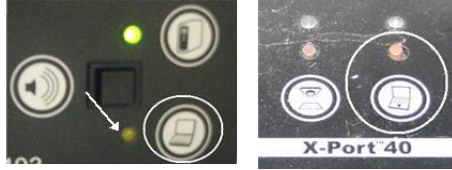


# 3214/16/18 Classroom Guide

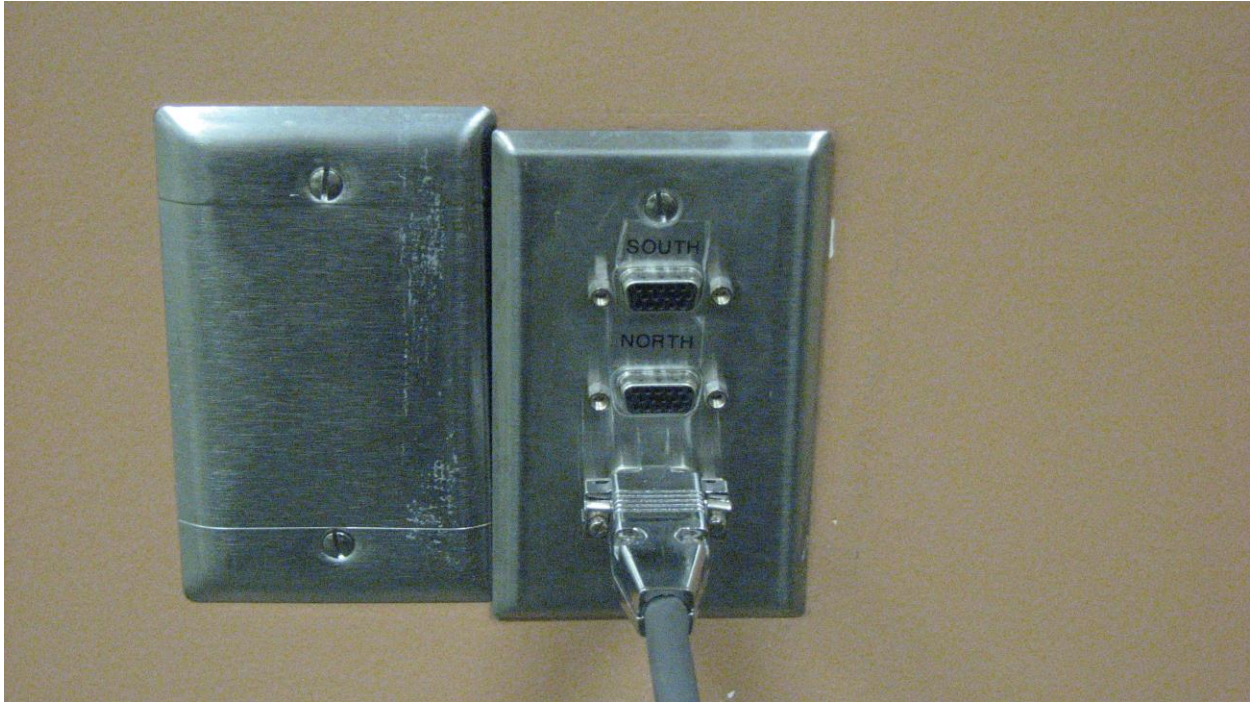
## The instructor console/desk

When presenting in 3214, 3216, and/or 3218 – make certain that the selector button on the top of the console/desk – located at the top right had corner, is not lit up next to the laptop indicator. If you are not able to see a display you may want to check this.



## Multiple projection (multiple rooms) is controlled from Clark 3216.

To project to multiple screens you will need to connect the black cords to the silver medal plate on the wall behind the podium in room 3216.



To project to room 3218 connect one black cord to the plug labeled North or 3218

To project to room 3214 connect one black cord to the plug labeled South or 3214.

**\*the gray cord must always remain connected DO NOT UNPLUG!**

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Turn on the projectors in the desired rooms of projection.

Press the “On” button on the projector remote. You can look up at the projector lens to see the lens illuminating (you should also hear a sound alerting you that the projector did turn on). The projector lamp takes a moment to project to the screen. Be patient. DO NOT press on/off again, as the fan will start and will take approximately 15 minutes before you can restart the projector.



To ensure proper projection, turn the power off to the computers in rooms 3214 and 3218.

## Using the sound system for overhead sound.

**Access the sound cabinet located in the closet in room 3216.** This sound cabinet controls the over head sound heard in rooms 3214, 3216, and 3218.

**Turn the master power on (BY DEFAULT IT SHOULD BE ON):** (this button will light when on)



## To adjust overhead sound.

Turn the knob to the appropriate room: Each knob is marked to indicate the room it controls.

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The higher the number the louder the sound. 7 or 8 seems to be a good level.



Each microphone has a power button. The hand held microphone is on the front, and lapel microphone is on the top. Switch this to "On" to use.

**\*\*\*IF YOU ARE IN 3214 or 3218 AND HEARING SOUND YOU SHOULD NOT HEAR, CHECK IN THE 3216 CLOSET!!!\*\*\***