Touch the **Classroom Controls** console.

If using the **Instructor Computer**, try moving the mouse to check whether it is on. If it does not respond, turn on using the button located in the cabinet under the desk.

If using a **mobile device**, plug it in using the cables marked “**Instructor Laptop**”. Be sure to plug the sound cable into your device if you plan to play audio from it.

If using the **Document Camera**, press the **Power Button** located on its base.

<table>
<thead>
<tr>
<th>To manage devices in the room, keep the following in mind:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- “<strong>Which</strong> device do I want to project, and <strong>where</strong> do I want to project it?”</td>
</tr>
</tbody>
</table>

**To project a device on the student table displays,**

1. Touch and drag one of the **device** icons from the middle of the screen to the **Preview** area.
2. Select the **Sync Table Displays to Preview** option.
   
   *i.e. Touch and drag **Table 3 PC** to **Preview** and press **Sync Table...***

**To project a device on the projector,**

1. Touch and drag one of the **device** icons from the middle of the screen to the **Projector** area.
   
   *i.e. Touch and drag **Table 4 PC** to **Projector***

**To return table displays to their own (local) sources,**

1. Select **All Tables to Local Source (1 to 1)** under **System Presets**.

When finished, please:

- Press the “**System Off**” button on the **Classroom Controls** console.
- Turn **OFF** the **Document Camera** by holding down the **Power Button** for five seconds.
- Clean the walls and tables of any marker work.
- Leave the PCs running if there is a class following yours.

*For technical support: Call Classroom Support Services (562) 985-4962 or Email [ATS-CSS@csulb.edu](mailto:ATS-CSS@csulb.edu)*

*Updated: April 2018*