



Tech Shelf Instructions

See the instructions below for a summary of steps for working with the Tech Shelf items.

View Computer Through The Projector

To view your computer screen through the projector, follow these steps:

- 1) Turn on the projector and computer. On switch is on the rear lower left side of the computer.
- 2) On the switcher (see the Tech Shelf Items sheet) choose port #2. You can use the remote or use the right side button on the switcher to select the port. Your computer should automatically recognize the computer and display it properly.

View iPad Through The Projector

To view your iPad through the projector, follow these steps:

- 1) Turn on the projector and iPad.
- 2) On the switcher, choose port #3. You can use the remote or use the right side button on the switcher to select the port.
- 3) On your iPad, double tap on the home button. You should see the Multi Task bar show up on the bottom of the iPad screen.
- 4) Swipe the Multi Task bar to the right.
- 5) Tap on rectangle icon with the solid triangle.
- 6) Select the appropriate Apple TV. They are based on room numbers.
- 7) Tap to turn on mirroring. In a few moments, the projector should be displaying your iPad screen.

View VCR/DVD Player Through The Projector (not applicable to all rooms)

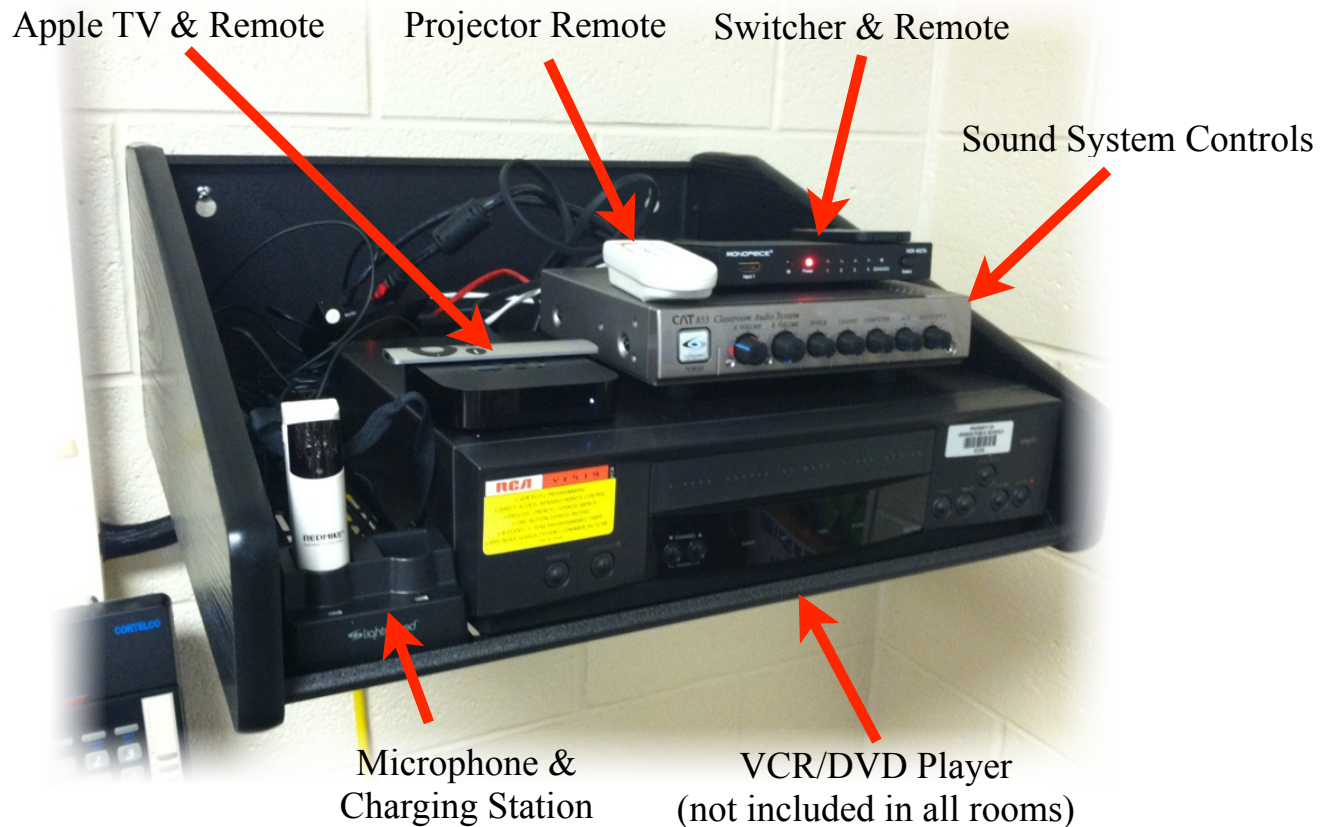
To view your VCR/DVD Player through the projector, follow these steps:

- 1) Turn on the projector and VCR/DVD player.
- 2) Use the projector remote and choose Source. This should automatically scan and stop on Video. You will now see the VCR/DVD displayed on the projector.

