

CATESOL 2025 Conference Presenters:

Thank you for sharing your expertise with others attending the CATESOL 2025 Conference at Chabot College in Hayward!

If for some reason an unexpected need to cancel your presentation arises, please email **catesolprogram@gmail.com** immediately with your name, the title of your presentation, the date, time, and room number. You can also use this email for non-urgent needs and questions.

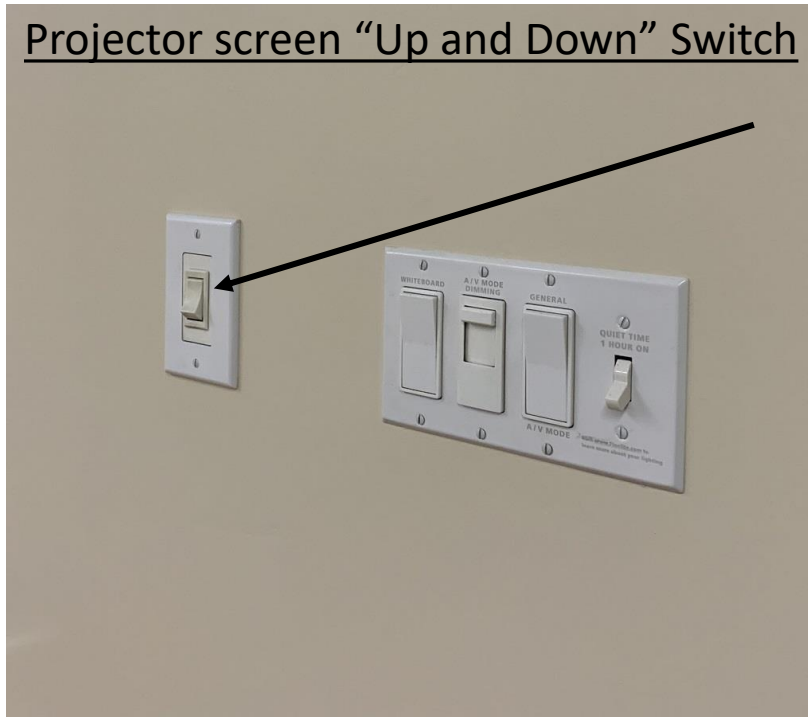
The following pages show how to use the tech equipment at the presentation stations in the classrooms CATESOL will be using for conference presentations at Chabot College.

Operating the Projector Screen

Note: In some setup, the projector screen is not programmed with the equipment which you have to use the switch to operate and the projector screen switch is normally located near the teacher's workstation

To bring down the projector screen, place the switch to the "Down" position and to bring it up, place the switch to the "Up" position

