Table of Contents

Audio/Visual Smart Desk Operations................................................................. 1
Master Power.................................................................................................... 1
Device Selection .............................................................................................. 1
Audio/Amplifier Operation............................................................................. 2
Overhead Projector......................................................................................... 2
Audio/Visual Smart Desk Operations

**Note:** Remember to turn off any devices that you turned on as well as the classroom lights. Make sure to close the classroom door when you leave.

**Master Power**

In the cabinet of the desk, look for the device called *Middle Atlantic Products POWER*. Push the switch on the right to the **ON** position.

**Note:** This device MUST be on for the other devices to work.

**Device Selection**

1. On the main device selector, look at the list to see which device is assigned to which number.

2. Push the appropriate button.

3. To use the computer, ELMO (document imager) or DVD/VHS player, turn on that device.

**Note:** ELMO’s do not have remotes and most DVD/VHS players do not have remotes.
Audio/Amplifier Operation

1. Locate the amplifier (most likely, TOA brand).
2. At the far right, push the POWER button to turn it on.

3. Volume control is adjusted using the MASTER knob.

Overhead Projector

1. To use the ceiling mounted projector, locate the remote and push the ON button.
2. On some projectors, you must make a selection on the remote. If needed, look for a button labeled Computer (or other appropriate device) or Input, for which you would push the up/down buttons to make your selection.
3. To turn the projector off, push STANDBY twice.

Various Overhead Projector Remotes

Note: Remember to turn off any devices that you turned on as well as the classroom lights. Make sure to close the classroom door when you leave.