Sound System Adjustments

- 1) Turn on the sound system
- 2) Power on the microphone
- 3) Adjust the lanyard to your liking
- 4) Adjust the volume using the Classroom Audio System control box

Tech Shelf Items



Apple TV & Remote: used to display iPad or iPhone 4S. Other features available on Apple TV

Projector Remote: used to turn on projector, used to select “Video” source for VCR/DVD Player

Switcher & Remote: used to choose to display computer (Port 2) or iPad (Port 3) through the projector

Sound System Controls: used to control volume for microphone, computer, iPad and VCR/DVD Player

VCR/DVD Player: not included in all classroom setups. All teacher computers are capable of playing DVD media.

Microphone & Charging Station: used to charge the Teacher Microphone. Teacher Microphone has an adjustable lanyard for wearing around the neck. Adjust the volume using the Sound System Controls.



Tech Shelf Audio

Working With Your Audio System

Your classroom is equipped with a state of the art integrated audio system that provides audio that all students can hear. The research about classroom audio is clear. Classrooms with integrated audio systems see fewer behavior issues, more engaged students, and improved test scores. [Read the white paper by clicking this link.](#)

The system that we have installed provides a lanyard based microphone for the teacher (or student) and allows for additional technology components to send their audio to the system. We have connected the teacher computer to the system so that any audio playing through the computer will play through the four speakers strategically positioned in the ceiling of the room.

We have also connected an Apple TV to the audio system. The Apple TV is the device that allows for video from an iPad or iPhone 4S to be displayed to the projector and the audio to be heard through the classroom sound system.

Additionally, where appropriate, we have connected VCR/DVD players to the classroom audio system. There is also an auxiliary port allowing for a variety of digital devices to connect with appropriate cabling.

Audio volume for all attached devices is controlled from the Classroom Audio System control box shown below.





Tech Shelf Video Instructions

Your classroom is equipped with an existing or new digital data projector which allows for large display of your computer screen or other attached video sources. That system is also integrated with the state of the art classroom audio system. You can display video from your computer, your iPad, or, in some cases, your VCR/ DVD player.

Displaying Your Computer Screen Through The Projector

In order to display your computer through the projector, you may have to set up mirroring within your system preferences. Those instructions are available [here](#).

To view your computer screen through the projector, follow these steps:

- 1) Turn on the projector and computer.
- 2) On the switcher, choose port #2. You can use the remote or use the right side button on the switcher to select the port. Your computer should automatically recognize the computer and display it properly.

Displaying Your iPad Through The Projector

To view your iPad through the projector, follow these steps:

- 1) Turn on the projector and iPad.
- 2) On the switcher, choose port #3. You can use the remote or use the right side button on the switcher to select the port.
- 3) On your iPad, double tap on the home button. You should see the Multi Task bar show up on the bottom of the iPad screen.
- 4) Swipe the Multi Task bar to the right.
- 5) Tap on rectangle icon with the triangle.
- 6) Tap to turn on mirroring.
- 7) Select the appropriate Apple TV. In a few moments, the projector should be displaying your iPad screen.

Displaying Your VCR/DVD Player Through The Projector

To view your VCR/DVD Player through the projector, follow these steps:

- 1) Turn on the projector and VCR/DVD player.
- 2) Use the projector remote and choose Source
- 3) Choose the Video source. You will now see the VCR/DVD displayed on the projector.