Projector screen "Up and Down" Switch

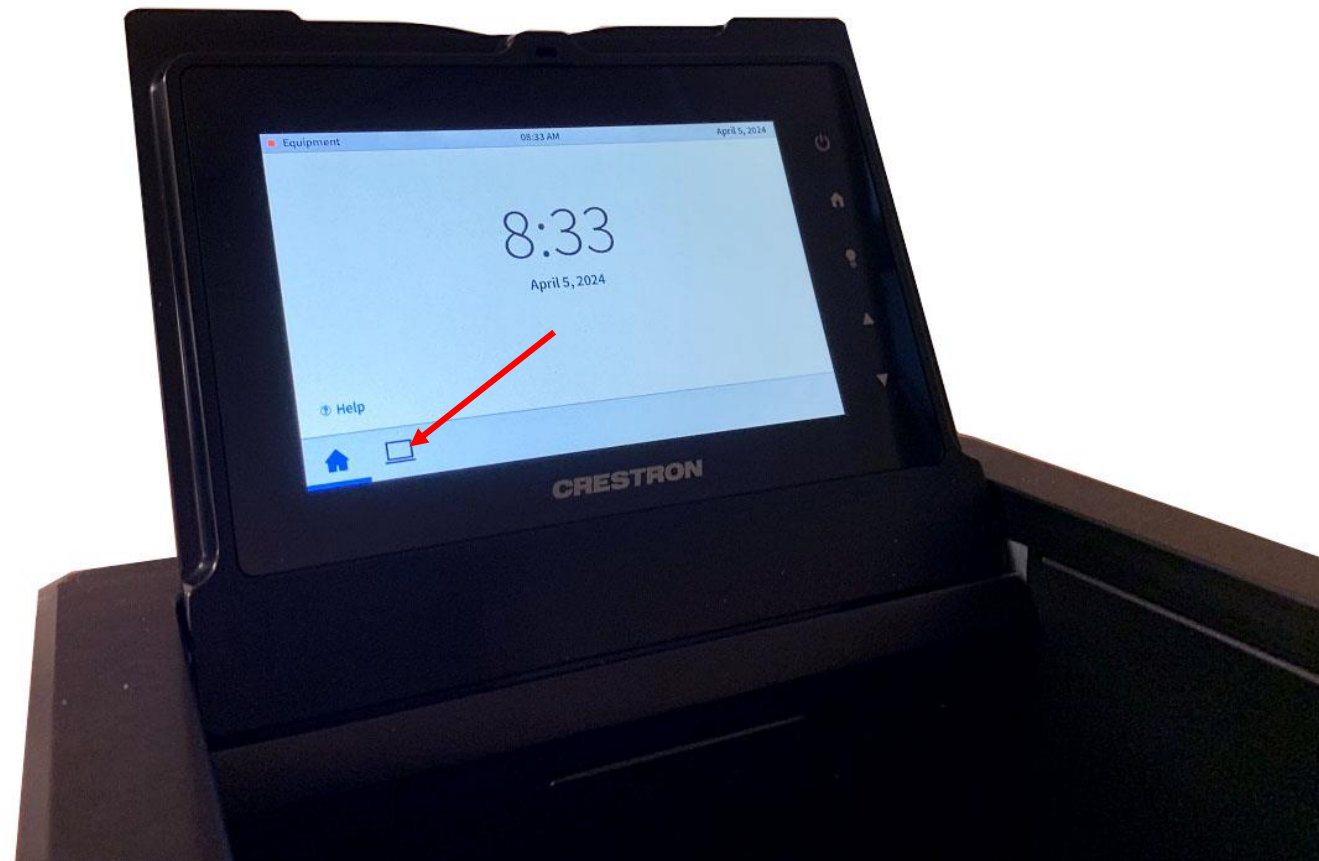


Operating the Touchscreen Input Controller

Note: If the touchscreen is blank and as sleep, touch any area of the screen.



From the home screen, press the “**Input**” icon.



Press the desired input and the available inputs are as follows:

*****Note: When selecting the inputs, select from the Projector selection*****

PC: Teacher's PC Workstation

PC workstation is located on the table rack and to login using Teacher's PC workstation, you can use your own Chabot login credentials provided by I.T or you can use the following:

Username: **staff**

Password: **staff**

HDMI: HDMI input (cable located on top of the desk)

VGA: VGA input (cable located on top of the desk)

Document Camera: Document Camera



Powering off the Equipment

To power off the equipment, either press the “**Power**” on the upper right corner or the “**Shutdown**” icon from the Projector and the Monitor selection shown in [Figure 1](#) and to confirm, press the “**Shutdown**” icon shown in [Figure 2](#).

