

A/V System Instruction Manual

*This room requires a key and passcode for audio/visual system operation.
Contact Classroom Media Support (265-6325) for keys and passcode.*

There is a phone located in the podium.

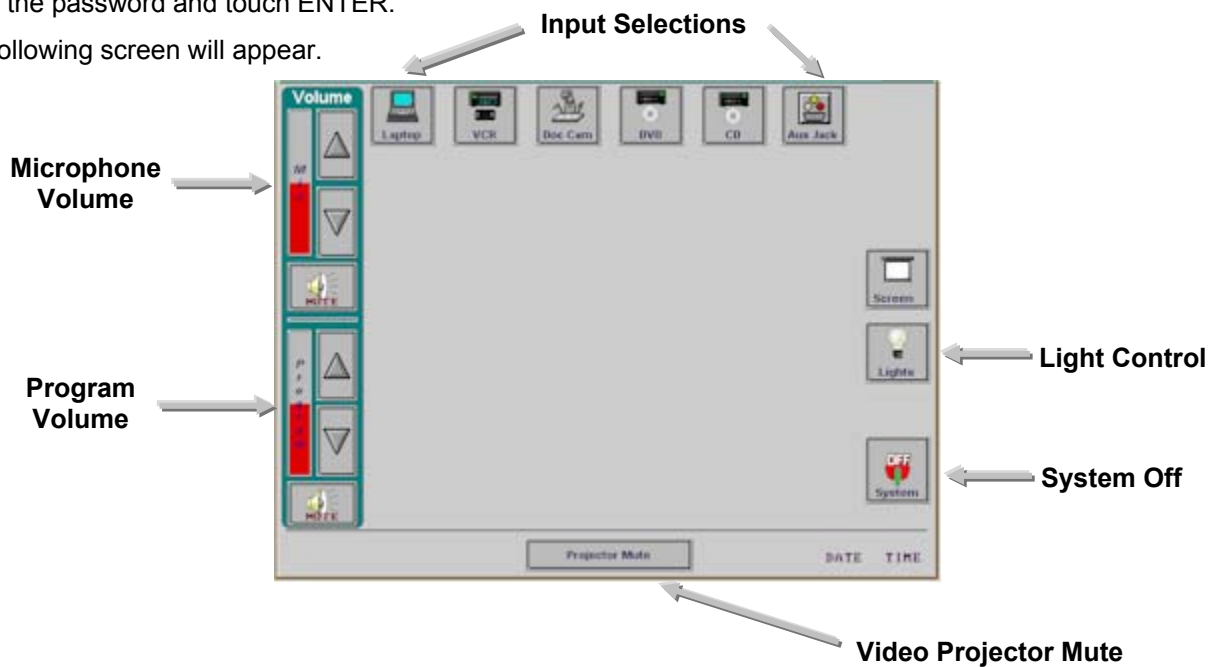
Lights – press the light bulb icon

Screen – press the screen icon

Audio/Visual System Operation

Do the following for using any piece of equipment.

1. Obtain a key and password from Classroom Media Support, 265-6325
2. If the podium touch panel is dark, touch anywhere on its surface to activate it.
3. At the Welcome page, press **TOUCH HERE TO BEGIN**.
4. Enter the password and touch ENTER.
5. The following screen will appear.



6. Press the volume up or down buttons to adjust the volume. **MICROPHONE** will control the wireless and wired microphones. **PROGRAM** will control the volume for all other audio sources (VCR, CD, DVD, PC audio, etc). MUTE will mute the audio. The MUTE button will flash when it is muted. Press MUTE again to return the audio to normal.
7. 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
8. Touch the **VIDEO PROJECTOR MUTE** button to “mute” the video projector temporarily. The button will flash when it is muted. Press it again to return the video projector to normal.
9. There is a phone located inside the right side cabinet to contact Classroom Media Support. Call Matt Peters at 265-6325(office) or Derek Dombrowski at 265-9697(office).

Skip to the piece of equipment you wish to use from the list on the next page.

BUILT IN EQUIPMENT:

MICROPHONE

1. A wireless lavalier is stored in the podium.
2. Flip switch to "ON". (Top of lavalier)
3. Clip the belt pack on your belt or outside of your pocket, making sure that the antenna is hanging straight down.
4. Clip microphone at the center of your chest, about 8"-10" from your chin.
5. Adjust volume using the MIC VOLUME buttons located at the upper left side of the touch panel.
6. Press the MUTE button underneath the microphone volume buttons to mute the microphone. Press MUTE again to cancel muting.

VCR

1. Select VCR on the touch panel. The VCR control and preview page will appear.
2. Unlock right side cabinet, and insert VHS tape into VCR.
3. Operate the VCR from the touch panel or on the VCR itself.
4. Adjust PROGRAM VOLUME, if necessary.
5. Press SEARCH FWD or SEARCH REW and hold down to search forward or back while playing the tape.
6. With the tape stopped, press FFWD or REW once and let go to fast forward. Press "STOP" or "PLAY" to cancel.
7. **CLOSED CAPTIONING** – press the **CLOSED CAPTIONING "On"** button to activate for VCR.

