Welcome to Palm Beach State College – Boca Raton Campus

Use the buttons on the left to assist you in using the Multimedia Classroom Equipment.

If you would like to schedule a one-on-one Multimedia Classroom Equipment Orientation please fill out the online: Orientation Request Form

For immediate assistance, call Media Technology at 561-862-4800

To report a problem that is not immediate, submit an online Trouble Report
1. POWER THE DATA PROJECTOR ON
   - Press the ON button at the top left corner of the Control Panel.
   - Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE SOURCE YOU WANT TO PROJECT
   The two columns of buttons in the center of the Control Panel indicate the different inputs available.

3. ADJUST THE VOLUME
   - If necessary, press the VOLUME +/- buttons on the control panel to adjust the audio volume to desired level.

4. POWER THE DATA PROJECTOR OFF
   - Press and hold the OFF button at the top left side of the control panel for approximately 3 seconds or until projector’s light turns off.
   - Note: The projector’s fan will continue to run after the projector is powered off to cool down the lamp. A cool-down period of several minutes may be necessary before projector can be powered on again.
1. POWER THE DATA PROJECTOR ON
   - Press the **ON** button at the top left corner of the Control Panel.
   - **Note:** You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE APPROPRIATE ‘DVD’ OR ‘VCR’ INPUT

3. USE THE RIGHT SIDE OF THE CONTROL PANEL AS THE REMOTE CONTROL FOR EACH DEVICE
   - **To Play a DVD:**
     - Press the Open/Close button on the front of the deck then place the DVD on the tray.
     - Press the Open/Close button again to close the DVD tray.
     - Then you can Play/Pause, rewind, stop and fast forward using the buttons listed on the lower right side of the Control Panel.
     - When finished playing the DVD you can press the Open/Close button on the deck and the DVD tray will open and you can remove the DVD.
   
   - **To Play a VHS Tape:**
     - Insert the VHS tape into deck.
     - After tape is loaded you can Play/Pause, rewind, stop and fast forward using the buttons listed on the lower right side of the Control Panel.
     - When finished playing the VHS tape you can press the Eject VHS button on the deck and the tape will be ejected.

4. ADJUST THE VOLUME
   - If necessary, press the **VOLUME +/-** buttons on the control panel to adjust the audio volume to desired level.

*ALWAYS POWER OFF EQUIPMENT AFTER USE*
1. POWER THE DATA PROJECTOR ON
   o Press the ON button at the top left corner of the Control Panel.
   o Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE ‘COMPUTER’ INPUT
   o You may also need to power ON the computer.

   LOG INTO THE COMPUTER USING YOUR PALM BEACH STATE COLLEGE USER NAME AND PASSWORD.
   o Note: If you are unable to log in or if you have other computer-related problems, please contact the IT Helpdesk at 561-868-3100.

3. ADJUST THE VOLUME
   o If necessary, press the VOLUME +/- buttons on the Control Panel to adjust the audio volume to desired level.
   o Note: If you don’t hear any audio or if the volume is not loud enough, please verify that the computer audio is not muted or turned down. To do this, click the speaker icon in the lower right corner of the computer screen. The volume control tab will appear onscreen and may be unmuted and/or adjusted.

*ALWAYS POWER OFF EQUIPMENT AFTER USE*
• Verify the computer is powered ON then log in with your Palm Beach State College user ID and Password.

• To use the LASER Pointer:
  o Press and hold down the LASER Pointer button on the Wireless Mouse.

• To advance slides in PowerPoint:
  o Open PowerPoint presentation and run SLIDE SHOW.
  o Press the RIGHT arrow to advance to the next slide.
  o Press the LEFT arrow to go back a slide.

The wireless mouse will look like one of these two models.
Please see below for basic troubleshooting tips:

• If you cannot see computer or video image on the wall screen:
  o Verify that the remote control is on the proper INPUT for the device you are trying to use.

• Cannot turn data projector on or off:
  o If you see 2 red lights on the projector itself, it could be locked up or the lamp may need to be replaced. Please contact MTIS at 561-862-4800 for service.

• Wireless mouse is not advancing slides or laser pointer not visible:
  o Wireless Mouse remote could be out of sync or batteries may need to be replaced.
  o *NOTE: If you remove the batteries and try to replace them the remote may still not work unless its synced by MTIS. Please contact MTIS at 561-862-4800 for service.*

• No Audio
  o Verify that the data projector audio is not all the way down.
  o If using the computer, make sure the audio is not muted. The computer’s audio control icon will be at the bottom right corner of the monitor.

YOU MAY ALSO PRESS THE HELP BUTTON LOCATED ON THE CONTROL PANEL FOR MEDIA PERSONNEL IN-PERSON TECHNICAL ASSISTANCE.