Classroom Technology Checklist
Room Number _____ Teacher _____

1. _____Turn on computer. You should see the computer picture on your monitor without having to turn on doc. cam. You are not supposed to see doc. cam on computer monitor.
2. _____Pull down the screen and turn on projector. Did your projector come on? (You may need to stand closer to the projector.)
3. _____**Press Computer 1** on your remote. Turn on doc. cam. (**Red light on doc. cam means off.** No light means on.)Does the doc. cam image fill the screen? If you have a promethean board/projector, use your process to make sure everything works for you.
4. _____Push the **INT/EXT** button on the doc. cam. or doc. cam. remote. Does the computer image show on the screen? Does the computer image fill the screen?
5. _____Turn on the sound system and VCR/DVD.
6. _____Put in VHS tape, push play. On projector remote, push **video** to change to DVD/VCR. Do you see it on screen?
7. _____Can you hear the VHS over sound system?
8. _____Turn on one of your microphones. Can you hear your voice over the sound system?
9. _____On computer, go to PowerPoint and insert a sound or play any sound on your computer—noisy program, iTunes, anything. Can you hear the sound from your computer over sound system?
10. _____Turn on TV. Go to cable channel. Does it have cable?
11. _____On projector remote, press Video. (If you have a DVD or VHS playing, it will show on projector, if you don't have DVD or VHS playing, you can press channel up and down on DVD/VCR and see cable through your DVD/VHS to your projector). Do you see cable on the screen?
12. _____Do you have all three remotes, and are your remotes labeled with your room number and school? If not do it with a sharpie.
13. _____Click on the SDP850DX (document camera) icon on your desktop. Make sure doc. cam is on. Do you see your doc. cam in the software window on your computer?
14. _____Have your buddy call your room. Don't answer. Does your name appear on the display on the phone?
15. _____Does it say your name on your voice mail?

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Below is an overview for some of your equipment:
Classroom Technology Equipment - BASICS
 You have 3 remote controls…
1. Projector -NEC (smaller white remote) If you have a newer projector, please familiarize yourself with your remote.
2. Document Camera -Samsung (black remote)
3. DVD/VCR -SONY (grey longer one)
4. Make sure your room number is written on the back of each of the remotes.

Computer:
Power on and Login as usual
Projector: Use NEC remote (smaller white remote) to turn power on. Then, press "Comp1" button on the remote. This will cause either the document camera image or your computer screen image to be projected. (Toggle between Doc. Camera and Computer image by pressing "Int/Ext" button on the Document Camera remote.) Document Camera power must be on in order to project computer image to the big screen. – If you see a red light on at the front of the base of the document camera that means it is OFF. *Turn off projector if you will not be using it for a period of an hour or more.

Reset Timer – Filter Hours (if you have a different projector, please use your remote to follow your projector's steps to reset the filter timer.)
Using remote:
1. Press "Menu"
2. Scroll down to "Reset"
3. Press "Enter"
4. Scroll down to "Clear Filter Hours"
5. Press "Enter"
6. Are you sure?
7. Arrow left to "Yes"
8. Enter
9. Press "Menu"

LAMP replacement cost for the projector is approximately $400. Please use cable TV for instructional use only. Avoid after hours/weekend viewing of cable TV.

Document Camera:
Turn Power On – Press power button on unit or use "Samsung" remote.
(Power must be on for the document camera image or the computer screen to be projected to the BIG screen!)
To toggle between the Doc Cam image and computer image showing on the screen press "Int/Ext" button on the document camera or on the remote. This "toggles" between Internal (document camera) and External (computer).
Test the zoom features and use the remote to turn off the "lamp" when you are not in use. You should be able to check from a desktop icon.

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Sound System:
Power on system Note the adjustments for volume "A" – "B" – "Computer" – "DVD/VCR"
Pick up the mic, turn it on. (Make sure one mic is set to A and one to B.)
You should not be able to hear yourself through your speakers while you are standing in front of the room talking. If you can hear yourself through the speakers, your volume is too loud. Have a friend sit in your room. Begin talking in a natural voice and adjust the mic volume knob on amplifier until your friend can hear you clearly but not overwhelmingly.
Turn off microphone units when you are not using them and place them in carriage to charge. Leave amplifier on each day but turn it off over the weekend and remove mics from carriage. For extended weekends, holidays or summer, remove microphones from the carriage as well. ONLY USE RECHARGABLE BATTERIES IN THE MICS. Check with your technology coordinator for batteries.