Figure 1

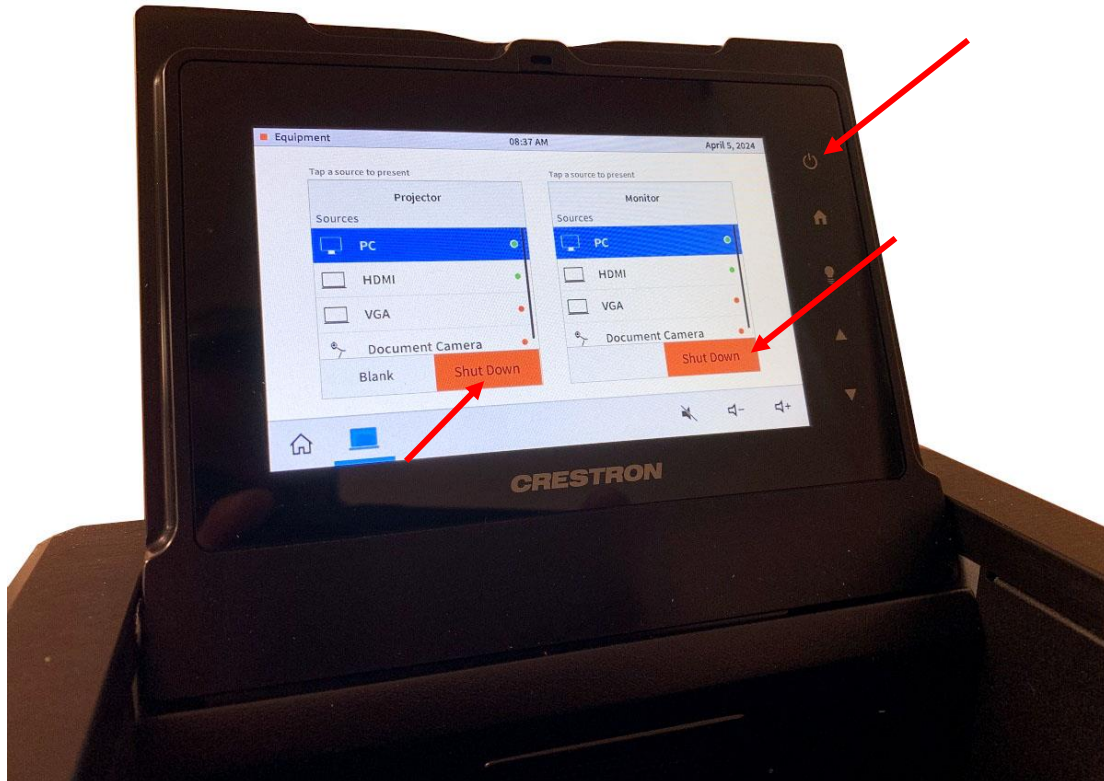


Figure 2

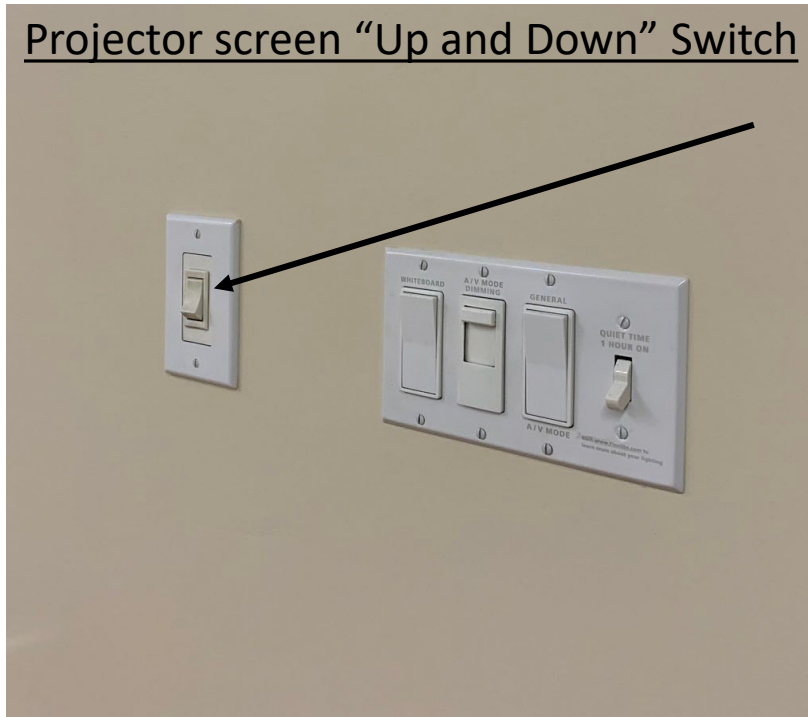


Operating the Projector Screen

Note: In some setup, the projector screen is not programmed with the equipment which you have to use the switch to operate. The projector screen switch is normally located near the teacher's workstation.

To bring down the projector screen, place the switch to the "Down" position and to bring it up, place the switch to the "Up" position

Projector screen "Up and Down" Switch



Operating the Touchscreen Input Controller

From the main page, press the “**Arrow**” pointing to the upward position shown in Figure 1.1 and press the “**Present**” icon shown in Figure 1.2.

