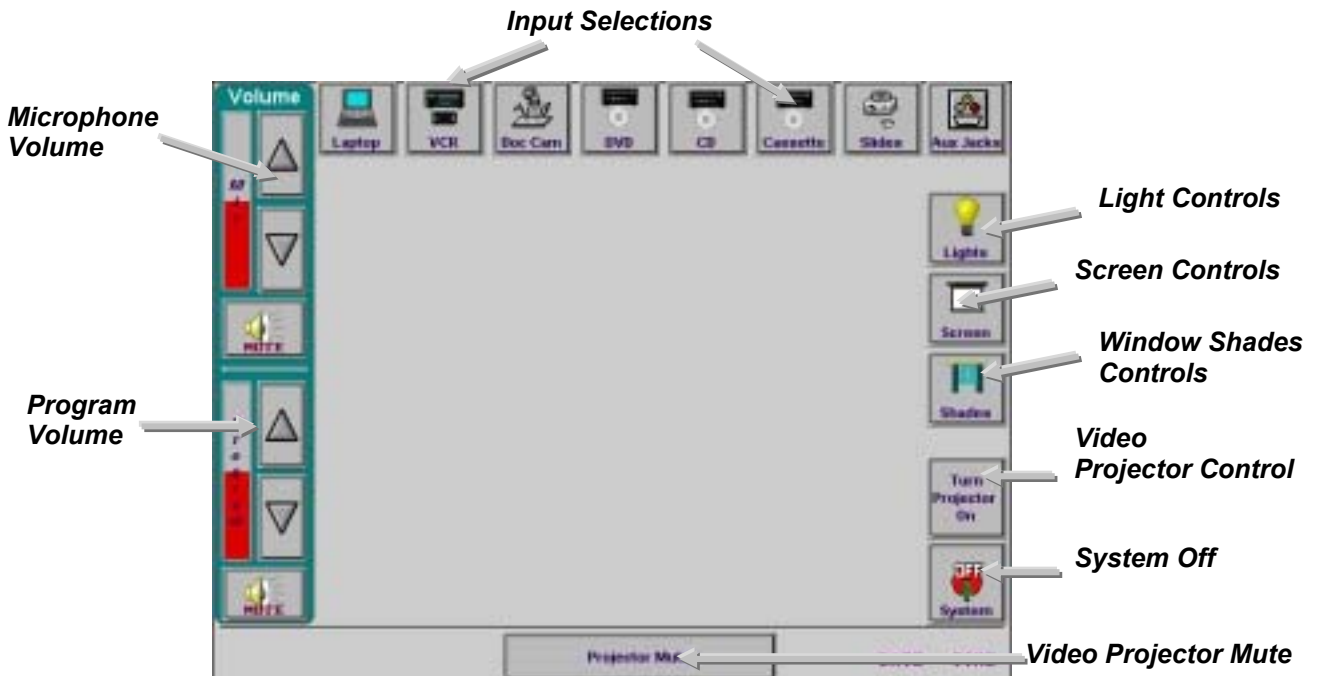


## Instruction Manual for 272 Bascom

This room requires a key and passcode for audio/visual system operation. Contact Derek Dombrowski, Classroom Support 265-9697 [ddombrowski@fpm.wisc.edu](mailto:ddombrowski@fpm.wisc.edu) for keys and passcode.

### **Do the following FIRST for all uses.**

1. Obtain a key and password from Classroom Media Support, 265-9697
2. If the podium touch panel is dark, touch anywhere on its surface to activate it.
3. Touch SCREEN, LIGHTS, or SHADES at the top of the Welcome page to control that room attribute without turning on the system.
4. At the Welcome page, touch TOUCH HERE TO BEGIN.
5. Enter the passcode and touch ENTER.
6. After a brief warm-up time, the following screen will appear.



7. 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, computer 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.
8. 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
9. 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.
10. 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.
11. Touch SCREEN, LIGHTS, or SHADES to bring up that room attribute’s control page.
12. This room is equipped with an Assisted Listening Device system. Contact Classroom Support (265-9697) for the ALD receiver and additional information.
13. 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.
14. Additional advanced functions are available for special events, like forums or committees. Contact Classroom Media Support (265-9697) for access to these functions.
15. There is a phone located inside the left side 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.***

### **WIRELESS MICROPHONES**

1. 2 wireless lavalier and 2 wireless hand-held microphones are stored in black pouches located in the left side of the podium.
2. For the lavalier microphones, clip the belt pack on your belt or outside of your pocket, and clip microphone at the center of your chest, about 8"-10" from your chin. For the hand-held microphones, hold the top of the microphone about 8"-10" from your chin.
3. Flip the switch to "ON". The battery status light will light up. Replace battery if the red light is lit.
4. Adjust volume using the MIC VOLUME buttons.
5. Press the MUTE button by the mic volume buttons to mute the microphones. Press MUTE again to cancel muting.

### **WIRED MICROPHONES**

*Wired microphones (other than the movable podium microphone) are not provided. Additional wired microphones must be brought in.*

1. There are 4 wired microphone jacks on the left side of the podium, one microphone jack in the floor box at stage center, and one microphone jack on the right side of the podium.
2. Plug in a wired microphone into any one of these microphone jacks.
3. Adjust volume using the MIC VOLUME buttons.

