Montgomery Hall Standard Classroom Media Instructions
Classrooms 101, 103, 104, 105, 118, 119, 120, 151

These classrooms are equipped with the following equipment:

1) **Video Projector** (with screen and remote)
2) **Laptop** (with switcher box for second laptop)
3) **DVD/VCR** (with remote)
4) **Speaker System and Amplifier**

You may obtain from the office a lectern key as well as an audio cabinet key for room 151

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**Projector with Laptop**

(you must supply your own VGA adapter for Mac use)

1) Turn Projector on and select “Computer 1” on the remote
2) If applicable, connect 2nd laptop with second VGA/sound cables and use Ethernet cable from Dell
3) Set the switcher box in the lectern for the dedicated Dell laptop (PC1) or your 2nd laptop (PC2)
4) Select the correct audio input based on the labels on the amplifier in the lectern or audio cabinet
5) Return to Dell laptop configuration when finished: Switcher box to top light, Ethernet to Dell

**TROUBLESHOOTING**
- Right-click the desktop, select “Graphics Properties…”, click “Multiple Displays” and select “Clone”
- On the switcher box inside lectern, top light for the dedicated laptop, bottom light for 2nd laptop
- Check the laptop cable connections to ports for: VGA (video), sound, Ethernet and power

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**Projector with DVD/VCR**

1) Turn Projector on and select “Video” on the remote
2) Depending on the media, toggle “DVD” or “VCR” switch at the bottom of the Sharp remote (if app.)
3) On the amplifier in the lectern or audio cabinet, select the correct audio input based on the labels
4) Load your DVD or VHS and control playback via the remote

**TROUBLESHOOTING**
- Confirm which button on the player is lit (“DVD “or “VCR”) depending on your media

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**Audio System**

1) Turn the amplifier on manually or via remote
2) Select the correct audio input based on the labels on the amplifier in the lectern or audio cabinet

**TROUBLESHOOTING**
- Make sure the volume is adjusted and *not* muted on the laptop and the amplifier
- Make sure that Speakers A and Speakers B are turned on at the amplifier
- For laptop sound, confirm that the audio cable is plugged into the laptop’s headphone jack

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**PLEASE REMEMBER TO REMOVE ALL MEDIA, POWER DOWN EQUIPMENT, AND LOG OFF!**

PROJECTOR – press the “Power” or “Off” button *twice* on the remote
LAPTOP – select “Log Off” from the “Start” menu
DVD/VCR – press the “Power” button
AMPLIFIER – press the “Power” button

*If you require training, encounter problems or have questions, please call the HELP desk (ext. 4357)*