classrooms have similar technologies including a computer, document camera, and projector. These can be controlled by using a touchscreen at the lectern.

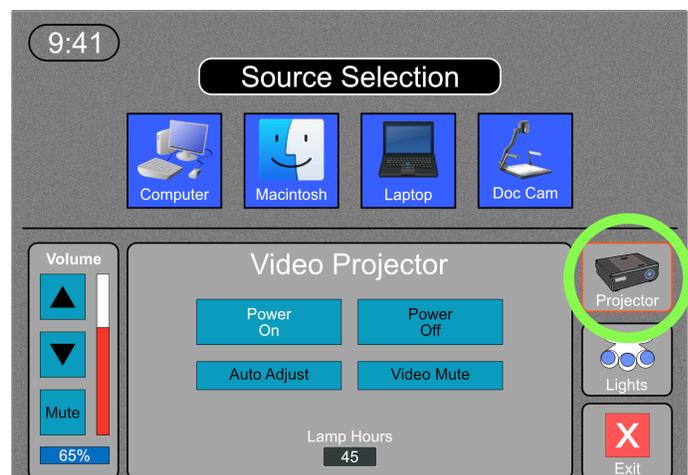
1. If the touchscreen is blank, tap it with your finger to turn it on.

2. The Source is the device from which the video signal is being projected on to the screen. Choose one of the options by tapping Computer, Doc Cam, etc.

If you are using the computer in the room simply tap "Computer" and use that to load your files from a USB Drive, Dropbox, Office365, or other cloud-based file repository.



3. Tap the Projector button and then use the on-screen controls to turn on the projector in the room as well as raise and lower the screen, if applicable.



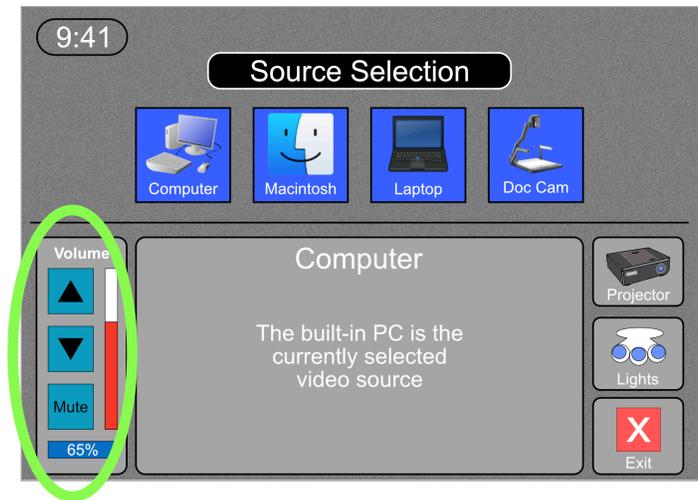
4. To use your own laptop you will need to plug it in to the lectern using a VGA cable and then press the Laptop button on the control panel.



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5. To adjust the volume of any video or audio content playing on the screen, use the volume controls on the left side of the control panel.



6. When using the Document Camera you might see controls for brightness, zoom, and focus appear on the touch panel. If not, use the controls on the document camera to perform these functions.

