

## SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

### USING OUR HS GYM PROJECTION EQUIPMENT

#### Purpose

1. This document's purpose is to review all of the steps that we will go through to turn on and start using the projection equipment that has been placed for the HS Gym staff.

#### Setup

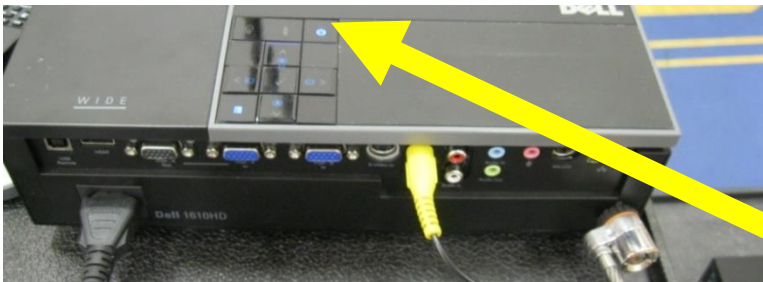
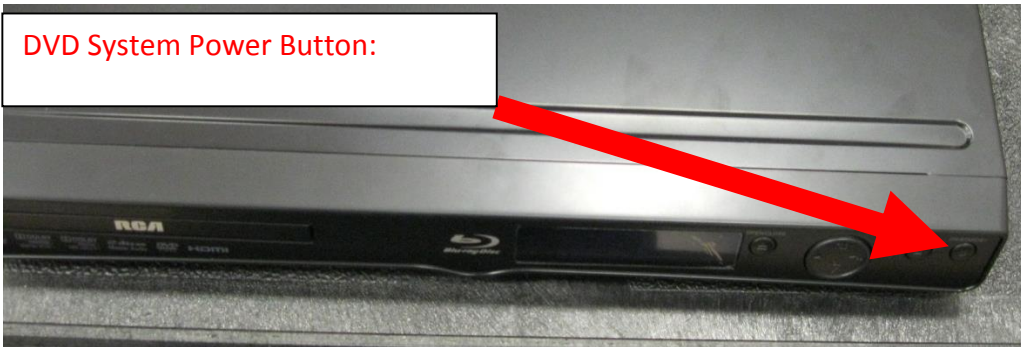
1. We will first plug the electric cord running from the cart into a wall outlet:  
Our cart has a designated area to wrap the cord around for storage, all you need to do is take your distance of cord off of the holder, and plug the end of the cord into a wall port.



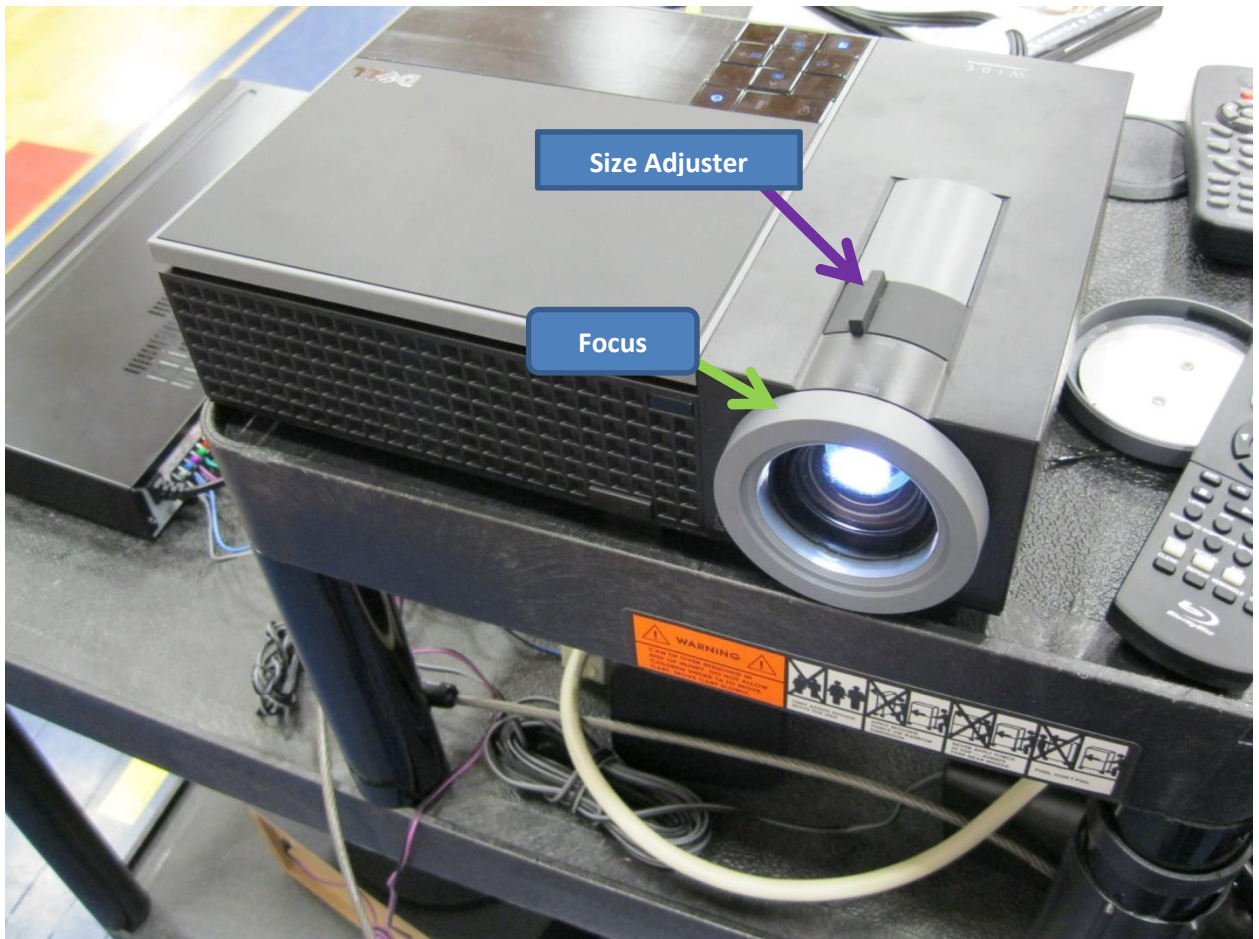
2. We will now setup our display screen:  
If you have any questions about this please contact the HS Audio visual person, in this case, the HS Library.



3. Now we are ready to power on both the **Projector** and the **DVD System**:



4. Be sure to remove the lens cover from the projector before use.
5. Once the projector starts projecting make sure that you line up the image so it projects in the appropriate area, (On the white screen).  
Use the **Size** and **Focus** adjusters to modify the view.



6. Next you will insert the CD/DVD into the DVD System and you should see the media on the disk pop up automatically.
7. You may now use the DVD player as you would a DVD system at home. Use the remote to help navigate through the menus.

## Tear Down

1. Remove the DVD/CD from the DVD Player system.
2. We are going to turn off both the projector and the DVD System.
3. Put the plastic lens cover back over the projectors lens.
4. Unplug the power cord and re-wrap it in the storage area on the cart.
5. Prepare the projection screen for storage.
6. Place all equipment in a secure location where they will not become damaged or become a danger to persons or students performing gym activities.