### **PODIUM MICROPHONE**

1. Roll the movable podium to desired location. Microphone jacks are located at stage center or on the right side of the podium.
2. Take the microphone cord from inside the movable podium, and plug one end into the jack at the base of the movable podium. Plug the other end of the cord into the desired microphone jack.
3. Adjust volume using the MIC VOLUME buttons.

### **LAPTOP**

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

10. Select VCR on the touch panel. The VCR control and preview page will appear.
11. Unlock right side cabinet, and insert VHS tape into VCR.
12. Operate the VCR from the touch panel, on the VCR itself, or by the VCR remote.
13. Adjust PROGRAM VOLUME, if necessary.
14. 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 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.
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 PROGRAM 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.

### **CASSETTE TAPE**

1. Select CASSETTE on the touch panel. The Cassette Tape controls will appear.  
*NOTE: Selecting CASSETTE will switch the audio ONLY- the current video source will continue to be visible.*
2. On the Cassette Tape deck, press the EJECT button on either the A or B deck, and insert a cassette tape, with the desired side of the tape facing out.
3. Operate the desired cassette deck from the touch panel control page or on the tape player itself.
4. Touch FF or REW to continuously fast forward or rewind. Press the NEXT or PREVIOUS buttons to skip to the next song. Press NEXT or PREVIOUS multiple times to fast forward or rewind through multiple songs.
5. Touch the REVERSE button to play the other side of the tape.
6. Touch RECORD to record the microphone and program audio.
7. Adjust PROGRAM VOLUME, if necessary.

### **35MM SLIDES**

1. Touch SLIDES on the touch panel. This will lower the projection screen and mute the video projector, if on.
2. Touch POWER ON to turn on the slide projector.
3. At the back of the room, open the slide projector cabinet and load the slide projector.
4. Zoom and focus the slide projector, if necessary.
5. Control the slide projector from the touch screen, or from the system remote control.
6. Turn off the slide projector by touching POWER OFF.

### **AUXILIARY INPUTS**

*Many additional video and audio inputs are available. Touch AUX JACKS to access these inputs.*

## **FILM PROJECTOR**

*A 1/4" mono unbalanced audio jack for film projectors is provided on top of the back cabinet. Film projectors must be brought in.*

1. Touch FILM on the touch panel. This will lower the screen and mute the video projector, if it is on.
2. Locate the audio jack on top of the back cabinets, and plug in the film projector audio plug.
3. Control the film projector on the film projector itself.
4. Adjust PROGRAM VOLUME, if necessary.

## **PODIUM AUX**

5. Connect your auxiliary source to the Aux Video and Aux Audio jacks at the bottom of the inside of the podium.
6. Touch PODIUM AUX on the touch panel. A preview window will appear. Control the device at the device itself.
7. Adjust PROGRAM VOLUME, if necessary.

## **STAGE AUX**

1. Using the 50' Stage Aux cable (located at the bottom of the podium) or your own cable, plug in one end of the VGA and audio cable to the STAGE AUX jacks on the left side of the podium. Connect the other end to your laptop computer's monitor out and headphone jacks.
2. Connect a CAT 5 RJ-45 network cable to your laptop network jack and the STAGE AUX network jack, if necessary. In your TCP/IP settings, use DHCP (Obtain an IP address automatically).
3. Boot up the computer and operate.
4. Touch STAGE AUX on the touch panel. A preview window will appear. Control the device at the device itself.
5. Adjust PROGRAM VOLUME, if necessary.

## **AUXILIARY OUTPUTS**

*Several auxiliary audio outputs are available on top of the cabinets at the back of the room. Contact Classroom Media Support (265-9697) to adjust the level of these outputs.*

### **SYSTEM AUDIO OUT 1 AND 2**

*Both of these jacks provide a mono line-level feed from the combined Microphone and Program audio systems.*

1. Plug one end of a RCA cable into either SYSTEM AUDIO OUT 1 or 2 . Plug the other end into your recording device.
2. Adjust the Program and Microphone audio levels.

### **MICROPHONE OUTPUT**

*This jack provide a mono mic-level feed from the Microphone only audio system.*

1. Plug one end of an XLR cable into the MICROPHONE OUTPUT jack . Plug the other end into your recording device.
2. Adjust the Microphone audio levels.

## **SYSTEM SHUTDOWN**

1. Turn off and put away microphones.
2. Turn off the document camera, and properly put away.
3. Eject videotape, CD/DVD, cassette tapes.
4. Touch SYSTEM OFF on the touch panel.
5. 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.*

6. Close and lock the podium door.
7. Turn off the lights. (If it's the end of the day)

**TROUBLESHOOTING  
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://www.fpm.wisc.edu/support/Troubleshooting/VideoSend.htm>, if you are not sure what the command is for your computer.
- 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 DEREK DOMBROWSKI, CLASSROOM SUPPORT, AT 265-9697. There is a phone in the cabinet for this use.*