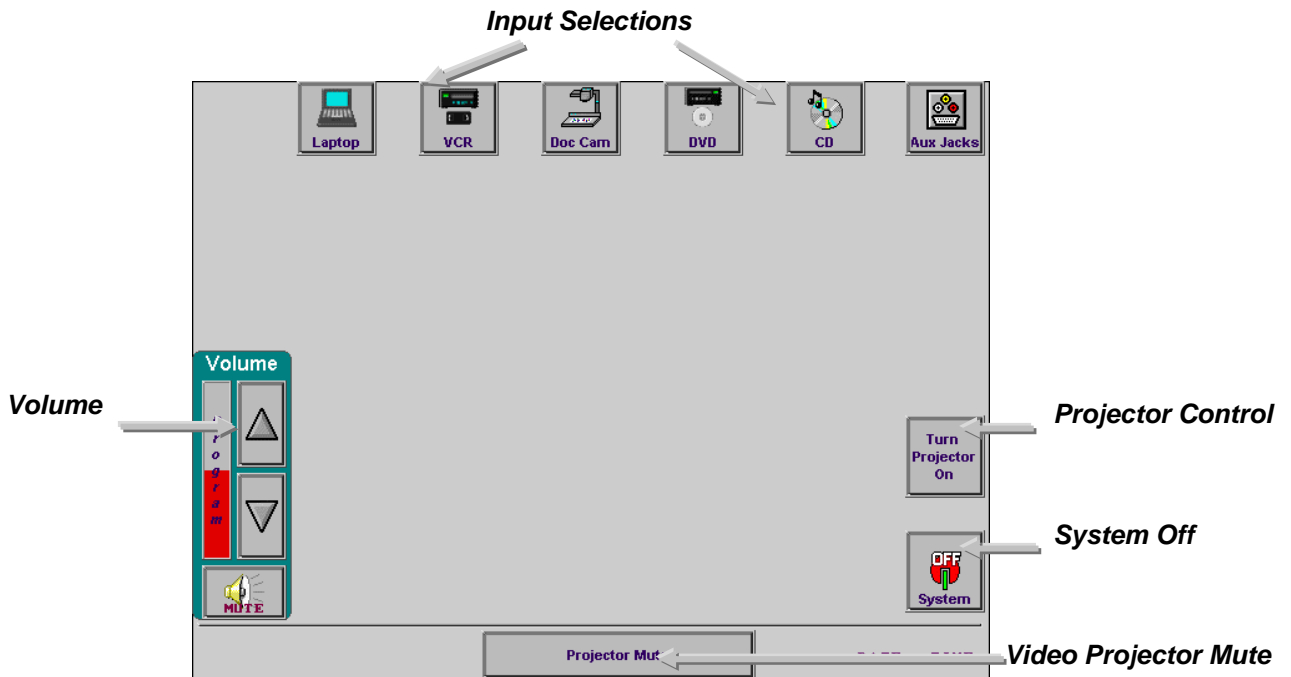


Instruction Manual for AV Systems Without Microphones

This room requires a key and passcode for audio/visual system operation. Contact Derek Dombrowski, 265-9697 ddombrowski@fpm.wisc.edu, Michael Wood 265-9713 mwood@fpm.wisc.edu, or Greg Minix 265-6325 gminix@fpm.wisc.edu for keys and passcode.

Do the following FIRST for all uses.

1. Obtain a key and password from Classroom Media Support (contact information above)
2. If the podium touch panel is dark, touch anywhere on its surface to activate it.
3. At the Welcome page, touch TOUCH HERE TO BEGIN.
4. Enter the passcode and touch ENTER.
5. After a brief warm-up time, the following screen will appear.



6. Press the volume up or down buttons to adjust the volume. MUTE will mute the audio. The MUTE button will flash when it is muted. Press MUTE again to return the audio to normal.
7. Pull down the far corner projection screen, if necessary.
Touch any of the Inputs along the top and side of the screen to activate that input. A control or preview screen will appear inside the current screen
Room lights can be controlled from the switches to the left of the cabinet.
8. Touch the VIDEO PROJECTOR MUTE button to temporarily “mute” the video projector. The button will flash when it is muted. Press it again to return the video projector to normal.
9. The Projector Control button will allow you turn on or off the video projector, independent of the system power. A confirmation screen will appear when Turn Projector Off is selected. It will also indicate when the projector is warming up and cooling down.
10. Many inputs have a video window display. Touch the video window to enlarge the video to full-screen.
Touch the screen to return to the control page.
11. There is a phone located inside the cabinet. Call Derek Dombrowski at 5-9697, or Mike Wood at 5-9713, or Greg Minix at 5-6325 with any problems or questions.