Figure 1.1

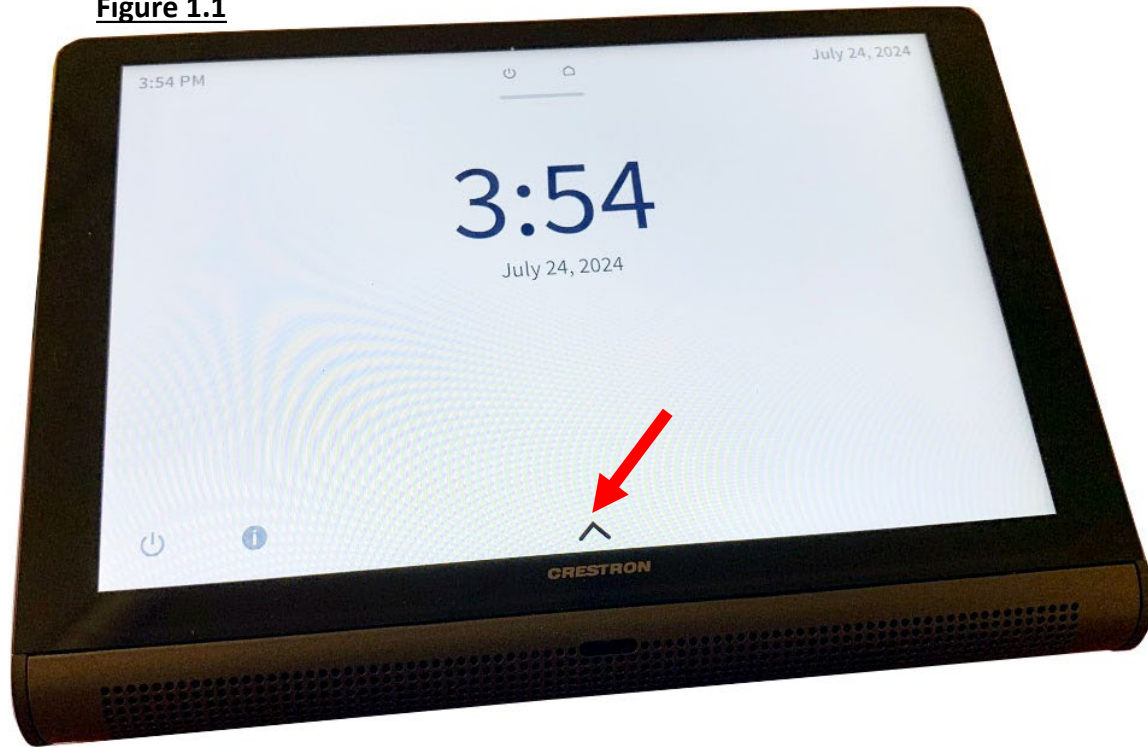
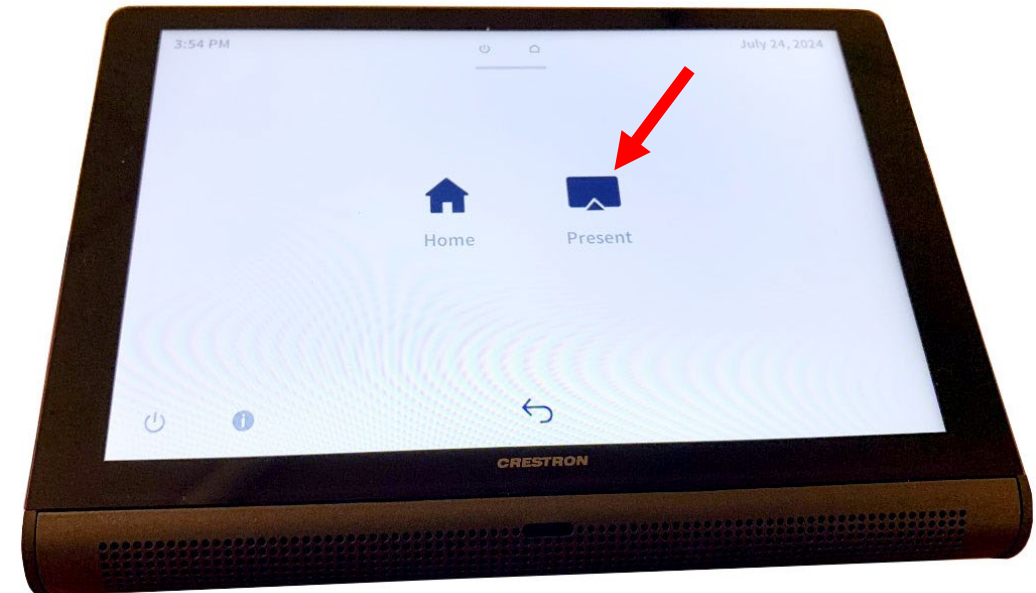


