Instruction Manual for 290 Nutritional Sciences
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 passcode.

Do the following FIRST for all uses.
1. Obtain a key and password from Greg Minix, Classroom Support, 265-6325
2. Unlock the podium door, and open.
3. If the podium touch panel is dark, touch anywhere on its surface to activate it.
4. At the Welcome page, press TOUCH HERE TO BEGIN.
5. Enter the passcode and touch ENTER.
6. After the system warms up (about 15 seconds), the following screen will appear. (note: Display in 290 Nutri Sci is slightly different than the one pictured here)

7. Press the volume up or down buttons to adjust the volume. PROGRAM will control the volume for all audio sources (VCR, CD, PC audio, etc). MUTE will mute the audio. The MUTE button will flash when it is muted. Press MUTE again to restore the audio to normal levels.
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 output of the video projector only. The button will flash RED when it is muted. Press it again to return the video projector to normal.
10. On any page where there is a video preview window, touch the video window to enlarge the picture. Touch anywhere on the screen to return to the controls.
11. This room is equipped with an Assisted Listening Device system. Contact Classroom Support (265-6325) for the ALD receiver and additional information.
12. There is a phone located inside the podium cabinet to contact Classroom Media Support. Call Greg at 265-6325 for any problems or questions.
**LAPTOP COMPUTER**

1. Select LAPTOP on the touch panel. The LAPTOP INPUT page will pop up. Your laptop computer’s image will be displayed in the video window.
2. Before booting up, connect the VGA computer video 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. 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.

**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 capability; no captioning will be displayed if captioning is not encoded on the tape. Check the tape label for the Closed-Caption 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 (FIG A).
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, touch Caption ON. To stop displaying the closed-caption, touch Caption OFF.

**DOCUMENT CAMERA**

2. Select DOC CAM on touch panel. The Document Camera control and preview screen will appear.
3. Document camera may be operated from touch panel control page, on camera itself, or by the doc cam remote which is stored in the drawer in the podium.
4. Touch the ZOOM In or out buttons to zoom the image in or out.
5. Touch the FOCUS buttons to manually focus the image.
6. Touch the IRIS open or close button to make the image brighter or darker.
7. 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” when the image is stored.
8. Touch briefly any of the STORED IMAGE buttons to recall that stored 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.

**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 will continue to be visible.
2. On the DVD player, press the OPEN button, and insert a CD (FIG A).
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. 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 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 switcher, located near the bottom of the podium rack (FIG A).
3. Adjust PROGRAM VOLUME, if necessary.

SYSTEM SHUTDOWN
1. Put away document camera, if used.
2. Eject the videotape from the VCR, or CD/DVD 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. Touch SYSTEM OFF to shut the system down, or CANCEL to return to the main menu.

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.
6. Close and lock the podium door and the document camera drawer.

TROUBLESHOOTING
WHEN USING LAPTOP COMPUTER:
- Picture on laptop screen, but no picture on video 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.

- Image on Screen is cut off on the right hand side or at the bottom.
  Check laptop resolution and make sure it is set to 1024 x 768 to match the video projector’s native resolution.

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 cabinet for this use.