NOW...

Skip to the piece of equipment you wish to use.

LAPTOP

1. Select LAPTOP on the touch panel. The Laptop preview page will appear.
2. Before booting up, connect the LAPTOP CONNECTOR cable to the MONITOR OUT port on your computer.
3. Connect the Audio pullout cable to your laptop headphone jack, if necessary.
4. Connect the Network pullout cable to your laptop network jack, if necessary. In your TCP/IP settings, use DHCP (Obtain an IP address automatically).
5. Boot up computer and operate.
6. Adjust VOLUME, if necessary.

VCR

This system has a Closed-Caption decoder, used to display the closed-captioning encoded on VHS videotapes. The VHS videotape MUST have closed-captioning already encoded; no captioning will be displayed if captioning is not encoded on the tape. Check the tape label for the Closed-Caption symbol.

1. Select VCR on the touch panel. The VCR control and preview page will appear.
2. Unlock the cabinet, and insert VHS tape into VCR.
3. Operate the VCR from the touch panel, on the VCR itself, or by the VCR remote.
4. Adjust VOLUME, if necessary.
5. To display the closed-caption, touch Caption "ON". To stop displaying the closed-caption, touch Caption "OFF".

DOCUMENT CAMERA

1. Unlock the document camera drawer, on the right side of the podium, and slide out the document camera.
2. Set up the document camera. Consult the Document Camera Instruction Manual for more information.
3. Select DOC CAM on touch panel. The Document Camera control and preview screen will appear.
NOTE: Selecting Document Camera will switch the video ONLY- the current audio source will continue to be audible.
4. The document camera may be operated from touch panel control page, on camera itself, or by the doc cam remote.
5. Touch the ZOOM In or out buttons to zoom the image in or out.
6. Touch the FOCUS buttons to manually focus the image.
7. Touch the IRIS open or close button to make the image brighter or darker.
8. This document camera can store up to 9 different images for instant recall. Touch and hold for 3 seconds any of the STORED IMAGE buttons to store the current image. The document camera will display "Stored Image X" and beep when the image is stored.
9. Touch briefly any of the STORED IMAGE buttons to recall that stored image. Touch any of the other controls to return to a live image.
10. Touch the ALL button to display all 9 stored images. Touch the ALL button to return to a live image.

CD PLAYER

1. Select CD on the touch panel. The CD player controls will appear. The previously selected video input will continue to be displayed.
2. Insert an audio CD into the disc player.
3. Operate the CD player from the touch panel control page, on the CD player itself, or by the CD player remote.
4. Adjust VOLUME, if necessary.
5. To skip to a different track on the CD, touch PREVIOUS or NEXT.
6. To scan the CD, touch SCAN forward or back.
7. To skip to a specific track number, touch the track number on the keypad, and touch ENTER.

DVD PLAYER

1. Select DVD on the touch panel. The DVD player control and preview page will appear.
2. Insert a DVD into the tray of the disc player.

3. Operate the disc player from the touch panel control page, on the disc player itself, or by the disc player remote.
4. Adjust VOLUME, if necessary.
5. Use the Arrow, ENTER, and DVD MENU buttons to navigate the DVD menus.
6. To skip to a different chapter on the disc, touch the PREVIOUS or NEXT buttons.
7. To scan the disc, touch the SCAN buttons.

AUX VIDEO

1. Connect your auxiliary source to the Aux Video and Aux Audio jacks at the bottom of the podium.
2. Touch AUX on the touch panel. A preview window will appear. Control the device at the device itself.
3. Adjust VOLUME, if necessary.

SYSTEM SHUTDOWN

1. Turn off the document camera, and properly put away.
2. Eject videotape, CD/DVD.
3. Touch SYSTEM OFF on the touch panel.
4. A confirmation screen will come up. Touch SYSTEM OFF to shut the system down, or CANCEL to return to the main screen.

Once the system is shut down, it CANNOT be powered up for 90 seconds. This is to save the life of the projector and equipment.

5. Close and lock the podium door.

TROUBLESHOOTING

WHEN USING PC LAPTOP

- Picture on laptop screen, but no picture on projector.
Perform an External Video Send. Function-F8 on most computers
- Picture is not centered or the left or right side is missing
Contact Classroom Media Support (5-9697) to adjust the projector.
- No audio from laptop computer
Verify that the audio pull out cable is plugged into your laptop's headphone jack.
Turn up the audio settings on your computer. Make sure that the Master volume and the source volume (Wave, CD) levels are turned up.

FOR THESE OR OTHER PROBLEMS, PLEASE CALL CLASSROOM SUPPORT AT 265-9697, 265-9713 or 265-6325. There is a phone in the cabinet for this use.