

CITES

Classroom Technologies

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A Guide to Using Foreign Language Building Rooms G-18 to G-48



Using a Laptop

Locate the VGA cable in the cabinet. Plug the end of the VGA cable into your laptop. We recommend that your laptop be shut off before plugging in the VGA cable. If the cable is not plugged into the interface, plug the other end into the "input" jack. You may need an adaptor if you are using a Macintosh laptop. See our documentation on hooking up a laptop for more details.

If the projected image runs off the edge of the screen, turn the small blue knob on the laptop interface until the image is corrected.

The network may be accessed in partial ITS classrooms by plugging one end of a network cable into your laptop and the other end into the network jack on the cabinet (or wall). You must register your laptop with Classroom Technologies to access the network. This can be done by filling out the Network Access Request form on our website.

Using a VCR

To show a VHS video cassette, you must select VCR on the control panel. Then control the VCR as you would your home VCR. The audio level can be controlled by the volume knob on the control panel.

Using a DVD Player

To show a DVD, you must select DVD on the control panel. Then control the DVD using the controls on the front of the player. The audio level can be controlled by the volume knob on the control panel.

Push-Button Control Button Functions

Button	Function
Projector	Turns the ITS projector on and off.
VCR	Selects the VCR or auxiliary equipment as the displayed device.
DVD	Selects the DVD as the displayed device.
PC	Selects a ITS computer as the displayed device.
Laptop	Selects a laptop computer as the displayed device.

Using the Control Panel

Press down the "on" button underneath the Projector heading. The light will blink until the projector is fully powered, then it will stay lit. You can now select a source to be projected.

Press the appropriate button to select a source.

When you are ready to close the system, press the "off" button. It will begin to flash but you do not need to wait until it stops before closing and locking the cabinet.

Using Auxiliary Equipment

To project auxiliary equipment, such as a video camera, you must select VCR and set the VCR to Aux or 0 using the channel button. The audio and video ports can be found near the control panel.

Room Lights

In most cases, room lights are located on the wall just inside the entry to the classroom or near the instructor cabinet.