Figure 1.2



Press the desired input on the “Projector” selection shown in [Figure 1.3](#) and the available inputs are as follows:

PC: Teacher’s PC Workstation

PC workstation is located on the table rack and to login using Teacher’s PC workstation, you can use your own Chabot login credentials provided by I.T or you can use the following:

Username: **staff**

Password: **staff**

Document Camera: Document Camera

HDMI: HDMI input (cable located on top of the desk)

Note: Once the selection has been made, the input touchscreen will go to a system warm up shown in [Figure 1.4](#).

Figure 1.3

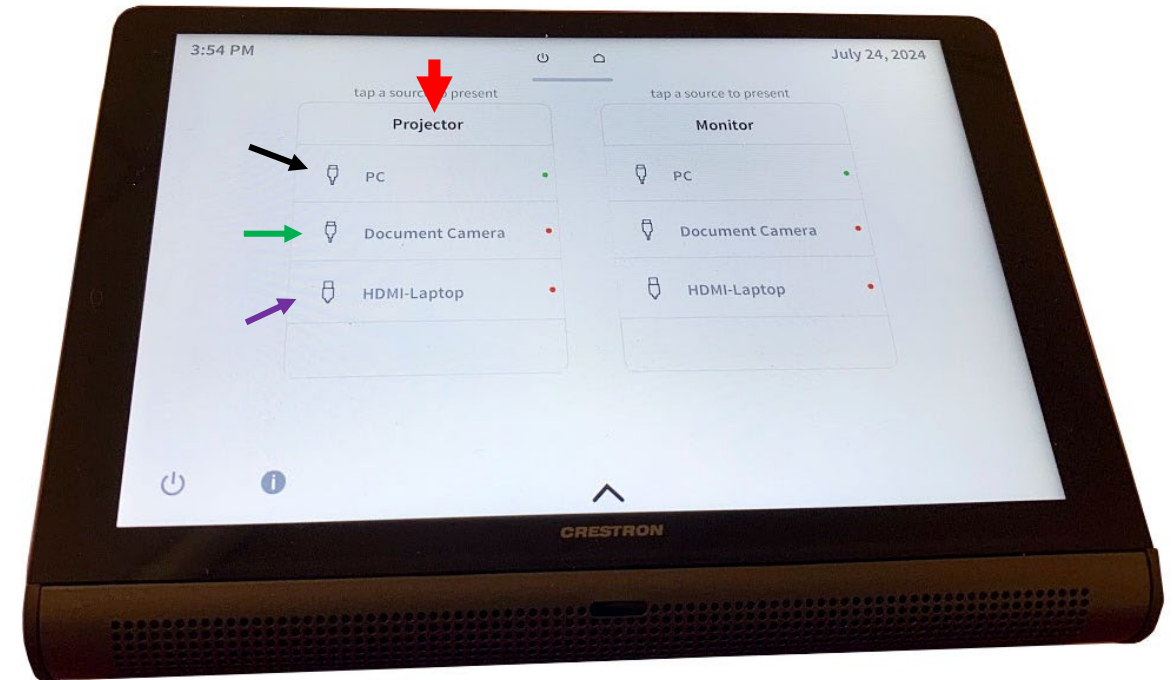
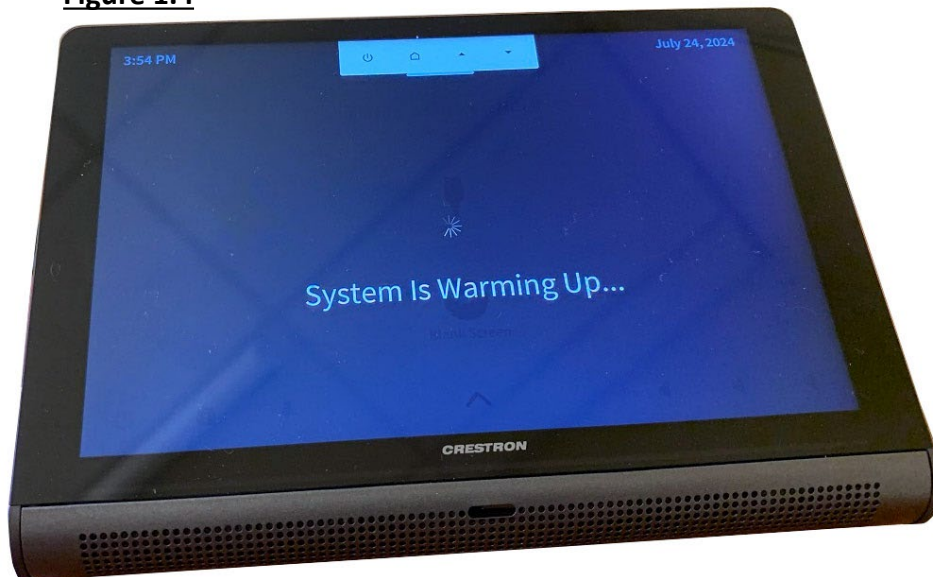


