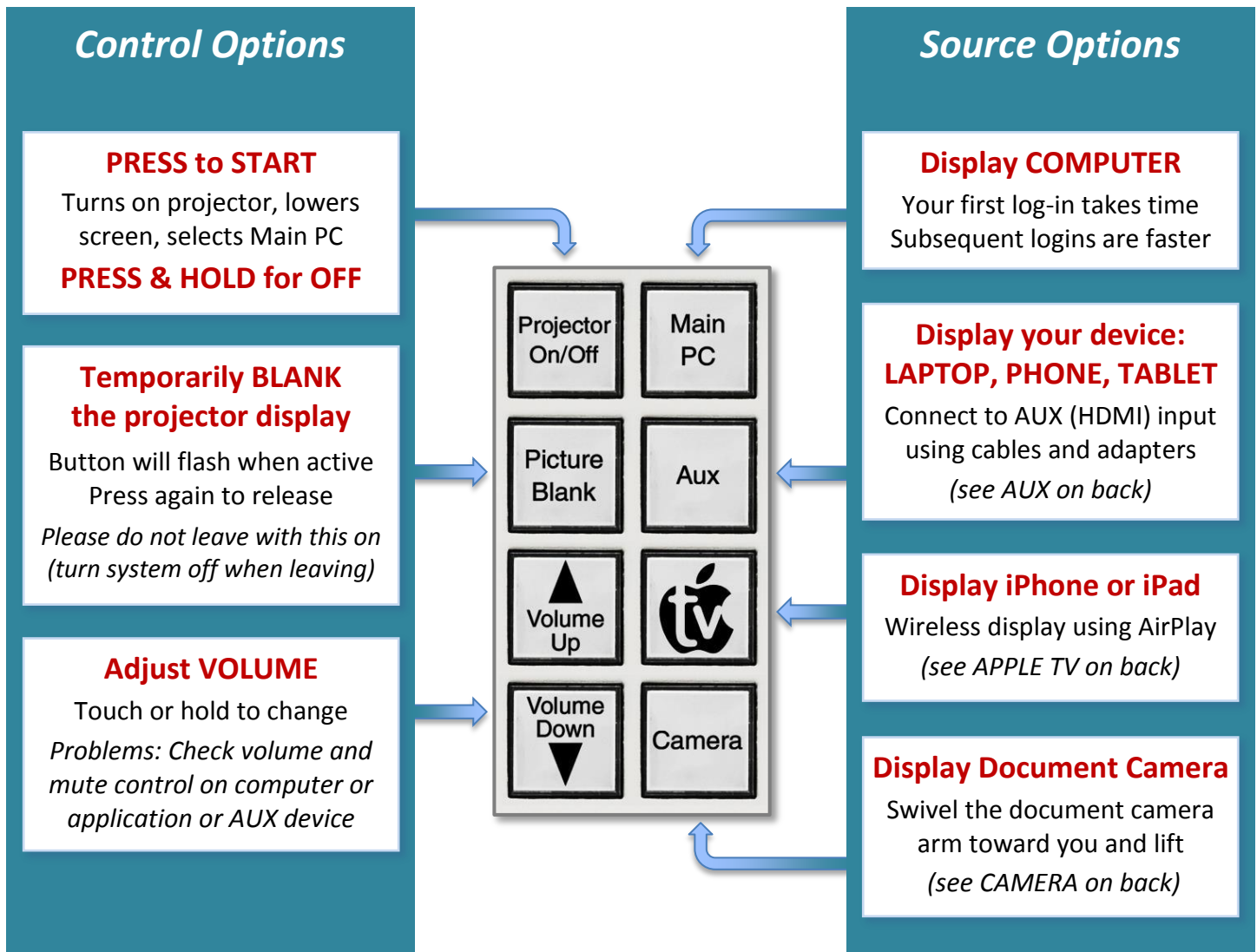


Use the keypad to control the room



When leaving the classroom, please:

- **Turn system OFF – Press and HOLD Projector On/Off button**
(System will be non-responsive for 60-90 seconds as projector cools)
- **Log out of the room computer** (computer should always remain on)

(additional detail and help on reverse)

AUX: Connect and Display your Laptop, Smartphone or Tablet

The **AUX input plate** allows the user to connect an HDMI-compatible device and/or analog audio source. Common cables and adapters are available in the drawer (or BSB office) to connect your device, though you may wish to purchase your own set. Network and audio cables are available if needed.

*We encourage you to **plan ahead** and be familiar with how your device connects to HDMI. Please feel free to call us for help.*

CAMERA: Display the Document Camera

1. Swivel the document camera arm toward you
2. Raise the camera arm - camera will automatically turn on
3. Press CAMERA on keypad and adjust image as needed:
 - Rotate ZOOM wheel to zoom in and out
 - Press FREEZE to retain current image – press again to release
 - Press LIGHT to turn the lamp on/off
 - Press FOCUS to turn auto focus on/off
4. When finished, lower camera arm (turns OFF) and swivel away



APPLE TV: Display Instructor (or Student) iPad or iPhone Wirelessly

Requires iPhone 4S, iPad 3 or newer (with iOS 7.1 or newer)

1. Press the APPLE TV logo button on the keypad. On your Apple device,
 - Confirm Bluetooth is on
 - Swipe up from the bottom of the screen and touch the AirPlay icon
 - Select the Apple TV for this classroom, enable mirroring, enter code from classroom monitor
 - ✓ Use Picture Blank to avoid displaying sensitive information, including passwords
2. Disconnect from AirPlay before leaving the room (same process as #1, but select iPad or iPhone)

Apple TV in the classroom is a new feature – please email us with any questions, comments or suggestions.

Kensington Remote: Provides remote control and laser pointer

Works with most programs (like PowerPoint) to control slides

- Top button beams the laser pointer
- Right button advances to the next slide or page
- Left button returns to the previous slide or page
- Bottom button blanks the screen (PowerPoint) – press again to release

Placing the USB receiver back in the unit turns unit off and saves batteries.
Spare batteries should be in the drawer or the office ... or call.

This is not a flash drive; please do not walk off with the USB receiver.

