

Appendix F: Audiovisual Equipment Guide

Classroom A

1. Locate the black control panel on the wall.
 - a. Press “Power On” to bring the screen down.
2. Locate the white remote in the cabinet next to the control panel.
 - a. Press the “Power On” button.
3. Locate the HDMI cable.
 - a. Connect one end of the cable to your laptop.
 - b. Connect the other end of the cable to the black control panel.
4. When finished, please return all items to their original spot and power off the projector with the white remote (press the power button twice).
 - a. Locate the black control panel on the wall and press “Power Off” to bring the screen up.

Classroom B

1. Locate the power button on the center of the bottom ledge of the SmartBoard.
 - a. Press the power button to turn the SmartBoard on.
2. Locate the HDMI cable already plugged into the right side of the SmartBoard.
 - a. Connect it to your laptop.
3. When finished, please return all items to their original spot and power off the SmartBoard by pressing the power button.

Classroom C

1. Locate the black control panel on the wall.
 - a. Press “Power On” to bring the screen down.
2. Locate the white remote on the cabinet next to the control panel.
 - a. Press the “Power On” button.
3. Locate the HDMI cable that is already plugged into the wall.
 - a. Connect the other end of the cable to your laptop.
4. When finished, please return all items to their original spot and power off the projector with the white remote (press the power button twice).
 - a. Locate the black control panel on the wall and press “Power Off” to bring the screen up.

Classroom D

1. Locate the black control panel on the wall.
 - a. Press “Power On” to bring the screen down and turn on the projector.
2. Locate the VGA cable that is already plugged into the wall.
 - a. Connect the other end of the cable to your laptop.
3. When finished, please return all items to their original spot and power off the projector by pressing “Power Off.”

Classroom E

1. Check that the gray extension cord is connected to the wall electrical socket.
2. Turn on the TV.
3. Locate the HDMI cable that is already connected to the TV.

Commented [GR1]: How do you turn on the TV?

- a. Connect one end of the cable to your laptop.
 - b. If the connection is not made immediately between the TV and your laptop: Check that the TV source is set to the HDMI port that you are connected to. For example, HDMI-4.
4. When finished:
- a. Turn off TV.
 - b. Unplug gray extension cord from wall electrical socket or turn the gray extension cord off.
 - c. Unplug laptop from HDMI cord.

Commented [GR2]: How do you check? Is there a remote?