Operating video and computer equipment can be frustrating at times. This quick guide outlines step by step instructions on how to use the NHC Active Classroom equipment with the projector to:

- Play a DVD/VHS tape
- Use the instructor’s computer
- Use your own laptop computer

The basics:

Active Classrooms are equipped with a projection system, a cart that holds: a computer system, a DVD/VHS combo*, and a Control Console (pictured below).

Note: for practical purposes we are assuming that the user is able to use computer equipment and a DVD/VHS deck. If you need more extensive training using the equipment, please contact the NHC Learning Access Center (X-5740) to find out about scheduled training on Active Classrooms.

Getting started:

To play a DVD/VHS Tape:
1. Turn on Projector (using remote)
2. Make sure the control deck is on (Power Button should be green) if not, press Power Button (1)
3. Press VCR/DVD Button (2)
4. Turn on DVD/VHS deck
5. Insert DVD disk or VHS
6. Press play on DVD/VHS deck

To use the instructor’s Computer:
1. Turn on Projector (using remote)
2. Make sure the control deck is on (Power Button should be green) if not, press Power Button (1)
3. Press Computer Button (3)
4. Turn on computer

To use your own laptop computer:
1. Turn on Projector (using remote)
2. Make sure the control deck is on (Power Button should be green) if not, press Power Button (1)
3. Press Computer Button (3)
4. Turn on computer
5. Plug laptop into cable labeled laptop located on the counter of the cart
6. Wait a few seconds and the projector will automatically switch and display your laptop screen.
7. When you are done, unplug your laptop and the projection will switch back to the instructor’s computer.

Need more help?

For technical problems call the IT Helpdesk: 281.618.5486
To schedule training call NHC LAC: 281.618.5740

Important notes:
If the projector is not responding to the remote, turn lights off since light can be a source of interference. Do not allow students to assist you with the equipment. If you need help call the IT department: 281.618.5486. Do not modify or attempt to change the wiring on the set up before consulting with the IT department first. Allow yourself time to get familiar with the operation of the equipment BEFORE using it on class time.

* DVD/VHS and Projection system may vary slightly from classroom to classroom. Always allow time to familiarize yourself with the equipment.

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