Quick User Guide to the
Projector in Sargent Lecture Hall

Preparing the Projector for use

1. The projector should be on at all times, though it will revert to sleep mode after a period of inactivity.

Using the Projector

1. The instructor station has four doors built into the panel that faces the SMART board wall. On it there is a black video screen with the word Panja written on it is built into the instructor table. It is called the Presentation Control Monitor. If its screen is off or displays the Lasell College logo, press your finger anywhere on the screen to start it up. When the white Lasell College screen appears, tap the screen again.

2. Press the Local Presentation option.

3. When the teal Local Presentation Mode screen appears, select the device you wish to use for your presentation.

4. If you are using the document camera or the PC, you can now proceed to use those devices for your presentation.

5. If you are using the DVD player or the VCR, buttons should appear on the Presentation Control Monitor. These buttons control the device, and should look familiar to anyone who has used a VCR or a DVD player. Read the labels under each button for explanations of what the buttons do.

Shutting Down

1. When your presentation is complete, you can press the Desktop button on the Presentation Control Monitor to return the overhead projection unit to displaying the PC screen, or you can simply press Exit to turn off the unit.
Quick User Guide to the
Projector - Troubleshooting

The desktop/camera/VCR/DVD is working, but there is no image.

The overhead projection unit has gone into “sleep” mode. Press Stop on the Presentation Control Monitor to stop your tape from playing, and Rewind if necessary. To “awaken” the overhead projection unit, press the Exit button on the Presentation Control Monitor, and Yes, to Shut Down System. Then tap the white Lasell College screen and select Local Presentation Mode. The overhead projection unit will come back on during the System Initializing message. At the teal screen, press the button for the device you are using and resume your presentation.

I tried the previous suggestion, but there still is no image.

It is possible that the projector has been powered off. There is a remote control located on the instructor station. This remote can be used to power the projector on.

I have exhausted all the suggestions above and there still is no image.

Call the iTeam Help Desk at extension 2253. There is a phone located near the door to the classroom. If no one answers the phone, leave a voice-mail informing the Help Desk that the projector is not working in the Sargent Lecture Hall. Someone will arrive shortly to address the problem.

iTeam Help Desk x2253