Classroom Technology Upgrade Program
Standard Technology Configuration and Use Instructions

1. Classroom Desktop Computer
   The desktop computer has a keyboard, mouse and monitor. To log in, please use your University of Arizona network identification (NetID) and password.

2. Laptop Connection
   Each room provides four interface cables depending on your laptop’s output. These include:
   - An VGA cable for the projector (the old analog standard for laptops)
   - An HDMI for the projector (a newer digital standard)
   - An Aux cable (for audio)
   - An Ethernet cable (for wired internet connection)

Please use these cables if you would like to display an image from your laptop, tablet, or other portable devices on projector.
3. **Black Multi-media Box**  
Used to control your media. From top to bottom, the box contains:
- **A Blu-ray Player**  
  Use to play CDs, DVDs and Blu-ray discs.
- **A Control Panel**  
  Use to turn the projector on/off, display different audio/video sources, and control volume levels.

4. **Projector**  
To start the projector:
- a. Push the “**On**” button found on the control panel in the black multi-media box **OR**
- b. Log onto the computer with your NetID and password
- c. Double click the “**Projector Control**” icon on the computer’s desktop.
- d. An image will appear on the projection screen once the projector has warmed up.

Select the appropriate source for the projector to display correctly. In the box’s control panel and the computer “projector control” application, there are six buttons which correspond to the different audio/visual sources you can display on the projector:

1. Classroom computer  
2. Document camera (ELMO)  
3. VGA laptop  
4. Auxiliary audio/visual source  
5. Blu-ray player  
6. HDMI device
5. **Projection Screen**

The Projection Screen is located at the front of the classroom is approximately eight feet in length, this varies from room to room. In some instances, smaller classrooms have screens approximately six feet in length.

6. **Speakers**

Two speakers have been added to amplify prerecorded sound (from a DVD, PowerPoint, video, CD, phone, or any other audio source) in the classroom and are usually located within the ceiling tile grid or mounted to the left and right of the projection screen. To use the speakers with any audio device, plug in the AUX cable to that device. You can control the volume using the volume knob on the control panel inside the box.

7. **Document Camera (Elmo)**

A document camera, often referred to as an Elmo, is a visual presentation tool that can be used to display textbooks, images, cell phones, or other objects. Items can be placed directly under the camera and or reduced or enlarged in size, as necessary. To use the document camera, push the “Doc Cam” button to display the image from the Elmo on the projector.

*If you have any technical support needs as you utilize this equipment, please contact Classroom Technology Services at (520) 621-3852 or UITS-CTS@email.arizona.edu.*