Classroom Equipment Instructions for CMU 242
Updated January 2012

This room is equipped with an 8-Button Classroom Equipment Control Panel, located on the Wall. Some models of this Control Panel may have a different button layout, but all are operated in a similar way.

To Turn ON the Data Projector:
1. Tap the Power button on the 8-button Control Panel, located on the Podium.
2. The lights scrolling up the left side of the Control Panel indicate that the Data Projector is warming up.
3. The Data Projector will take 60 seconds to warm up.

To Turn OFF the Data Projector:
1. Tap the Power button on the 8-button Control Panel, located on the Podium.
2. The lights scrolling down the left side of the Control Panel indicate that the Data Projector is cooling down.
3. The Data Projector will take 60 seconds to cool down.

Please remember to turn off the Data Projector when you are finished!
Turning off the Data Projector saves energy and preserves lamp life!

To “Blank” the Projected Image from the Screen:
1. Press the “Blank” button on the Control Panel at any time to hide the projected image from the screen without covering the lens or turning off the Data Projector.

To Play a DVD or VHS tape:
1. Insert media into the DVD/VHS player. The DVD/VHS player is located inside the cabinet door of the Podium.*
2. Press the “DVD” button on the 8-Button Control Panel.
3. Press the “DVD” or “Video” button on the front of the Player to switch between the VCR and DVD player.
4. Use the Remote Control to control the DVD/VHS player, make sure the remote is aimed directly at the front of the player or it will not work! (You can also use the PC to play a DVD.)

To Use the Installed PC Computer:
1. Turn on the computer. The computer is located inside the Cabinet door of the Podium.* Make sure the computer monitor is turned on.
2. Press the “Comp” button on the 8-Button Control Panel.

To Connect a Laptop to the System:
1. Connect the Laptop using the HD-15 or HDMI cable located on the Podium.
2. For Laptop Audio, plug the Mini-cable (located on the Podium) into your laptop’s headphone jack.
3. Turn on your laptop, if you have not done so.
4. Press the “Comp” button on the 8-Button Control Panel.

Note: If your Laptop does not display after following these steps, make sure your laptop is set to “Exterior Display” mode and your resolution is set to 1024x768.

To Control Volume:
1. Use the Volume Up and Down buttons located on the bottom right side of the Control Panel. There are also volume controls on the DVD/VHS remote.

Note: Some rooms may have unique configurations; if the Control Panel does not have volume buttons or you need assistance in locating the volume controls, please contact Classroom Support Services.