

Substitute Directions for Technology

My technology student helper for my class is _____.

I keep all of my remote controls in the basket next to the sound system and VCR/DVD.

Turn on the projector:

Use the white remote control. You will have to point it at the projector on the ceiling and push the green "on" button. You will hear a beep.

Turn on the document camera:

Press the power button on the base of the camera. (The red light will go **off** when you turn the camera on.)



The black remote control is for the document camera. You will use the "wide" and "tele" buttons to zoom in or out. I will leave copies for you of the work the children do. When you put it under the document camera, it will show on the screen. You may write on the paper. (This takes the place of the overhead projector!)

Don't forget to **turn off** the document camera and projector when you are finished. To turn off the projector, point the projector remote to the front of the projector and press the power button twice. To turn off the document camera, press

the power button on the base of the document camera.

To Show a VHS or DVD:

1. Turn on projector and document camera.
2. Turn on the DVD/VCR.
3. Turn on the sound system amplifier.
4. Put in the tape or DVD and press play.

The volume adjustment for the VHS/DVD is on the right knob of the sound system amplifier. It should be labeled on the sound system amplifier.

Substitute Directions for Microphones

I would love for you to use the microphones. Just unplug the one on the left. Wear it around your neck. The power switch is on the side.

When using the microphone, just speak in a normal talking voice and your voice will be heard through the speakers in the ceiling. Be sure to cover it with your hand or turn it off if you are speaking privately with someone and don't want your voice amplified.



You should not have to adjust the volume, but if you do, use the A Volume knob on the front of the sound system box.



The other microphone is for student use. They like to pass it around, especially when sharing their writing. The B Volume knob controls this microphone.

At the end of the day, please turn off the microphones. You may plug them back in and put them in the charger, or it will be fine to just leave them unplugged.

Thank you.