

To use my audio-visual equipment use your guest teacher logon code and password. If you do not have this, call the Guest Teacher office. The Guest Teacher office confirmed that these codes are available to all guest teachers. Or our LMC people said that they can help set up a cart with DVD/video player for which you would not use my projector system.

Once you logon and use your password, follow these directions:

Audio-Visual Equipment Use

1. Double click on the symbol/icon on your screen showing "My computer/Sub EMS".
2. Find the M drive in the list. It will look something like
"apps # on EJH Primary Server (M:)". Double click on the M drive.
3. In the folders look for "Staff Utility Menu". Double click.
4. Double click on "Projector Controls"
5. Find room #913 and double click.
6. That should get you to the projector control buttons/choices.
7. Select the AV equipment to be used.
8. Make sure DVD/video player is on behind door of computer table.
9. Use computer controls to perform functions (IE. Play, Pause, etc.)
10. Be sure to turn off the projector when not in use.
The projector bulb is QUITE expensive and needs a rest between uses.