Figure 1.4



Note: You will be required to do the same procedure when selecting a video source on the teacher's monitor or every time you wish to change a video input.

To select a video input on the monitor, press the **“Presentation Types”** on the upper left corner shown in **Figure 1.5** and under **“Monitor”**, select your desired input shown on **Figure 1.6**.

Figure 1.5

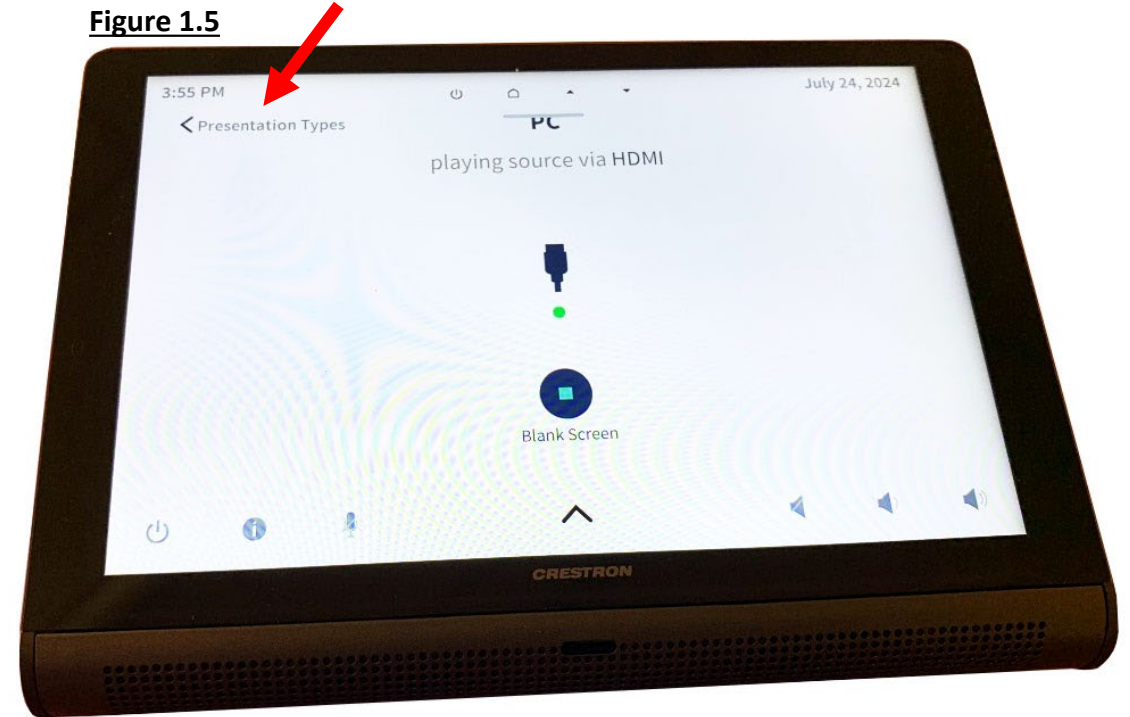
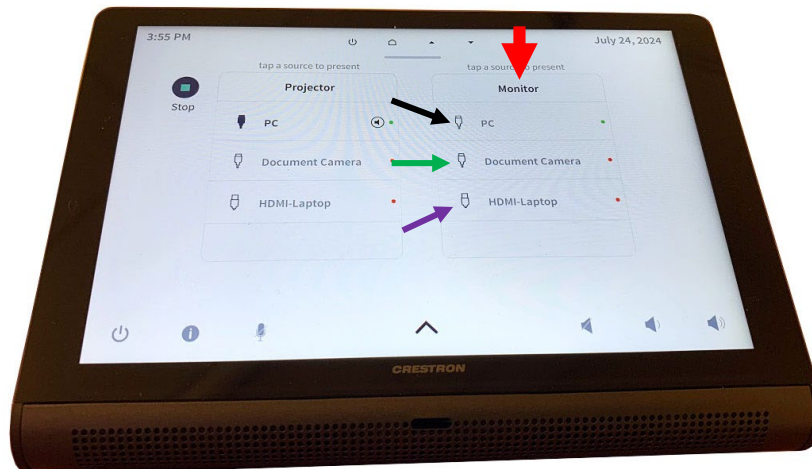


