The newly installed classroom technology system includes:

1. Ceiling mounted projector
2. Instructors station (desk, podium, and PC) and
3. the wall mounted Classroom Technology Management System and the component “rack”.

This is the Classroom Technology Management System (CTMS). It controls which of the media sources will be projected.
To utilize the classroom technology:

Depress and release the power button on the CTMS. The lights for the components (Document Camera, Computer, DVD/VCR) will blink. This indicates that the projector is now on and is warming up. In a few moments you should see the projector warm-up screen being projected.

When the lights have stopped blinking and you have a projected image you can select the component you wish to project by depressing the corresponding button above the component label.

The **document camera** can be utilized to project objects, information printed or written on a sheet of paper, textbooks or transparencies.

To use the document camera select the button on the CTMS. Remove the dust cover from the document camera. *(Figure 1)* Adjust the document bed side lights as necessary. Gently press the camera arm lock forward while guiding the camera into the projection position (It is spring loaded so no pressure is required-your hand should simply guide the camera into position). *(Figure 2)* Adjust the angle of the camera to point down.

*(Figure 3)* Turn on the document camera (The indicator light is red when off/green when on)
To project the computer or DVD/VCR simply select the button for that piece of equipment. Sound for music, videos, DVDs and websites all originates in the ceiling mounted projector. Volume can be adjusted on the CTMS. The volume indicator is projected in the lower left hand corner of the projected image for a few moments while you are adjusting volume.

**To shut down the equipment at the end of class:**

Depress and hold the power button for a count of at least 3. The lights on the CTMS will begin to blink. This indicated that the unit is in the cool down phase and will shut down. This is all you will need to do to shut down the system at the end of class.

**Please:**
- turn off and cover the Document camera
- Remember to log off the computer at the end of each class
- do not turn off the computer
- do not turn off the DVD/VCR unit
- do not turn off the main power switch on the rack unit
- **Do Not** move or remove cords or plugs from any of the equipment

If you are experiencing any difficulty with the classroom technologies please report it immediately to the LITS Help Desk @ X 5190 for assistance.

Remote controls that offer further options for viewing VCR/DVD materials or using AV mute options can be borrowed from the Help Desk in Bingham Hall.
Please
Do Not Remove
these instructions
from the Classroom

For assistance
dial x 5190