

ALC 104

1. Set Up:

- The teacher's stations are paired with the room. Read the label on the touch pad or on the instructor side of the station to make sure it is in the correct part of the room.
 - **104B** is the north half and **104A** is the south half.
- There are 3 connections to the wall for each teacher station. Make sure the projector and network cable are connected to the correct port on the wall.
 - Black power cord
 - Blue cable labeled projector (Yellow label)
 - Green network cord (White label)
- Power is also needed for the touch pad, switcher and network switch. The teacher's station has a power switch on the instructor's side that is labeled **do not turn off**, switch should be red when unit is powered on.
- If touchpad screen is dark, touch it to turn on, touch the green screen to start.

2. Select Room Configuration:

- **Divided** for 2 separate rooms
- **Combined** into one large room. (The north or south teacher station can be the source.)

3. Select Video Source for the Room:

- **Via wireless receiver**, follow on screen instructions to install the driver needed and connect to projector.
- Teacher station **wall connection** (104B North or West, 104A South or West)
- If using connection at the teacher station, select **video source**. (Not needed for via wireless receiver)
 - Connect cable depending on laptop (HDMI on most, USB C will also work on most)
 - Laptop **VGA** and **audio cable** if needing sound.
- Volume is adjusted using the slider on the touch pad.
 - Volume numbers range from -89 to 10. System resets to 0 as a base line, depending on laptop volume that may be louder than needed.
 - The slider bar doesn't always reflect the current volume level until the first adjustment.

4. Equipment Shut-Down:

- When you are finished press the **power button** in the lower left corner to power the system off.
- Some equipment will **always** be on in the rack. The touch pad will go to sleep **on its own**.
 - Microphones will be available in the combined room configuration. 4 total lav style mics, two for each half of the room. Microphone packs are in the office.

To report a problem, call the Northwest Technology Service Center at 660-562-1634.