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 press ENTER.
5. The following screen will appear.

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

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 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 Greg Minix at 265-6325 (office) or Derek Dombrowski at 265-9697 (office).

Skip to the piece of equipment you wish to use from the list below.
**BUILT IN EQUIPMENT:**

**MICROPHONE**

1. A wireless lavaliere is stored in the podium drawer.
2. Flip switch to “ON”. (Top of lavaliere)
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 audio. Press MUTE again to restore mic audio levels.

**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 (if VHS tape is CC encoded)** – 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.
3. Select DOC CAM on touch panel. The Document Camera control and preview screen will appear and the doc cam will power up and turn on the internal light source.
4. Document camera may be operated from touch panel control page, or on camera itself.
5. Touch the ZOOM in or out buttons to make the image bigger or smaller.
6. Touch the FOCUS buttons to manually focus the image. The default for the document camera is AUTO FOCUS.
7. 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.

**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 VGA cable on the desktop 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 on the desktop to the appropriate jack on your laptop. Contact Classroom Support for additional instructions.

DATA CONNECTION

1. This room uses Jack B295-D119.
2. The service I.P. address is “DHCP”
3. The DNS settings are 144.92.104.20 OR 144.92.9.22
4. The Gateway is 128.104.16.1 (this should set itself)
5. Subnet Mask is 255.255.255.0

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.*

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://www2.fpm.wisc.edu/support/troubleshooting/Laptop.htm, if unsure about specific commands.
-Picture too small to read on projector. = Change monitor resolution on your laptop’s DISPLAY options.
-Projected image overshoots right side or bottom of screen: Make sure your laptop’s screen resolution is set to
  1024x768 to match the projector’s native resolution
-No audio from laptop computer
   Verify that the audio pull out cable on the desktop 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 Greg Minix, CLASSROOM SUPPORT,
AT 265-6325. email: gminix@fpm.wisc.edu There is a phone in the podium for this use.