An Overview of Instructional Technology in EWL Classrooms

REMOTE: The power button for the overhead data projector is the green button in the top left corner. Please be patient as the projector will take a moment to warm up. Pushing the button repeatedly will only delay the process and may cause a malfunction. **Note:** The recently installed wall control units are the preferable method for powering the projector and other equipment on and off. For instructions on how to use these units, please see the opposite page.

ELMO: The power switch must be on to view the items placed on the document camera or ELMO. Please use care in not smearing ink on the surface of the equipment. The zoom and wide angle controls for the document camera are clearly labeled on the main control panel. The auto-focus on the camera is quite good but may take a moment to adjust if you move the object or document on the viewing area.

COMPUTER: To switch between viewing the computer or the document camera, push the button labeled “RGB” on the remote or **use the wall control unit.**

DVD player: To view a VCR or DVD, push the button labeled “video” on the remote or **use the wall control unit.** The speakers are controlled by the volume buttons on the remote for the overhead projector or the **wall control unit.** To use the remote to control volume, push the volume button to see the volume indicator on the overhead screen. You can then push the up or down arrows to raise or lower the volume as desired. To use the wall control unit, please see the opposite page.

**SOME PRACTICAL TIPS:**

- If only the computer is on, you will project the computer's screen onto the big screen.

- If the ELMO is on in its normal mode, which is usually the case when you start it up, it will take precedence over the computer.

- The control to toggle back and forth between the computer and the ELMO is located on the ELMO. The labeling of this button, however, depends on the brand/model of ELMO. There are essentially two different varieties:
  
  ➢ A single button labeled "Input." Pushing it once will toggle over to the computer; pushing it again toggles back to the ELMO...and so on, alternating back and forth with each touch.

  ➢ Two buttons, one labeled "RGB 1" and the other "RGB 2." Generally the computer is assigned to RGB 1, so pushing this button will enable it on the projector (though if this doesn't work, you can always try RGB 2).

  ➢ Usually pushing this button again - whether it is RGB 1 or 2 - will take you back to the ELMO.
The equipment in this classroom is now connected to a control panel on the wall below the chalkboard across from the computer monitor.

**The ButtonMate control panel has three sections.**

**Top Section:** DISPLAY – Turns the data projector ON and OFF.

**Bottom Section:** SOURCE – Allows selection of Computer, VCR or DVD.

**Middle Section:** Contains volume and other controls for the Computer, VCR or DVD

**TO TURN ON THE DATA PROJECTOR:** Use the top row marked DISPLAY, and press the ON button.

**TO USE THE COMPUTER/ELMO:** Turn on the computer/ELMO. Use the bottom row marked SOURCE, and press the PC button. (If you start the computer after pressing the PC button, you’ll need to press the PC button again. To toggle back and forth between the ELMO and the PC, you will have to adjust the “input” setting on it to display the computer on the projector. Please see opposite side for directions on this.)

**TO USE THE VHS/DVD:** Turn on the VHS/DVD unit. Use the bottom row marked SOURCE, then press either VHS or DVD to display your video tape or disk.

**TO ACCESS THE CONTROLS IN THE MIDDLE SECTION**, press the PC, VCR or DVD buttons twice (once to select, then again to activate controls).

When the controls appear in the middle section, **press arrows up or down to change volume.** Push the arrows repeatedly until you get the volume you want. Use controls for Forward or Reverse on DVD or VCR.

**WHEN YOUR CLASS IS OVER**, be sure to use the top row marked DISPLAY, and press the OFF button to turn off the data projector. Unless another class follows yours, you can shut down the computer as normal, using the keyboard.