



Using your laptop:

- Turn on Projector (the on/off button is on the top of the projector).
- Connect the long loose cable to your laptop and turn on your laptop.
- **Turn on Document Camera** – on the document camera, Press **Int/Ext** and make sure **Ext 1** is lit
- On the Tandberg Remote, the Blue **Presentation** button toggles between Video and the computer image. Press blue button until you see PC DOC CAM on the screen (wall)
- **Always point Remote at the front of Tandberg.**
- If the computer image does not appear on the screen, on your Thinkpad, press **FN+F7** and select 1024x768.
- If you are using PowerPoint, select F5 to start the slideshow and ESC to end.
- When finished, disconnect laptop
- Turn off Projector (press on/off button twice) and Document Camera



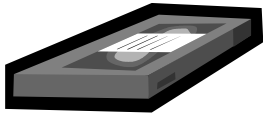
Using the Samsung Document Camera:

- Turn on Projector (the on/off button is on the top of the projector).
- **Turn on Document Camera** (Power button is at the bottom left hand corner or use Samsung remote). Ext 1 and Ext 2 should NOT be lit (Press **Int/Ext** until both lights are off)
- On the Tandberg Remote, the Blue **Presentation** button toggles between Video and the computer image. Press blue button until you see PC DOC CAM on the screen (wall) **Always point Remote at the front of Tandberg .**
- Move Camera Arm up until it locks and Rotate Camera so that the lens is facing down and remove lens cap.
- Open Right and Left Camera Arms out until they lock
- Place book or paper on the Document Camera, use ZOOM as desired.
- When finished, turn off Document Camera, Replace lens cap.
- Rotate lens until words Samsung is on top, move camera arm down and left and right arms down to the main base.
- Turn off Projector (press on/off button twice) and Document Camera.



Using Both the Laptop and the Document Camera:

- Following directions for using the Laptop and the Document Camera
- Press **Int/Ext** to switch between Ext 1 (laptop) and No Lights (doc camera).

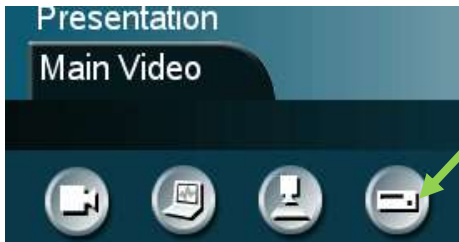


Playing a VHS Tape:

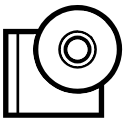
- Turn on Projector (the on/off button is on the top of the projector).
- Using the Tandberg remote, press the center **Menu** button. **Always point Remote at the front of Tandberg.**
- Then toggle to **Presentation**



- and select **VCR/DVD**



- Turn on VHS/DVD unit (press power button on unit or use SONY remote)
- Press **Select Video** button on unit or remote and insert your VHS tape into the VHS/DVD combo unit.
- Use the SONY remote controls to play, pause, forward or rewind the tape.
- When finished, eject VHS tape.
- Press **Power** button on the combo unit to turn it off or use SONY remote.
- Turn off Projector (press on/off button twice).

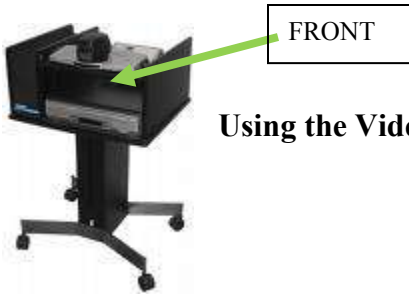


Playing a DVD:

- Turn on Projector (the on/off button is on the top of the projector).
- Using the Tandberg remote, press the center **Menu** button. **Always point Remote at the front of Tandberg.**
- Toggle to **Presentation** and then select **VCR/DVD**



- Turn on VHS/DVD unit (press power button on unit or use SONY remote)
- Press **Select DVD** button on the VHS/DVD unit or remote. Open drawer to insert DVD and close the drawer.
- Use the SONY remote controls to play the movie.
- When finished, remove **DVD**.
- Press **Power** button on the combo unit to turn it off or use SONY remote.
- Turn off Projector (press on/off button twice).

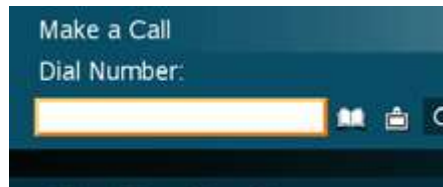


Using the Videoconferencing System

- Turn on Projector (The on/off button is on the top of the projector).
 - On the Tandberg Remote, the Blue **Presentation** button toggles between Video and the computer image. Press blue button until you see VIDEO on the screen (wall) **Always point Remote at the front of Tandberg .**
 - To place a call, press the **Green** button



Type in the IP address (or use the address book if this address has been saved)



Use * instead of . in IP address

- To receive a call*, when the call comes through or you see the **Green** button (unless you are automatically connected).



press

- Press the **Yellow** button to turn on the **Microphone**.



*IP address of E115 is 209.177.52.103

E-115

- Press **Self View** button to toggle between remote view (the person you are talking to) and self view (yourself).



- Press **Layout** button, to move the picture in picture view (remote and self) where you want it located on the screen



- When done, to hang up, press the **Red** button TWICE.



- Turn off Projector (press on/off button twice).