

Lectern Guide (Buttons)

Turn on Projector (if needed)

1. If the projector is off, find the Display section of the panel and press ON.



2. The ON button will flash (approx. 30 seconds) while projector lamp is warming. (During this time you will be locked out from making any other selections).
3. To turn projector off, press OFF button. Projector cooling cycle will take 90 seconds.

Turn on Computer (if needed)

1. The computer should be on. You can verify this by observing the blue light on the front of the computer. If it is not blue, press the button to turn it on.
2. The monitor should be on, you can verify that by looking for a lighted power button at the bottom left or right corner. If there is no light, press the button to turn it on.



Verify the Projected Source

When the Display ON button has stopped flashing, you can choose a source to project.

1. PC refers to the PC in the lectern.
2. Laptop refers to a laptop you hook up to the external cables.
3. Doc Cam refers to the overhead document camera.
4. DVD refers to the external DVD player, not the DVD drive in the computer.



Volume Control

- If your source requires volume use the Volume control knob. Also be aware that volume can be separately affected by computer settings, or player settings such as YouTube.
- Playing audio in the room requires that the projector display is set to ON, even if you only want sound with no video.



Laptop Connection

- HDMI connections will send video and audio.
- VGA is only video and require the separate audio cable.
- Some computers will require you to provide an adapter.



Document Cameras

Depending on the year the classroom was equipped, there may be different model ELMO document cameras in them.

1. Press power on button.
2. Adjust camera armature and lights as necessary.
3. Press ZOOM button to resize image.
4. Press AUTOFOCUS button to focus item.
5. On some models, the ZOOM and FOCUS buttons are also located on the camera body.
6. Press Upper Lights or Lower Lights button to achieve best image quality.



Document Cameras Science Labs (Red)

1. Press red power button to turn document camera on.
2. For a larger image, position camera head closer to source.
3. Press white Focus buttons on side of camera to focus image.



DVD Player

DVD Player remote control should be located in or around the lectern.

