



Using Technology in Edina Community Center Room 165

To Play a DVD

1. Turn on the DVD player. Use the power button on the top right-hand corner of the black DVD unit, OR the green button on the top right-hand corner of the remote attached to the DVD unit.
2. Turn on the ceiling-mounted Hitachi projector by pressing the "ON" button on the **wall panel** located above the computer/DVD stand.
3. Select "DVD" as your source on the wall panel.
4. Insert your DVD. Use the remote attached to the DVD player to control functions including play, pause, rewind, fast forward, stop and menu.
5. Adjust volume by turning the "volume" dial on the wall panel.

To Show a Presentation Using Our Desktop Computer

1. Turn on the computer. The power button is an oval button on the side of the Lenovo all-in-one computer.
2. Turn on the ceiling-mounted Hitachi projector by pressing the "ON" button on the wall panel located above the computer/DVD stand.
3. Select "PC" as your source on the wall panel.
4. Log into the computer. Press CONTROL-ALT-DELETE simultaneously on the keyboard. In the User name line, enter **adulsted**. For Password, enter **educate2008**, and then press **enter**.
5. Now you can access your presentation either via internet (Google Chrome) or a thumb drive that you bring and insert into the side of the Lenovo unit.
6. Adjust volume by turning the "volume" dial on the wall panel.

(over)

To Show a Presentation from Your Own Laptop

1. A VGA/audio cable is hanging on a hook on the wall behind the Lenovo computer. Plug the VGA cable into your laptop, and if your presentation uses sound, plug the audio cable into the “headphones” jack on your laptop. If you need different connection adapter, it is your responsibility to bring it. Turn on your computer.
2. Turn on the ceiling-mounted Hitachi projector by pressing the “ON” button on the **wall panel** located above the computer/DVD stand.
3. Select “Laptop” as your source on the wall panel.
4. Adjust volume by turning the “volume” dial on the wall panel.
5. If you need Wi-Fi, find the “Edina Open” Wi-Fi. Use **guest** for username and **guest** for password.

To Use the Microphone

1. Remove microphone from the charging cradle.
2. Turn on the microphone using a notched, sliding switch on the side of the microphone. A green light will indicate that the unit is on.
3. Wear the microphone like a necklace around your neck. Speak in a normal voice. Adjust volume by pressing the up/down buttons on the side of the microphone.

When You Are Done

Please turn off all devices, including computer, projector, DVD player and microphone. Return microphone to charging cradle.

If You Need Help

- During regular business hours, call Edina Community Education at 952-848-3952.
- Evenings and weekends, our wonderful custodial staff may be able to help. Reach them at 612-875-1055.