DOCUMENT CAMERA

1. Unlock the document camera drawer on the right side of the podium.
2. Slide out document camera, and pull the **TEAL RING** up to set up. 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.
4. Touch POWER ON to turn on power to the document camera.
5. Document camera may be operated from touch panel control page, or on camera itself.
6. Touch the ZOOM in or out buttons to zoom the image in or out.
7. Touch the FOCUS buttons to manually focus the image. The default for the document camera is AUTO FOCUS.
8. Touch the LIGHT ON or OFF buttons to control the document camera light.

CD PLAYER

1. Select CD on the touch panel. The CD player controls will appear.
2. Open the right side cabinet, and set an audio CD onto the DVD/CD tray of the disc player.
3. Operate the CD player from the touch panel or on the CD player itself.
4. Adjust PROGRAM 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.

DVD PLAYER

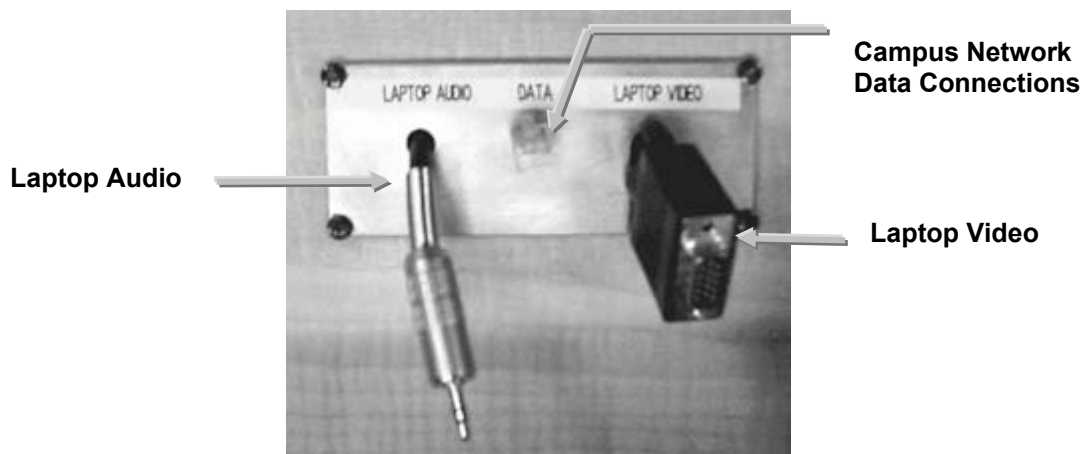
1. Select DVD on the touch panel. The DVD player control and preview page will appear.
2. Insert the DVD onto the DVD/CD tray of the disc player.
3. Operate the disc player from the touch panel control page or on the disc player itself.
4. Adjust PROGRAM VOLUME, if necessary.
5. To skip to a different chapter on the disc, touch the PREVIOUS or NEXT buttons.
6. To scan the disc, touch the SCAN buttons.
7. To directly access a track number, touch ADVANCED FUNCTIONS.

35MM SLIDES

1. At the back of the room (upstairs), open the slide projector box and load the slide projector.
2. Focus the slide projector, if necessary.
3. Control the slide projector from the touch screen.
4. When finished, return to the slide projector box and remove the slide carousel.

AUXILIARY EQUIPMENT:

Auxiliary equipment is anything that was not permanently built in to the instructor station. The panel located on the Instructor Station (shown below) is where auxiliary equipment is connected.



LAPTOP

1. Select LAPTOP on the touch panel.
2. ****Before booting up, connect the LAPTOP VIDEO cable from the AUX INPUT PANEL to the MONITOR OUT port on your computer.**
3. Connect the Laptop Audio pullout cable to your laptop headphone jack, if necessary.
4. Boot up computer and operate.
5. Adjust PROGRAM VOLUME, if necessary.
6. For network connection, connect network cable to the data port on AUX INPUT PANEL. Contact Classroom Support for additional instructions.

DATA CONNECTION

Contact Classroom Media Support for IP information.

AUX VIDEO

Contact Classroom Support for instructions.

SYSTEM SHUTDOWN

1. Turn off and put away microphone, if used.
2. Put away document camera, if used (Refer to the Document Camera Instruction Manual for more information)
3. Eject videotape or CD/DVD/Laserdisc, if used.
4. Touch SYSTEM OFF on the touch panel.
5. A warning 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 2 minutes. This is to save the life of the projector and equipment.*

6. Lock cabinet door and the document camera drawer.
7. Turn off the lights. (If it's the end of the day)

TROUBLESHOOTING GENERAL

-No picture from video projector

Select a different input, like AUX, then switch back to desired input.

If the PROJECTOR MUTE button is flashing, touch PROJECTOR MUTE to turn off muting.

Press SYSTEM OFF, wait two minutes, turn system back on.

WHEN USING A LAPTOP

-Picture on laptop screen, but no picture on projector.

Perform an External Video Send. Consult the chart at the Classroom Media Support

Website:<http://www.fpm.wisc.edu/support/Troubleshooting/VideoSend.htm>, if unsure about specific commands.

-Picture too small to read on projector. = Change monitor resolution on your laptop's DISPLAY options.

-No audio from laptop computer

Verify that the correct audio pull out cable is plugged into your laptop. If you're connected to the PC connector, you must use the PC audio cable.

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 ASSISTANCE, PLEASE CALL CLASSROOM SUPPORT,

There is a phone in the podium for this use.