

Instruction Manual for 119 Noland Hall

This room requires a key and passcode for audio/visual system operation. Contact Greg Minix, Classroom Support 265-6325 gminix@fpm.wisc.edu for keys and visit our webpage to obtain a passcode.

Do the following FIRST for all uses.

1. Sign up for a personal passcode at <http://www2.fpm.wisc.edu/support/PersonalPasscodes.html>
2. Obtain a key from Greg Minix, Classroom Support, 265-6325
3. Pull down the projection screen in the front of the room if needed.
4. Unlock and open the podium door and/or doc cam drawer if needed.
5. If the podium touch panel is dark, touch anywhere on its surface to activate it.
6. At the Welcome page, press **TOUCH HERE TO BEGIN**.
7. Input your personal passcode and touch **ENTER**.
8. After the system warms up (about 15 seconds), the following screen will appear.

The display in 119 Noland is slightly different than depicted here. (No microphone is available for this room)



9. Press the volume up or down buttons to adjust the volume. **PROGRAM** will control the volume for all audio sources (VCR, CD, laptop audio, etc). **MUTE** will temporarily silence the audio. The **MUTE** button will flash when it is activated. Press the flashing **MUTE** button again to restore the audio levels.
10. 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.
11. Touch the **VIDEO PROJECTOR MUTE** button to temporarily “black” the output of the video projector to the screen. The button will flash when it is active. Press it again to restore the video projector image.
12. On any page where there is a video preview window, touch inside the area of the video window to enlarge the picture to full screen size. Touch anywhere on the screen again to return to the control function page.
13. There is a phone located inside the podium cabinet to contact Classroom Media Support. Call Greg Minix at 265-6325 with any problems or questions.

LAPTOP COMPUTER

1. Select the **LAPTOP** icon on the touch panel. The LAPTOP INPUT page will appear. Your laptop computer's image will be displayed in the inset video window.
2. Before booting up, connect the VGA computer video cable on the desktop to the MONITOR OUT port on your computer. **MAC USERS WILL NEED TO SUPPLY THE APPROPRIATE VGA to DVI ADAPTER CABLE if necessary.**
3. Connect the LAPTOP AUDIO pullout cable to your laptop headphone jack, if necessary.
4. Connect the LAPTOP NETWORK cable to your laptop network jack, if necessary. This room is DHCP capable. Consult with Classroom support personnel if you have questions about getting network access with your laptop.
5. Boot up computer and operate. Adjust PROGRAM VOLUME on touchscreen if necessary

WORLD STANDARD S-VHS VCR

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

1. Select VCR on the touch panel. The VCR control page will appear. The image will be displayed in the video window on the touchscreen.
2. Insert a VHS tape into the 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 REWIND or FFWD to search forward or back while playing the tape. Press PLAY to resume playing.
6. With the tape stopped, press FFWD or REW once and let go to fast forward or rewind. Press "STOP" or "PLAY" to cancel.
7. To display the closed-caption characters, touch Caption ON. To stop displaying the closed-caption, touch Caption OFF.

DOCUMENT CAMERA

1. Unlock the document camera drawer, and flip down the door. Slide out the document camera shelf, and pull **UP** on **TEAL RING** to set up. Consult the Document Camera Instruction Manual for more information. <http://www2.fpm.wisc.edu/support/Instructions/CompactDocCam.pdf>
2. Select **DOC CAM** on touch panel. The Document Camera control and preview screen will appear.
3. Document camera may be operated from the touch panel control page, on the camera itself, or using the doc cam remote which is stored in the podium drawer.
4. Touch the ZOOM In or Out buttons to make the image larger or smaller.
5. Touch the FOCUS buttons to manually focus the image. To return to autofocus, press ZOOM in or out.
6. Touch the IRIS OPEN or CLOSE to make the image brighter or darker.
7. This document camera can store up to 9 different images for instant recall. Touch any one of the 9 STORED IMAGE buttons and hold that button for 3 seconds to store the current image. The document camera will beep and display "Stored Image X" when the image is saved in memory.
8. Touch briefly the STORED IMAGE button corresponding to the place where you stored the picture to recall that particular image. Touch this same button again to return to a live image.
9. Touch the ALL button to display a thumbnail of all 9 stored images. Touch the ALL button again to return to a live image.
10. This doc cam can display 35mm slides on the slot built into the camera head. Call for more information.

