Instruction Manual for 1310 Sterling

_Do the following FIRST for all uses._

1. Sign up for a personal passcode at [http://www2.fpm.wisc.edu/support/PersonalPasscodes.html](http://www2.fpm.wisc.edu/support/PersonalPasscodes.html)
2. If the podium touch screen panel is dark, touch anywhere on its surface to activate it.
3. At the Welcome page, press **TOUCH HERE TO BEGIN**.
4. Input your personal passcode and touch **ENTER**.
5. The following screen will appear after the system warms up.

6. Press the volume up or down buttons to adjust the volume. **MIC** level will ONLY control the wireless microphone audio level. **PROGRAM** will control the volume for all other audio sources (VCR, CD, PC audio, etc). **MUTE** will temporarily disable the audio. The **MUTE** button will flash **RED** when it is activated. Press **MUTE** again to restore the audio levels.

7. Touch any of the inputs along the top and side of the screen to activate that device. A control or preview screen will appear inside the current screen.

8. Touch the **PROJECTOR MUTE** button at the bottom of the screen to temporarily “black” the video projector image. The button will flash **RED** when it is activated. Press mute again to restore the video projector image.

9. Touch **LIGHTS** to bring up the light control page, below.

11. Touch any of the presets to select that lighting level. The LCD wall panel will also control the room lights.
12. There is a phone located inside cabinet to contact Classroom Media Support. Call Greg Minix at 265-6325, Derek Dombrowski at 265-9697 or Mike Wood at 265-9713 if you need assistance.

**BUILT IN EQUIPMENT:**

**WIRELESS MICROPHONE**
1. A wireless clip-on lavaliere and hand-held stick microphone are stored in the drawer in the podium.
2. Flip switch to “ON”. (Located on top of clip-on mic, recessed in side of hand-held stick mic)
3. For the lavaliere microphone, 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 MICROPHONE 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 restore microphone volume to the speakers.

**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, on the VCR itself, or by the VCR remote.
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 orREW once and let go to fast forward. Press “STOP” or “PLAY” to cancel.

**DOCUMENT CAMERA**
1. Unlock the document camera drawer on the right side of the podium.
4. Touch POWER ON to turn on power to the document camera.
5. Document camera may be operated from touch panel control page, on camera itself, or by the doc cam remote.
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.
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 insert an audio CD into the DVD/CD tray of 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 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 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 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.
LA
POT

1. Select LAPTOP on the touch panel. The LAPTOP SELECT page will appear. Press PC even if you are using a MAC.
2. Before booting up, connect the VGA cable on the desktop to the MONITOR OUT port on your computer.
3. **NOTE: MAC laptops require an adapter cable that you must supply!**
4. Connect the PC Connector Audio pullout cable to your laptop headphone jack, if necessary.
5. Boot up computer and operate.
6. Adjust PROGRAM VOLUME, if necessary.
7. For network connection, connect network cable to the data jack on your laptop.

DATA CONNECTION

1. This room is DHCP capable and UW Net wireless capable

SHADES

1. Touch SHADES on the touch panel. This Menu will pop up

   
   2. Shades can be controlled on each wall individually by pressing North, East or South or press the ALL arrows to adjust all 3 window walls with one touch.

LECTURE CAPTURE

For more information about Lecture Capture or to register for Lecture Capture, please visit the DoIT Academic Technology webpage here: https://academictech.doit.wisc.edu/ideas/lc

SYSTEM SHUTDOWN

1. Turn off and put away microphones, 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, if used.
4. Touch **SYSTEM OFF** on the touch panel.
5. A warning screen will pop up. Touch **SYSTEM OFF** again to shut the system down, or **CANCEL** to return to the main screen. Press **LOG OUT** to log yourself out without turning off the AV equipment.
6. Lock the cabinet door and the document camera drawer.
NOTE: Once the system is shut down, the video projector **CANNOT** be powered up for 2 minutes. While you can log in again as soon as the welcome page appears, you will **NOT** be able to use the projector until the PROJECTOR icon stops flashing on the touch screen. This cooling cycle is designed to prolong the life of the projector and lamp.

**TROUBLESHOOTING**

**GENERAL**
- No picture from video projector
  - Select a different input, like DOC CAM, then switch back to desired input.
  - If the PROJECTOR MUTE button is flashing, touch PROJECTOR MUTE to turn off muting.
  - Press SYSTEM OFF, log back in when the welcome page pops up and turn the system back on.

**WHEN USING PC 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://www2.fpm.wisc.edu/support/troubleshooting/laptop.htm](http://www2.fpm.wisc.edu/support/troubleshooting/laptop.htm). If you are not sure what the command is for your computer.
- Picture too small to read on projector.
  - Change monitor resolution on your laptop’s DISPLAY options.
- Projected image overshoots on the right side or bottom of screen
  - Make sure laptop’s screen resolution is set to 1024 x 768 to match projector’s native resolution
  - No audio from laptop computer
  - Verify that the audio pull out cable is plugged into your laptop’s headphone connection.
  - Turn up the audio settings on your computer. Make sure that the Master volume and the source volume (Wave, CD) levels are turned up.

**PROBLEMS OR CONCERNS?** CONTACT GREG MINIX, CLASSROOM SUPPORT, AT 265-6325 or email gminix@fpm.wisc.edu. There is a phone in the podium.