TOOLS FOR THE TEACHERS - SETTING UP THE MULTIMEDIA PROJECTOR AS A TOOL IN THE CLASSROOM

The installation of Multimedia projectors throughout the most common areas of the school has provided Staff with a Tool. A tool that will aide Staff and Students in their Learning Areas.

The installations include the following Rooms, Room 13, Room 1, Physics Lab (Room 15), Design Lab (Room 21). They are all complete with a Panasonic Projector, 100” Screen, Laptop inputs, Sound system and VCR/DVD Combo Player.

The main focus behind the installations was to provide staff with a tool that is simple, easy to use and provides many benefits inside the classroom, not only for Staff but for the Students as well.

So this begs the ultimate question, how do I use the Projector? Simple, follow the instructions below and away you go!

Step 1: Projector Cabinet Keys

First thing to do before you can Start to use the Projectors or even enter the Room to use a Projector, is to go visit the Office Staff and borrow the Keys to the Projector Cabinets.

Once you have the keys follow the Steps below to setting up the Projector for either use with your laptop or to play a DVD / Video.

Step 2: Understanding the JED A/V System Controller / Projector Controller

The JED A/V System Controller or Projector Controller is what you use to choose the inputs, turn the Projector on or off and increase or decrease the Volume of the sound system.

The Projector Controller looks like this:

**Red Button:** The Red Button titled OFF, turns the Projector Off. When you press this button, the display will show a count down time of which the Lamp requires to cool down before the Projector itself turns off.

**Green Button:** The Green Button titled ON / SOURCE is the button you use to turn the Projector on or off and increase or decrease the Volume of the sound system. When you press the ON / SOURCE button for the first time, it will show a count down timer for the lamp to warm up. During this time it’s a good idea to adjust the height of the screen. When the lamp is warm the Projector will then initialize and a blue picture will appear on the screen. The Projector is ready.

**Yellow Buttons:** The Yellow Buttons titled VOLUME UP and VOLUME DOWN are self-explanatory. If your source is Computer, and you press Volume Up it will increase the Volume when playing sounds / music via your Laptop / Computer. If the source is VCR / DVD Player and you press VOLUME UP / DOWN it increase or decrease the volume of the Movie you are watching.
Now that you know the basics of controlling the Projector, you need to understand what the cables do that are inside the Cabinets and where they go when it comes to using a Laptop.

**Step 3: Understanding what the Cables do inside the Cabinets**

Inside the cabinets should be two cables that look like the following:

Eg:

The Cream cable shown above is the Video cable for your laptop. The Black cable with green tips shown above is the audio cable for your laptop.

This then begs another question. Where do I plug these in when using a laptop?

**Step 4: Understanding how to connect the Cables from your laptop to the Projector inputs**

The projector inputs for Computer look like the following:

Eg:

These inputs are generally located at the front of the Classroom where the Teacher is most likely to head the class from.

Using the Cream Video cable inside the Cabinet, connect it to the input labeled “Computer”.

With the other end of the Cream Video cable connect it to the blue port on the back of your laptop as shown:
Using the Black Audio cable with Green tips, connect one end to the Computer Audio input.

With the other end of the Black Audio cable, connect it to the audio output of your laptop as shown below. The audio output of your laptop is a round green socket usually next to the pink microphone socket.

Eg:

Now that you understand what the cables do and how to control the Projector below is an outline of how to setup the Classroom Projector for use with your laptop.

**Using the Projector with your Laptop:**

1) Borrow the Projector Cabinet Keys from the Office
2) When you first enter the Classroom, Turn the Projector on by Pressing the ON / SOURCE button on the Projector Controller, this will at least start to warm up the Projector for use
3) Lower the Screen to suit the height required
4) Setup your laptop on an appropriate desk in an area suited for being able to talk to the rest of the Class. Make sure you provide power to your laptop and don't use batteries.
5) Open the cabinet, and remove the Cream Video Cable and Black Audio cable.
6) Connect one end of the Cream Video cable to the Projector Computer Input at the same time connect one end of the Black Audio cable to the Projector Computer Audio input.
7) Connect the other ends of the Cream Video Cable and Black Audio cable to your laptop. Once connected turn your laptop On.
8) Go over to the Projector Controller and make sure the input is set to Computer, if it says VCR / DVD Player then press the On / Source button once to toggle it to Computer
9) Once your laptop has started, if there is no display on the Projector screen, hold the blue “Function” key on your laptop and press F5 or F7, depending on the laptop, until what’s on your laptop is displayed on the Projector screen as well as your laptop monitor.
10) Once you have achieved this, adjust the lighting and volume to suit and away you go.
11) After you’ve finished using your laptop and projector, the first thing to do is shutdown your laptop. Secondly press the Off button on the Projector controller. This gives the lamp time to cool down before shutting off the Projector.
12) Before you leave the Room, make sure the cabinet is locked and then you can return the Keys back to the Office.
Before you can jump into using the VCR / DVD Combo Player you must understand how to use it!

The VCR / DVD Combo Player looks like this:

Eg:

The above diagram outlines what the Player looks like and where to find the Controls. What each control does is self-explanatory. So now that you understand how and where to find the buttons to use the VCR / DVD Player, below is a brief outline of how to setup the Classroom to watch a Video / DVD.

**Using the Projector to play a Video or DVD:**

1) Borrow the Projector Cabinet Keys from the Office
2) When you first enter the Classroom, Turn the Projector on by Pressing the ON / SOURCE button on the Projector Controller, this will at least start to warm up the Projector for use
3) Lower the Screen to suit the height required
4) Open the cabinet and turn on the VCR / DVD Player by pressing the Power button
5) Eject either the DVD Drive and insert your DVD or insert your Video into the VCR tray.
6) The DVD or Video should automatically start playing.
7) Go to the Projector Controller and make sure your input is set to DVD / VCR Player. By now the Projector should have warmed up and be displaying your video / movie on the screen.
8) Use the Volume Up / Volume Down buttons on the Projector Controller to set the correct audio levels.
9) At the end of class, stop play of either the DVD or Video and press the Off button on the Projector controller. This should give the lamp enough time to cool down before shutting off the Projector.
10) Before you leave the Room, make sure you have locked the Cabinet and then return the Keys back to the Office.

WHAT NOT TO DO:

Inside the Cabinet is a JED Controller as shown below:

DO NOT TURN OFF THE JED CONTROLLER UNDER ANY CIRCUMSTANCES

If you have trouble with the Projector, please seek one of the Technical Staff to help you with it. Please refrain from trying to Troubleshoot the problem yourself.