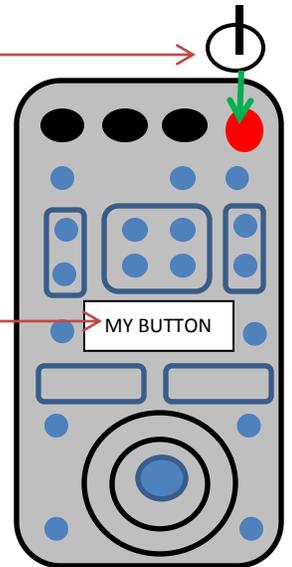


Do you want to project something on the ActivBoard?

Yes! I want to use the document camera only.

1. Turn on Document Camera
2. Turn on Projector using Projector remote (Power for 3 seconds) *** Point the remote directly at the projector above the ActivBoard! *** (The lens will lower from the projector.)
3. Press MY BUTTON# 2 on the Projector remote (in the center of the remote) to project images from the document camera onto the ActivBoard.
 - a. **ACK! It doesn't work!** >> >Make sure projector cable is attached to document camera - VGA out.
4. When you are finished, **CONSERVE ENERGY and BE KIND TO our RESOURCES: PLEASE TURN OFF DOCUMENT CAMERA AND PROJECTOR.** Return remote to the shelf next to the computer for the next art docent to use!



Yes! I want to use my laptop to project a lesson.

1. Turn on Projector using Projector remote *** Point the remote directly at the projector! ***
2. Take the projector cable off of the document camera and attach it to your laptop.
3. Press MY BUTTON #2 in the center of the Projector remote to project images from your laptop onto the ActivBoard.
4. When you are finished, unplug the projector cable from your laptop ☺ and re-connect it to the Document Camera - VGA out! Please!!!
5. When you are finished, **CONSERVE ENERGY and BE KIND TO our RESOURCES: PLEASE TURN OFF THE PROJECTOR.** Return remote to the shelf next to the computer for the next art docent to use!

Yes! I want to use the Art Room Computer to show the lesson PowerPoint.

1. Turn on Document Camera
2. Turn on Projector using Projector remote *** Point the remote directly at the projector! ***
3. Press MY BUTTON #1 on the Projector Remote
4. The classroom teacher will need to log on to the computer... and the red thumb drive has all the lessons on it that are currently prepared, by grade level. Sue B. will update this thumb drive as new lessons are added ☺ and she will notify docents in that class about new available lessons! **NOTE:** The black thumb drive is the wireless connection to the projector etc. PLEASE LEAVE IT IN THE COMPUTER!!!!
5. When you are finished, **CONSERVE ENERGY and BE KIND TO our RESOURCES: PLEASE TURN OFF THE DOCUMENT CAMERA AND PROJECTOR.** Return the remote to the shelf next to the computer for the next art docent to use!

If you want to use the audio system... (for microphone* or background music)

1. Turn on the "Front Row" blue audio box on top of the media cabinet.
2. *We are working on making the microphone/necklace work ... stay tuned!
3. For background music, you can plug the Audio-In cable into your music source... if it stops make sure the power light on the blue audio box is GREEN!