

CLASSROOM PROTOCOL

All Arts and Science classrooms which have audio-visual equipment operate in much the same way. Large classrooms usually have 3 projectors, 2 side by side projectors and one center projector and they have touch panel control. Smaller classrooms have one projector and all of the basic sources and they have control buttons. In every classroom the procedure is the same.

1. **TURN ON THE PROJECTOR.** In some rooms you will press display and in others you will need to press power on. In all rooms please press and hold the button for 2 seconds.
2. **MAKE SURE YOU SOURCE IS TURNED ON.** Check the computer, dvd player or vhs player to make sure the machine is on.
3. **SELECT THE SOURCE.** Push the button of whatever source you are planning to use.
4. **FOR LAPTOPS.** In every room there is a cable for laptops attached to the lectern and the equipment. Find the cable and attach it to your laptop. Don't forget to attach the sound cable. Select LAPTOP as your source.
5. **ADJUST VOLUME CONTROL.**

When you are finished please:

1. **REMOVE YOUR SOURCE.**
2. **TURN OFF THE SOURCE.**
3. **TURN OFF THE PROJECTOR.** Press and hold "power" or "display."