How to Use the Elmo (document camera)

1.   Turn on Elmo – The power switch is located on the left rear side of the base.

2.   Turn on Infocus Projector (ceiling mounted) – Point the Infocus remote at the front of the projector and press the light blue power button located in the upper left corner of the remote.

3.   Put something on the Elmo base.

4.   Press the button marked **<u>Internal</u>** located on the front of the Elmo base under Input.

5.   If there is still no image being projected point the Infocus remote at the projector and press the **VIDEO** button. It is the middle button in the row of buttons directly below the power button.

Using Slides/Transparencies with Elmo

1.   Place slide/transparency on Elmo Base.

2.   Turn on Base Lamp – Press the button labeled **Base** under Lamp on the front of the Elmo Base.

3.   Adjust Zoom – Zoom in or out using the **TELE** and **WIDE** buttons under Zoom on the front of the Elmo Base.

4.   To Adjust focus you can use the manual focus by pressing the **N** or **F** button under Focus on the front of the Elmo Base or you can press the **AUTO** button to the right of the F button and Elmo will automatically focus the image for you.

Using Books, Notes, or 3-D Objects with Elmo

1.   Place item on Elmo Base.

2.   Turn on upper lamp – Press the button labeled Upper under Lamp on the front of the Elmo Base.

3.   Adjust lamps for best light.

4.   Adjust Zoom and Focus as above.

Using the Digital Slide Converter (Elmo TRV-35H)

1.   Put Slide Carrousel on the Slide Converter.

2.   Turn on Slide Converter – Power switch is located on the front left corner above the power cord.

3.   Turn on Elmo if it isn't already on.

4.   Press **AV1** under Input.

5.   Turn on the Infocus projector.

6.   Press the **FWD** button on top next to Carrousel to advance to the first slide.

7.   If there is still no image being projected point the Infocus remote at the projector and press the **VIDEO** button. It is the middle button in the row of buttons directly below the power button.

8.   The Focus and Zoom buttons are located on the front right side of the slide converter.

9.   To remove carrousel press the select button to the left of the carrousel and remove as with a standard slide projector.

Viewing VHS and Laserdiscs

1. Turn on Elmo.

2. Select AV2 located under Input on the Elmo Base.

3. Turn on Projector.

4. Turn on Either the VCR or the Laserdisc Player. (**DO NOT TURN ON BOTH OF THEM TOGETHER**. When they are both on the projected image is distorted by static.)

5. Turn on the AIWA Tuner (In C2 the Tuner is SONY instead of AIWA).

6. Press button labeled **Video 1/5.1 ch**.

7. Insert your VHS tape or Laserdisc and press play.

8. Adjust volume on the Tuner – Master volume control is a big round knob on the right side.

Using the Computer and Viewing DVDs – C1

1.   Press the power button on the front of the monitor.

2.   Press the power button on the front of the computer.

3.   You can either login with your user name and password or click cancel at the login prompt.

4.   Turn on the AIWA Tuner.

5.   Press the button labeled **AUX**. (There will be no sound from the computer unless the Tuner is turned on and the AUX button selected)

6.   Turn on projector.

7.   Point the projector remote at the front of the projector and press the **COMPUTER** button located directly below the power button on the remote.

8.   To display images, presentations, websites, etc. you can go to the computer and select the appropriate software. Everything you see on the monitor will be projected on the screen for the class to see.

9.   To view a DVD press the eject button on the CD/DVD drive on the computer.

10.   Insert DVD and close the drive.

11.   The movie will automatically start.

12.   Move the mouse cursor over the movie window.

13.   Click the right mouse button.

14.   Select Video Size from the popup menu.

15.   Select Cinema from the popup menu.

16.   To use the control panel pictured below, move the mouse cursor over the movie window and click the right mouse button.

17.   Select panel control.

18.   Click on the X in the upper left corner of the control panel to close it.

19.   To select a chapter move the mouse cursor over the movie window.

20. Click the right mouse button.

21. Select Chapter/Title Search from the popup menu.

22. Select specific chapter from the list of chapters.

23. Click on the **close** button to exit the Chapter/Title Search.

24. To eject the DVD you can either click on the eject button on the control panel or press the eject button on the front of the CD/DVD drive.

