

# How do I use the audiovisual equipment in classrooms?

Most of the classrooms on campus are equipped with a data projector and computer for presentation of audiovisual materials. Some rooms are equipped with document cameras for projecting documents and other visual aids. To use this equipment, please take the following steps:

## To Use the Computer

1. Turn on data projector using the **Power** button on the projector remote.
2. Log in to the computer using your **Username** and **Password** at the Welcome screen.
3. Press the **Computer** button or **Source** button on the projector remote until your image displays on the projector. If no other devices attached to the projector are on, the projector will find the signal automatically.
4. Use volume buttons on the back of the speaker to adjust sound.

## To Use the Document Camera

1. Turn on data projector using the **Power** button on the projector remote.
2. Turn on the **Document Camera**.
3. Press the **Computer** button or **Source** button on the projector remote until your image displays on the projector. If no other devices attached to the projector are on, the projector will find the signal automatically.

**PLEASE DO NOT REMOVE EQUIPMENT FROM THE ROOM OR DISCONNECT ANY CONNECTIONS.**

**IF EQUIPMENT IS MALFUNCTIONING, PLEASE CALL THE IT HELP DESK AT 567-661-7120.**

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