

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

USING THE HIGH SCHOOL AUDITORIUM PROJECTOR TO DISPLAY POWERPOINTS AND FILES FROM THE BALCONY COMPUTER

Purpose

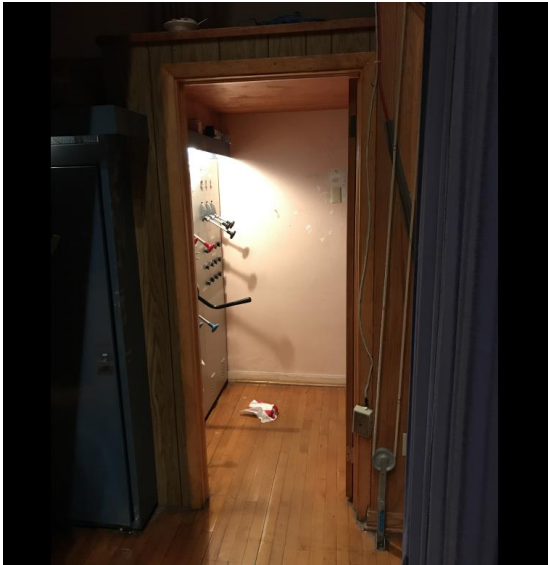
How to use the Sayre High School Auditorium computer projector, projector screen, to display PowerPoints and Files from the Balcony Computer.

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Lowering Projection Screen on Stage

On the High School Auditorium Stage, go in the stage lighting room.

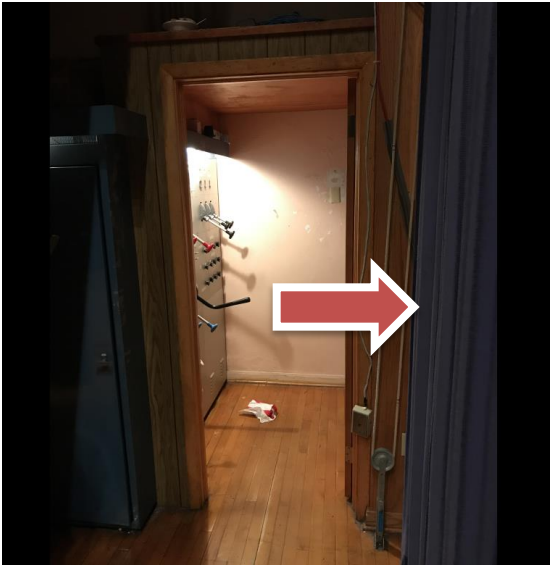


Press the button to lower screen in stage lighting room.



Power On Projector on Stage

On the High School Auditorium Stage, go in the stage lighting room.



Behind the door on the right, is the Projector Power On control

Power on the projector

Press ON Button



Log On Balcony PC

Power on Balcony PC and Log on



Now bring up the desired PowerPoint or file that you wish to display on the screen.

For example, you may log in with your SASD account and access your files.

You may insert and use files off of a thumb drive.

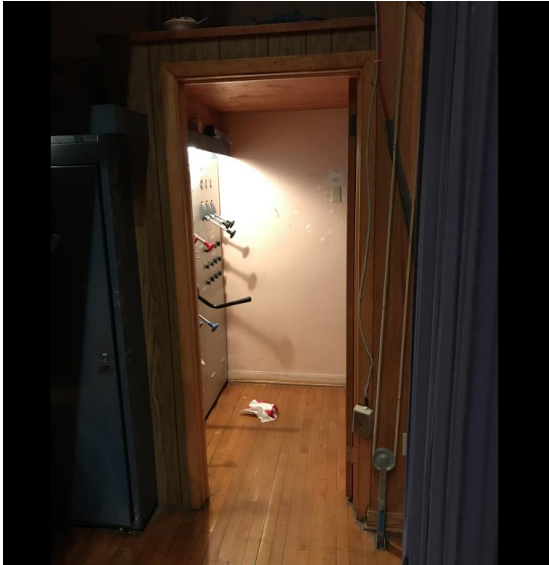
You may log in to your email and open file attachments.

Log Off Balcony PC

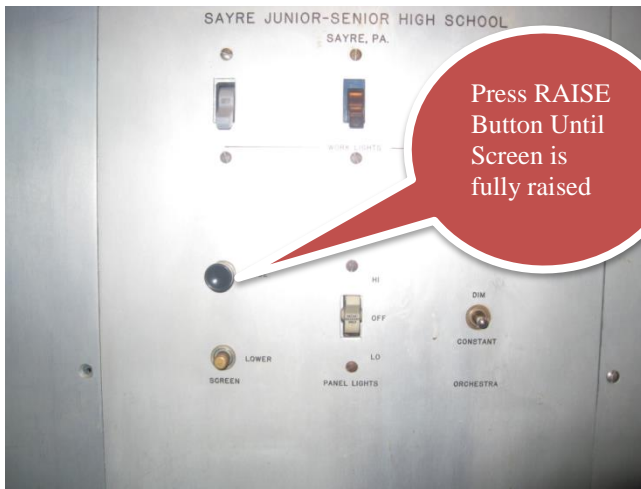
Go back to balcony and log off PC:



Raise Projection Screen

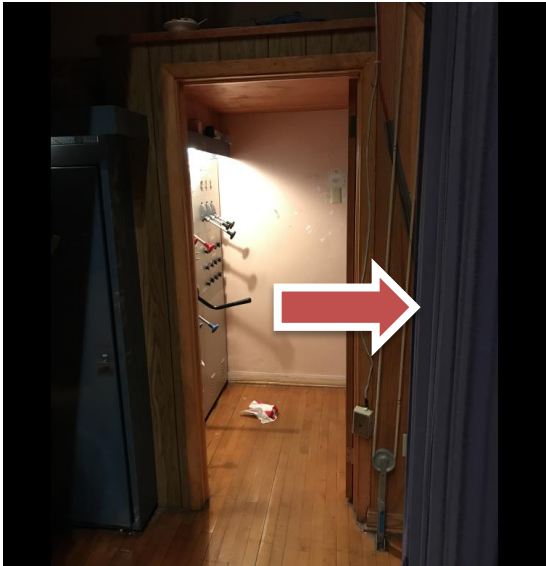


Press button to RAISE the screen in stage lighting room:



Power Off Projector on Stage

On the High School Auditorium Stage, go in the stage lighting room.



Behind the door on the right, is the Projector Power Control

Power off the projector

Make sure to power off the project so that the bulb does not burn out

Press STANDBY Button



Power
Off
Projector