Office Of Classroom Management
INSTRUCTIONS FOR TECH UPGRADE
CLASSROOMS

- Touch Panels
- Volume Controls
- VCR and DVD/LD Player
TO USE THE VCR:

1. Press the button marked “VHS” on the control panel (on top of the lectern). The projector will take approximately 3 minutes to warm up. When the red light on the button stops blinking, the system is ready for use.

2. Insert your videotape.

3. Use buttons on the front panel of the VCR or the remote control (if available) to control the VCR.
4. Lower the projection screen. Depending on the room you are in, the screen may be electric or manual. Most electric screen controls are located near the light switches or at the front of the room and are marked “Screen”.

“VIDEO MUTE” darkens the picture AND cuts out the sound without turning off the projection system. Press the button again to restore the video and sound to their previous levels.

Program Volume Control
To turn off the system, press “SYSTEM OFF”. The red light will blink for several minutes while the projector cools down. Once you press the “SYSTEM OFF” button, you will have to wait until the light stops blinking to turn the system back on again.
To Use The DVD/LD Player:

1. Press the button marked “DVD” on the control panel (on top of the lectern). The projector will take approximately 3 minutes to warm up. When the red light on the button stops blinking, the system is ready for use.

2. Insert your DVD or LD disc. Use the buttons on the front panel of the player or the remote control, which can be found in the lectern.
To Use A Laptop Computer:

1. Locate the laptop connection cables.

2. Connect the monitor cable – use the smaller end for PCs and G3 or later Macs and the larger end for pre-G3 Macs – to the VGA/monitor port on your laptop. Please be sure that the plug goes in straight; the plug should never be forced.
3. Connect the Ethernet cable to your Ethernet card or port and the small 1/8” audio cable to your headphone or sound out port. These two connections are not necessary for projection. Please note that if your laptop isn’t registered for DHCP, you won’t be able to access the University network. For more information on registration and network settings for your computer, visit https://wwws.nts.umn.edu/cgi-bin/dhcpreg

4. Press the “LAPTOP” button on the control panel. The projector will take approximately 3 minutes to warm up. When the red light on the button stops blinking, the system is ready for use.
5. Start your computer. If the image doesn’t appear after starting up, try pressing the monitor key (usually one of the F keys) on PCs or activating dual monitors/video mirroring in the Mac “Monitors” control panel.

To turn off the system, press “SYSTEM OFF”. The red light will blink for several minutes while the projector cools down. Once you press the “SYSTEM OFF” button, you will have to wait until the light stops blinking to turn the system back on again.

If you would like additional assistance or have further questions, please call the Office of Classroom Management Support Line at 625-1086 or use the intercom, located on the wall, to contact the The Health Science AV Office located in 1-752 Moos Tower between the hours of 7:30AM and 4:30PM Monday through Friday.