DVD PLAYER

1. Select DVD on the touch panel. The DVD player control and preview page will appear.
2. On the DVD player, press the OPEN button, and insert a DVD
3. Operate the disc player from the touch panel control page, on the disc player itself, or by the remote.
4. Touch DVD MENU to access the DVD's menu.
5. Use the ARROW and ENTER buttons to navigate the DVD menu.
6. Adjust PROGRAM VOLUME, if necessary.
7. To skip to a different chapter on the disc, touch the PREVIOUS or NEXT buttons.
8. To scan the disc, touch the SCAN buttons.
9. Most DVD's have captioning capability built into the disk. Consult the disk's main menu and follow the commands on the menu page to turn captioning on and off.

CD PLAYER

1. Select CD on the touch panel. The CD player controls will appear.
NOTE: Selecting CD will switch the audio ONLY- the current video source, if one has been selected previously, will continue to be projected..
2. On the DVD/CD player, press the OPEN button, and insert a CD
3. Operate the CD player from the touch panel control page, on the CD player itself, or using the CD player remote control stored in the drawer of the podium.
4. Adjust PROGRAM VOLUME on the touchscreen, if necessary.
5. This CD can play regular CDs, CD-R, CD-RW, and can play MP3 files.
6. To skip to a different track on the CD, touch PREVIOUS or NEXT.
7. To scan the CD, touch SCAN forward or back.
8. Input a track number and press enter to move directly to that track.

AUX (AUXILIARY INPUTS)

1. Touch AUX on the touch panel. A preview window will appear.
2. Connect your auxiliary video source, audio source, or computer to the Aux jacks on the front of the EXTRON video switcher, located near the bottom of the equipment rack in the podium.
3. Adjust PROGRAM VOLUME, if necessary.

ROOM LIGHTS

1. Room lighting can be controlled by the wall switches near the door or on the wall next to the podium or by selecting the light bulb icon on the touch screen.
2. Several presets are programmed into the touch screen system. You can also turn off both banks of lights and the incandescent globes using the wall switches.

SYSTEM SHUTDOWN

1. Put away the document camera, if used.
2. Eject the videotape from the VCR, or any CD's /DVD's from the DVD player, if used.
3. Return all remote controls to drawer in podium
4. Touch **SYSTEM OFF** on the touch screen's lower right corner.
5. A warning screen will pop up with 3 options. Touch **LOG OFF** if you want to log yourself out but not turn off the AV system.
6. Touch **SYSTEM OFF** to shut the system down completely.
7. Touch **CANCEL** to stay logged in and return to the main touchscreen control page.
8. **CLOSE AND LOCK** the podium door and the document camera drawer if you are done for the day.

NOTE: Once the system is shut down, the projector CANNOT be powered up for 2 minutes. You can log back in as soon as the welcome back is restored but you will not be able to project an image until the projector icon stops flashing. This cooling cycle is designed to prolong the life of the projector lamp and equipment.

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.

If necessary, restart the system by pressing SYSTEM OFF and log back in when the welcome page appears.

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> if you are not sure what the command is for your computer. Dell PC's use the FUNC and F8 keys.

MAC users need to select the DISPLAY menu from system preferences and press **DETECT DISPLAYS** from the main menu and select **MIRRORING** from the appearance tab.

-Projected image is overshooting the right or bottom of the screen—

Make sure your laptop's screen resolution is set to **1024 x 768** to match the projector's native resolution.

-No audio from laptop computer--

Verify that the audio cable is plugged into your laptop's headphone (NOT MIC) jack and you have laptop selected as your input source on the touchscreen.

Turn up the audio settings on your computer. Make sure that the Master volume and the source volume (Wave, CD) levels are NOT muted and are turned up high on the volume control on your laptop.

PROBLEMS OR CONCERNS? PLEASE CALL **Greg Minix**, 265-6325. Email: gminix@fpm.wisc.edu