

When using the systems in these classrooms there are several options available. From projecting computer screen, working with the InterWrite system, showing a DVD or Video tape or showing papers, transparencies or other objects are available on this system.

Using a computer

1. Power on the computer – Mac Mini (found in left hand side cabinet). The power button is on the back of the Mac Mini.
2. Once the projector is started (see below) make sure the **Mac Mini** button is pressed on the Control Pad.
3. When finished with the computer, shut down the computer system.

If you are not using a computer for the projection system go to Starting Projector

Lowering the Screen for the Front of the Room

1. Make sure the screen has been lowered for this projection system.
2. If front screen needs to be lowered, toggle the black switch to the **Down** position, it can be found next to the cabinet on the wall.

There are two screens and projectors for this room:

- 1.) Front – on the **west** wall
- 2.) Smart Board – on the **north** wall

Starting the Projectors

1. On the Control Pad (found on the top of the cabinet), press **Front Projector – ON** and/or **Smart Projector - ON**. Whichever source you plan to use – DVD, VCR or Document Camera see the directions below.
2. The button that is selected for the Projector Source on the Control Pad should now be projected on the screen.

To Play DVD

1. Make sure the **VCR/DVD** player is selected under Projector Source
2. Make sure the VCR/DVD player is powered on (the player is found in the left hand side cabinet).
3. Open the player and insert the DVD you wish to play.
4. Press the **DVD Mode** button on the Control Pad (under VCR/DVD Control).
5. At this time the DVD should begin playing (if not press **Play** – on player or Control Pad). The Menu System on the DVD typically has choices that allow skipping to specific scenes, see additional information and also an option to play movie. From either the player or Control Pad, press **Play** to start the DVD (or Enter on the Control Pad). Using the arrow keys on the Control Pad can access other options.
6. Adjust the volume. Press **Up** or **Down** on the Control Pad (under Volume Control).
7. There are Fast Forward (FFwd), Slow Fast Forward (S FFwd), Rewind and Slow Rewind (S Rewind) under the VCR/DVD Controls. There is also a Menu button to return to the main menu.

8. When finished with the movie press **Stop** from the player or Control Pad.
9. When done remove the disk from the player and make sure the player has been powered off.

To Play Video Tape


1. Make sure the **VCR/DVD** player is selected under Projector Source
2. Make sure the VCR/DVD player is powered on (the player is found in the left hand side cabinet).
3. Insert the tape you wish to play.
4. Press the **VCR Mode** button on the Control Pad (under VCR/DVD Control).
5. At this time the tape should begin playing (if not press **Play** – on player or Control Pad). If you choose you can also select certain scenes and only show that part of the movie (this should be done prior to showing the movie in class to know where the scene is on the disk).
6. Adjust the volume. Press **Up** or **Down** on the Control Pad (under Volume Control).
7. There are Fast Forward (FFwd), Slow Fast Forward (S FFwd), Rewind and Slow Rewind (S Rewind under the VCR/DVD Controls).
8. When finished with the movie press **Stop** from the player or Control Pad.
9. Remove the tape, when finished, from the player and make sure the player has been powered off.

To use the Document Camera

1. Make sure the Document Camera is powered on.
2. Press **Document Camera** button on the Control Pad (under Projector Source).
3. For different objects being presented on the Document Camera, different lights need to be used.
 - For transparencies, make sure that the base (or stage light) is on.
 - For papers, text or three-dimensional objects have the upper lights on.
4. There are many other features on the Document Camera – see handout on the Document Camera for more information.
5. When finished make sure to collect any materials from the stage and turn off the Document Camera.

You can switch between any of these four sources (Computer, DVD, VCR, or Document Camera) while presenting. Just press the button under Projector Source on the Control Pad it will change to that source.

To use the InterWrite Board

1. Using the InterWrite software requires a the Projector Source to be changed to **Mac Mini**. Interwrite Board software must be installed for the connection to be made between the computer and the board. The Mac Mini in the classroom has the InterWrite software preinstalled and is connected to the board. To use any other computer then the user must install the software and make a Bluetooth connection to the InterWrite board (an external Bluetooth connector may be necessary) – see Laptop Computer on the last page of these directions.
2. Make sure that the Smart Board projector is on (see directions above for turning on the projectors)
3. Now Click on the InterWrite icon  on the computer's menu bar and select Interactive Mode or WhiteBoard.
There will be a beeping sound when the computer is connected to the InterWrite board.

Interactive Mode allows the user to make notes or Capture a Screen and make annotations on that page.

The toolbar has options for different colors, width of lines, graphics and many other options.



The InterWrite Menu bar also has the same options as the Toolbar.

WhiteBoard – allows the user to interact with the InterWrite software on the whiteboard.

Tips for using InterWrite Board

1. Drag the pen across the board, to move across the screen.
2. Touching the board is the same as clicking the mouse.
3. Clicking the button closest to the tip is also like clicking the mouse.
4. Clicking the button furthest from the tip is like clicking the right button on a mouse.
5. Schedule some time before using the tablet to get used to using InterWrite (for most people it takes 15-20 minutes).



* When finished using the InterWrite system shut down the software on the computer to discontinue the session.

When finished with the system

1. Make sure that all the systems have been turned off (DVD, VCR and Document Camera) before turning off the projector.
2. Press the **System Off** button on the Control Pad to turn off both projectors. The projectors should begin its shut down process. There are buttons to shut off an individual projector (either front or smart board)
3. Make sure that you have collected all your materials, removed any disks or tapes from the players.
4. Raise the front screen by toggling the white switch to **Screen Up** next the Control Pad on the wall.

Laptop Computer

*****If you wish to use a laptop computer you must either bring your own or check one out from the Catalyst. If you choose to do this additional software will need to be loaded to use the InterWrite system – please plan accordingly. If the software is to be loaded on a Windows PC or an individuals personal computer the software and instructions will need to be checked out of the Catalyst to be installed.***

1. To connect a laptop computer to the classroom system - there are two connections:
 - a. **Cable** connection – allows the laptop to be viewed. Plug monitor cable (found on the top of the cabinet, under the flip-top) to the computer.
 - b. **Audio** connection – allows the sounds from the computer to be heard through the system. Plug the cable into the speaker or headphone jack on the computer.
2. Press the **Laptop** button (under Projector Source) to show this device.
3. When finished with the computer, shut down the system and disconnect the two cables from the computer.

If you happen to see any messages on the screen related to projector bulb life or other please contact someone in the Catalyst center to check the situation.

For Technical Support contact:

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