TO USE AN AUXILIARY SOURCE:
1. Connect the desired source to the control panel using the available RCA connections. (See Figure 2.)
2. Push the AUX VIDEO button on the control panel.
3. Turn on the POWER switch on the new source.
4. When finished, turn off the POWER switch on the auxiliary source before disconnecting the unit from the control panel.

NOTE: TO USE AN AUXILIARY SOURCE:
1. Connect the desired source to the control panel using the available RCA connections. (See Figure 2.)
2. Push the AUX VIDEO button on the control panel.
3. Turn on the POWER switch on the new source.
4. When finished, turn off the POWER switch on the auxiliary source before disconnecting the unit from the control panel.

CLASSROOM PC OPERATION:
1. Push the PC button on the control panel.
2. Press the POWER button on the computer. (See Figure 3.)
3. USB connections are available on the control panel. (See Figure 2.)
4. Login to the PC using your Oakland University OPENNET or ADMNET username and password.

TO CONNECT YOUR OWN LAPTOP:
1. Retrieve the combination VGA/network/audio cable from the instructor’s desk drawer.
2. Using the cable, connect your laptop to the external connections on the control panel. (See Figure 2.)
3. Push the LAPTOP button on the control panel.
4. Power on your laptop and set the display appropriately.

DOCUMENT CAMERA OPERATION:
1. Push the DOC CAM button on the control panel.
2. When on, a green LED will illuminate next to the POWER button on the document camera.
3. The ZOOM, IRIS, and AF (auto focus) buttons located on the face of the document camera allow for adjustment of the image.
4. To use transparencies, press the LAMP button on the document camera until the lower lamp illuminates.

VCR OPERATION:
1. Push the VCR button on the control panel.
2. Insert VHS tape and press the PLAY button on the VHS player.
3. Controls for forward and reverse scan, play, pause, and stop are available on the control panel. (See Figure 4.)
4. A remote control is also located in the desk drawer for convenience.

DVD OPERATION:
1. Push the DVD button on the control panel.
2. Insert DVD and press the PLAY button on the DVD player.
3. Controls for forward and reverse scan, next and previous chapter, play, pause, and stop are available on the control panel. (See Figure 4.)
4. A remote control is also located in the desk drawer for convenience.

TO BEGIN:
1.) You must first turn on the data projector by pressing its ON button on the control panel on top of the instructor’s desk. (See Figure 1.)
2.) Select your desired source device to display via projector and/or Starboard. (See Figure 1.)
3.) Follow the steps below to operate the desired device(s).

NOTE: THE VOLUME CONTROL IS LOCATED ON THE TOUCHPAD.

TO USE AN AUXILIARY SOURCE:
1. Connect the desired source to the control panel using the available RCA connections. (See Figure 2.)
2. Push the AUX VIDEO button on the control panel.
3. Turn on the POWER switch on the new source.
4. When finished, turn off the POWER switch on the auxiliary source before disconnecting the unit from the control panel.

Please turn off & secure all classroom IT/AV resources before leaving the room.

Key user information:
An instructional technology/audio visual (IT/AV) key (Z-4) is required to gain access to any general purpose classroom.

Remote controls and accessory items are located in the instructor’s desk drawer.

Keys are available to OU and Cooley Law School faculty and staff and must be secured in person by going to room 116 Varner Hall.

The CSITS Help Desk can be reached at (248) 370-2461 to schedule a classroom technology orientation session.

In case of medical or fire emergency, dial (248) 370-3331 or 911.

Please turn off & secure all classroom IT/AV resources before leaving the room.

CLASSROOM PC OPERATION:
1. Push the PC button on the control panel.
2. Press the POWER button on the computer. (See Figure 3.)
3. USB connections are available on the control panel. (See Figure 2.)
4. Login to the PC using your Oakland University OPENNET or ADMNET username and password.

KEY USER INFORMATION:
An instructional technology/audio visual (IT/AV) key (Z-4) is required to gain access to any general purpose classroom.

Remote controls and accessory items are located in the instructor’s desk drawer.

Keys are available to OU and Cooley Law School faculty and staff and must be secured in person by going to room 116 Varner Hall.

The CSITS Help Desk can be reached at (248) 370-2461 to schedule a classroom technology orientation session.

In case of medical or fire emergency, dial (248) 370-3331 or 911.

Please turn off & secure all classroom IT/AV resources before leaving the room.

To begin:
1.) You must first turn on the data projector by pressing its ON button on the control panel on top of the instructor’s desk. (See Figure 1.)
2.) Select your desired source device to display via projector and/or Starboard. (See Figure 1.)
3.) Follow the steps below to operate the desired device(s).

NOTE: THE VOLUME CONTROL IS LOCATED ON THE TOUCHPAD.

TO USE AN AUXILIARY SOURCE:
1. Connect the desired source to the control panel using the available RCA connections. (See Figure 2.)
2. Push the AUX VIDEO button on the control panel.
3. Turn on the POWER switch on the new source.
4. When finished, turn off the POWER switch on the auxiliary source before disconnecting the unit from the control panel.

Please turn off & secure all classroom IT/AV resources before leaving the room.

Key user information:
An instructional technology/audio visual (IT/AV) key (Z-4) is required to gain access to any general purpose classroom.

Remote controls and accessory items are located in the instructor’s desk drawer.

Keys are available to OU and Cooley Law School faculty and staff and must be secured in person by going to room 116 Varner Hall.

The CSITS Help Desk can be reached at (248) 370-2461 to schedule a classroom technology orientation session.

In case of medical or fire emergency, dial (248) 370-3331 or 911.

Please turn off & secure all classroom IT/AV resources before leaving the room.

To begin:
1.) You must first turn on the data projector by pressing its ON button on the control panel on top of the instructor’s desk. (See Figure 1.)
2.) Select your desired source device to display via projector and/or Starboard. (See Figure 1.)
3.) Follow the steps below to operate the desired device(s).

NOTE: THE VOLUME CONTROL IS LOCATED ON THE TOUCHPAD.