25. To exit the movie viewer move the mouse cursor over the movie window and click the right mouse button.

26. Select exit at the bottom of the popup menu.

1. Close Control Panel
2. Eject
3. Play/Pause
4. Stop
5. Scan Backward
6. Next Program
7. Chapter Forward

8. Root Menu
9. Chapter Rewind
10. Previous Program
11. Next Program
12. Change Subtitle Language
13. Audio – Language Control

Using the Sound System – C1

To Listen to an Album

1. Turn on the AIWA Tuner – Power button is located on the front left side of the tuner.

2. Select Phono on Tuner.

3. Turn on the turn table – Power button is located on the front left.

4. Load Album.

5. Select speed.

6. Press Start on right front.

7. Adjust master Volume on AIWA Tuner.

To Listen to a CD

1. Turn on AIWA Tuner.

2. Select CD on Tuner.

3. Turn on CD Player – Power button located on left front.

4. Adjust Volume on AIWA Tuner.

To Listen to a Cassette

1. Turn on AIWA Tuner.

2. Select Tape Monitor on Tuner.

3. Turn on Cassette deck – Power button located on left front.

4. Adjust Volume on AIWA Tuner.

Viewing Movies in C2

1. Turn on Infocus projector.

2. Turn on Sony Tuner.

3. Select Video on Tuner.

4. Point Infocus remote at front of projector and press the **VIDEO** button twice. If you watch the screen as you do this you will see video1 then video2 flash in the upper right corner of the screen. Make sure it is set on video2.

5. Turn on the VCR or Laserdisc player.

6. If the movie isn't projected on the screen after you press play on the VCR/Laserdisc player press the **VIDEO** button on the Infocus remote.

Using the Sound System in C2

1. Albums – Press **TV/SAT** on the Sony Tuner.

2. Cassettes – Press **MD/Tape** on the Sony Tuner.

3. CDs – Press **CD** on the Sony Tuner.

Using the Computer and Viewing DVDs – C2

1. Press the power button on the front of the monitor.

2. Press the power button on the front of the computer.

3. You can either login with your user name and password or click cancel at the login prompt.

4. Turn on the Sony Tuner.

5. Press the button labeled **CD**. (There will be no sound from the computer unless the Tuner is turned on and the CD button selected)

6. Turn on projector.

7. Point the projector remote at the front of the projector and press the **COMPUTER** button located directly below the power button on the remote.

8. To display images, presentations, websites, etc. you can go to the computer and select the appropriate software. Everything you see on the monitor will be projected on the screen for the class to see.

9. To view a DVD press the eject button on the CD/DVD drive on the computer.

10. Insert DVD and close the drive.

11. The movie will automatically start.

12. Move the mouse cursor over the movie window.

13. Click the right mouse button.

14. Select Video Size from the popup menu.

15. Select Cinema from the popup menu.

16. To use the control panel pictured below, move the mouse cursor over the movie window and click the right mouse button.

17. Select panel control.

18. Click on the X in the upper left corner of the control panel to close it.

19. To select a chapter move the mouse cursor over the movie window.

20. Click the right mouse button.

21. Select Chapter/Title Search from the popup menu.

22. Select specific chapter from the list of chapters.

23. Click on the **close** button to exit the Chapter/Title Search.

24. To eject the DVD you can either click on the eject button on the control panel or press the eject button on the front of the CD/DVD drive.

25. To exit the movie viewer move the mouse cursor over the movie window and click the right mouse button.

26. Select exit at the bottom of the popup menu.

1. Close Control Panel
2. Eject
3. Play/Pause
4. Stop
5. Scan Backward
6. Next Program
7. Chapter Forward
8. Root Menu
9. Chapter Rewind
10. Previous Program
11. Next Program
12. Change Subtitle Language
13. Audio – Language Control