

Weller Center

Classroom Technology Instructions



1. Are you using the computer in the instructor's desk? Wake it up by pressing the space bar.

2. Are you using a laptop computer?



Connect it to the faceplate on the side of the desk using the VGA and audio cables stored in the drawer or lying on the desk.



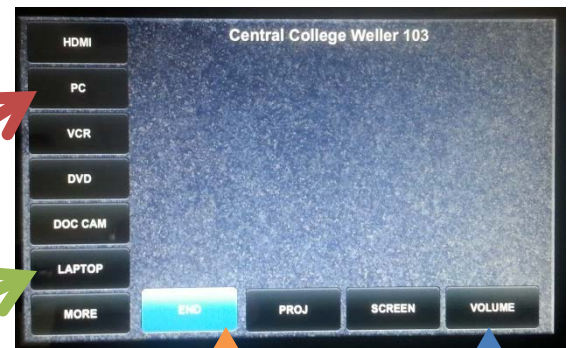
3. Touch the touchscreen on the desk to begin.

a. Do you wish to power on the projector? Touch **YES**

b. To display the instructor's computer, touch **PC**.

c. To display your laptop, touch **LAPTOP**. (You may need to toggle the laptop's display; how you do that depends upon your laptop.)

d. If your presentation contains audio, touch **VOLUME** to adjust the sound.



4. Adjust the lights using the light switches on the wall.

5. Adjust the window shades using the switch on the wall.

6. When finished, touch **END**.

7. Are you sure you wish to shutdown the projection system? Touch **YES**.

→Need help? Call 641-628-7010 (IT Help Desk)