Mirroring Your Display

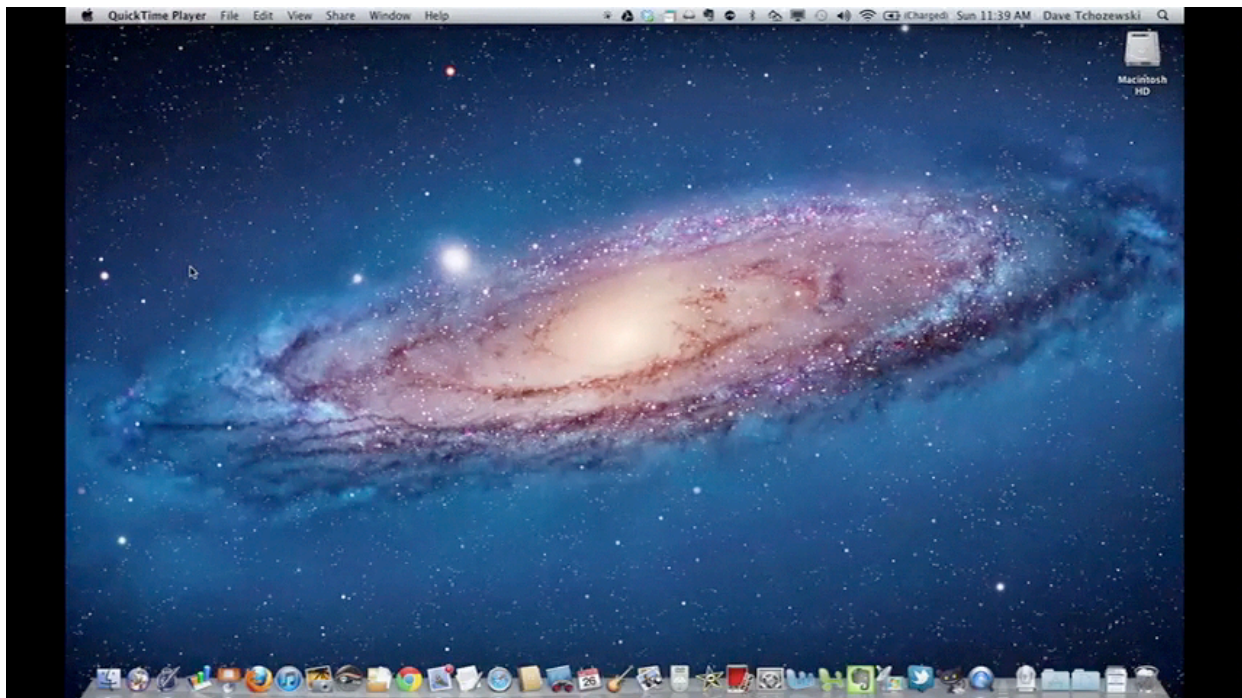
When your computer is connected to your projector, you have two options for viewing. Option 1 is to have each monitor (actual computer monitor and the projector monitor) display separate windows. Option 2 is to display your computer window on both monitors (computer and projector). Most folks will opt for Option 2 which causes the projector monitor to “mirror” what is on the computer screen.

You may have to “Turn mirroring on” on your computer to view the computer screen. To “Turn mirroring on”, follow the steps below. This is a one-time process. After doing this, you will be able to change mirroring settings from the menu bar. Double-click on the screen image below to view a movie of these steps.

- 1) Under the Apple logo (upper left corner of your computer screen), choose System Preferences.
- 2) Select Displays
- 3) In the lower left corner of the Displays window, click in the box to “Show displays in menu bar”.

Show displays in menu bar

- 4) Close the System Preferences window.
- 5) From the menu on the upper right part of your screen, click on the Displays icon.
- 6) Choose “Turn mirroring on” when you want to view the same image on both computer and projector.





Changing Audio Settings

Your computer audio is integrated with your classroom audio system. You may find that you want to change the settings so that the audio from the computer plays through the computer speakers instead of the classroom audio system. Here are the instructions for switching your audio output between the classroom speakers and the computer speakers.

To Set Computer Audio To Play Through Classroom Speakers

- 1) Under the Apple logo (upper left corner of your computer screen), choose System Preferences.
- 2) Select Sound
- 3) Select the Output tab
- 4) Choose the setting that has “HDMI” listed.
- 5) Close the System Preferences window.

Your computer sound will now play through the classroom speakers.

To Set Computer Audio To Play Through Computer Speakers

- 1) Under the Apple logo (upper left corner of your computer screen), choose System Preferences.
- 2) Select Sound
- 3) Select the Output tab
- 4) Choose the setting Internal Speakers
- 5) Close the System Preferences window.

Your computer sound will now play through the computer speakers.

The computer will “remember” your last settings. You only need to follow this procedure to change the output settings.