

# To Project a Laptop, video, or Document Camera in typical SMB Lecture room

- 1) Locate the *NEC* data projector remote. It is usually kept in the teaching station drawer.
- 2) Aim the remote at the projector that is mounted on the ceiling and push the “Power” button on the remote (upper right corner). You will hear a beep from the projector.
- 3) **Still aiming the remote at the data projector, press the “computer” button.**

To use **ONLY** the **DOCUMENT CAMERA PROJECTION**:

1. Open the cabinet doors of the teaching station and push “DOC CAM”.
2. Raise the camera arm carefully. (There is a release button is at base of arm!)
3. Raise the “light arms.” (A button on the front panel controls the lights.)
4. Remember to take the lens cap off the document camera! You will want to practice with the various control buttons (zoom, focus, etc.)
5. Make sure the document camera is turned on (green button on the lower left).

TO Use **BOTH LAPTOP** and **DOCUMENT CAMERA PROJECTION**:

1. Follow the instructions above for using the document camera and then...
2. Press the “INT/EXT” button on the right side of the document camera until the green “EXT 1” indicator is illuminated.
3. Connect your laptop to the VGA cable (15 pins) that is attached to the back of the document camera.
4. Now turn on your laptop. Wait a few seconds as the system searches. If your screen image is projected, great. If not, press and hold down the “Fn” key (under the left “shift” key) and simultaneously press the “F7” key and choose the appropriate display option. *Wait five seconds.*
5. If your screen image does not appear, press the “INT/EXT” button until the green “EXT 2” indicator is illuminated. If you still have problems, call x8444.

TO Use **LAPTOP ONLY PROJECTION**:

1. Open cabinet door and press “LAPTOP”
2. Connect your laptop to the VGA cable (15 pins) that is NOT attached to the document camera.
3. Now turn on your laptop. Wait a few seconds as the system searches. If your screen image is projected, great. If not, press and hold down the “Fn” key (under the left “shift” key) and simultaneously press the “F7” key. Wait five seconds.
4. If your screen image does not appear, press the “INT/EXT” button until the green “EXT 2” indicator

**DVD or VHS PROJECTION:**

1. Open the double cabinet doors in the teaching station & turn on the piece of equipment you want to use by pressing the Power button.
2. To play a video tape push in the VHS button
3. To play a DVD, push in the DVD button.
4. Control the DVD and VHS by using the remotes kept in the drawer of the teaching station.

If you are still having a problem, call x 8444.

*[But please read these instructions in sequence, and try to solve it yourself first!]*

**When you are finished, TURN THE PROJECTOR OFF!**

• Aim remote toward the data projector and press the “Power” button once (a menu will appear on the screen) & *then again*. The projector will go dark and a cooling fan will run.