Figure 1.6



Powering off the AV Equipment

To power off the equipment, either press the **“Power”** button from the upper center or the lower left corner shown in **Figure 1.7** and to confirm, press the **“Shutdown”** option shown in **Figure 1.8**.

Figure 1.7

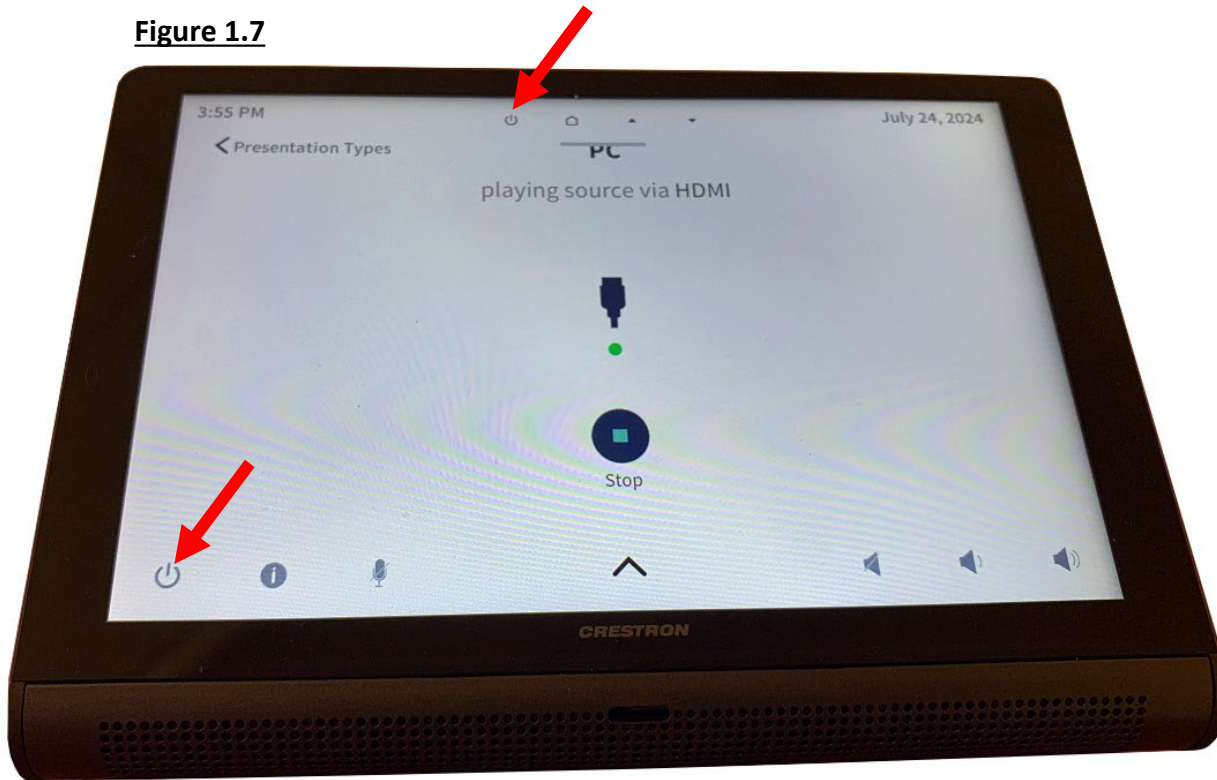


Figure 1.8

