AV Presentation - Evergreen Lecture Hall

The equipment currently in EVG-Lecture Hall consists of;
4 Projectors
4 projection screens
1 Elmo TT-02RX Document Camera

EVG Lecture Hall currently only has one VGA connection at the teaching station. (The table connections have been temporarily disconnected, as we discuss upgrading)

VGA Cable - to All Projectors

Here is the most reliable way to get your laptop screen duplicated on the projector screen. (UMC HP-Laptops,,, other devices may have other key combinations)

Press key combination - **Fn (function) + F4**. (Press both keys at the same time).

Window will come up with 4 options; Computer only, Duplicate, Extend & Projector only. **Select: Duplicate** – The same image that is on your laptop will be on the projection screen.
The Remote to power up the projectors should be on the teaching station. You must stand under each unit and press the power button to turn on and off.

Auto:
If the displayed image does not look correct, point the at the projector & press AUTO to adjust Image.

Projection Screens are electrically operated and the remotes are attached to the door under the teaching station.

**DOCUMENT CAMERA:** Elmo TT-02RX
MUST be Powered On (BLUE Light, not red)
This unit switches between the Document Camera and the Laptop.

Audio - to Ceiling Speakers
For audio from laptop or mobile device w/ headphone jack;
Connect the Mini Plug on the lectern into device.

Audio levels are determined by the volume settings on your Device; Laptop, mp3 player, etc., as well as the individual application volume controls; Windows Media Player, QuickTime player, YouTube player, Etc.

Wireless Microphone
There is a Wireless Headset microphone located below in the teaching station cabinet.
Turn power on to the headset.
Volume is set. (be aware that you MAY receive feedback if you stand directly under a ceiling speaker while wearing the headset)

***Fyi- the white boards throughout the room are NOT smartboards. They are for writing on with dry-erase markers.

For further information on individual devices, see Media Services web site for pdf downloads
http://www1.crk.umn.edu/services/mediaservices/support/index.html

Media Services - 218.281.8392 - 218-281.8499