

Instruction Manual for 168 Noland

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. Unlock and open the podium door and doc cam drawer if needed.
4. If the podium touch panel is dark, touch anywhere on its surface to activate it.
5. At the Welcome page, press **TOUCH HERE TO BEGIN**.
6. Enter your personal passcode and touch **ENTER**.
7. After the system warms up (about 15 seconds), the following screen will appear.



8. Press the volume up or down buttons to adjust the audio level. **PROGRAM** will control the volume for all audio sources (VCR, CD, laptop audio, etc). **MICROPHONE** controls the volume for the wireless microphone. **MUTE** will silence the program audio or microphone. The **MUTE** button will flash when it is activated. Press the flashing **MUTE** button again to restore the audio or mic to normal levels.
9. 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.
10. Touch the **VIDEO PROJECTOR MUTE** button to temporarily “black” the output of the video projector to the screen. The **MUTE** button will flash when it is active. Press it again to restore the video projector to normal operating mode.
11. 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.
12. There is a phone located inside the podium cabinet to contact Classroom Media Support. Call Greg Minix at 265-6325 for any problems or questions.

PROJECTION SCREENS

The video image projects on the fixed screen mounted behind the center chalkboards. 35 mm slides can be projected on the screen mounted behind the chalkboards near the podium. There is also a third projection screen behind the far set of chalkboards. **PLEASE DO NOT WRITE OR MARK UP THE PROJECTION SURFACES.**

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.
6. Adjust PROGRAM VOLUME, 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. Check the tape label or the box for the Closed-Caption (CC) symbol.

1. Select VCR on the touch panel. The VCR control page will appear. The image will be displayed in the video window.
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. 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.
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 stored 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 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.
11. The doc cam handheld remote has a built-in laser pointer for your convenience.

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 behind the podium or by selecting the light bulb icon on the touch screen. All presets are the same on the wall panel and the touchscreen.
2. Several lighting presets are programmed into the touch screen system. Custom presets can be set up if required

35MM SLIDES

1. Touch SLIDES on the touch panel.
2. Touch POWER ON to turn on the slide projector.
3. Load the slide projector located in the back of the room. Your podium key will unlock the cabinet.
4. Zoom and focus the slide projector, if necessary from the touchscreen.
5. Control the slide projector from the touch screen, or from the system remote control.
6. You can use both slides and video sources at the same time. With the slide projector on, select a video input. The slide projector will stay on while the video projector is on.
7. When finished, return to the slide projector page by touching SLIDES (if not already there).
8. Turn off the slide projector by touching POWER OFF.
9. You can control the slides using the touchscreen menu or with the wireless handheld controller stored in the podium.

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 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 for the next user.
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.

Once the system is shut down, the video projector CANNOT be powered up for 2 minutes. This is to save the life of the projector lamp and equipment. You can log in again as soon as the welcome page returns.

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 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 to the higher end of the volume scale on your laptop.

*FOR THESE OR OTHER PROBLEMS, PLEASE CALL **Greg Minix**, CLASSROOM SUPPORT, AT 265-6325.
There is a phone in the cabinet for this use. Email: gminix@fpm.wisc.edu*