**Instruction Manual for 104 Van Hise**

This room requires a key and passcode for audio/visual system operation. Contact Classroom Media Support (5-9697) for keys and passcode.

**Controlling lights WITHOUT using the A/V system:**

1. Locate the lighting control touch panel at the front of the room, next to the instructor station. See picture below.
2. If the panel is dim, touch anywhere on the panel to activate it.
3. At the top of the touch screen, touch the folder tab labeled STANDARD to access the standard presets.
4. Touch the folder tab labeled CUSTOM to access the custom presets.
5. Touch any of the labeled presets to choose that preset. Refer to the attached preset key for a description of presets. The selected preset will highlight.
6. Touch the OFF key from either folder tab to turn off the lights.
7. Touch and hold the up or down triangle to raise or lower the overall lighting intensity.
8. If you are in the RECORD folder tab, touch the CUSTOM or STANDARD tab to exit that folder.
Audio/Visual System Operation

Do the following FIRST for all uses.
1. Obtain a key and password from Derek Dombrowski, 265-9697, ddombrowski@fpm.wisc.edu
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 passcode and touch ENTER.
5. After a brief warm-up time, the following screen will appear.

![Input Selections Diagram]

6. 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, PC 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.
7. 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.
8. 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.
9. 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.
10. Touch LIGHTS to bring up the light control page. Touch any of the 12 listed presets to select that lighting preset. This light control panel on the wall will also control the lights.
11. A system remote control is located in the cabinet. It will control switching, volume, and control most of the equipment.
12. This room is equipped with an Assisted Listening Device system. Contact Classroom Support (265-9697) for the ALD receiver and additional information.
13. There is a phone located inside the left side cabinet. For assistance or questions, call Derek Dombrowski at 5-9697, or Mike Wood at 5-9713, or Greg Minix at 5-6325.

NOW…
Skip to the piece of equipment you wish to use.

MICROPHONE
1. A wireless clip-on and hand-held microphone are stored in the left side of the podium.
2. Flip switch to “ON”.
3. Adjust volume using the MICROPHONE VOLUME buttons located at the upper left side of the touch panel.
4. Press the MUTE button underneath the microphone volume buttons to mute the microphone. Press MUTE again to cancel muting.

**PC LAPTOP**
1. Select LAPTOP on the touch panel.
2. Before booting up, connect the PC CONNECTOR cable from the AUX INPUT PANEL to the MONITOR OUT port on your computer.
3. Connect the PC Connector Audio pullout cable to your laptop headphone jack, if necessary.
4. For network connection, connect a CAT 5 RJ-45 network cable (located in the left side cabinet) to the orange data jack on the wall next to the podium. In your TCP/IP settings, use DHCP (Obtain an IP address automatically)
5. Boot up computer and operate.
6. If the image is not properly centered, or the left or right side is missing, go to the left side cabinet, find the PC interface. Gently move the dial in the middle of the box, until it is properly centered.
7. 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.*
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, on the VCR itself, or by the VCR remote.
4. Adjust PROGRAM VOLUME, if necessary.
5. Press FFWD or REW and hold down to search forward or back while playing the tape. Tape will resume playing when button is released.
6. 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.
   *NOTE: Selecting DOC CAM will switch the video input ONLY- the previously selected audio input will continue to be audible. This allows you to play a CD or other audio source while displaying the doc cam.*
4. Touch POWER ON to turn on power to the document camera.
5. Document camera may be operated from touch panel control page, on camera itself, or by the doc cam remote.
6. Touch the ZOOM In or out buttons to zoom the image in or out.
7. Touch the FOCUS buttons to manually focus the image.
8. Touch the LIGHT ON or OFF buttons to control the document camera light.
9. Select PRESET 1 or 2 for zoom and focus presets.

**CD PLAYER**
1. Select CD on the touch panel. The CD player controls will appear.
   *NOTE: Selecting CD will switch the audio input ONLY- the previously selected video input will continue to be visible. This allows you to play a CD while displaying your computer or other video source.*
2. Open the right side cabinet, and insert an audio CD into the DVD/CD tray of 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 play a specific track, touch the track number on the keypad. For numbers greater than 10, touch +10, then the 2nd digit. (14= +10, 4)
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. 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. Use the Arrow and Enter buttons to navigate the DVD menu.

CAMPUS CABLE
1. Select Cable on the touch panel. The Cable control and preview page will appear.
2. Using the keypad or arrow keys, select the desired campus cable channel. A channel guide is posted on top of the podium.
3. Adjust PROGRAM VOLUME, if necessary.

AUX VIDEO
1. Connect your auxiliary video source audio and video to the Aux Video and Aux Audio jacks on the AUX INPUT PANEL.
2. Touch AUX on the touch panel. A preview window will appear. Please control the device at the device itself.
3. Adjust PROGRAM VOLUME, if necessary.

35MM SLIDES
1. Touch SLIDES on the touch panel.
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. 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.

FILM
A film projector must be brought into this room. An audio jack is provided in the bottom of the slide projector cabinet.
1. Set up film projector at back of room.
2. Plug audio from film projector into the film jack on the slide projector cabinet.
3. Press FILM on the touch panel
4. Operate film projector from the film projector itself.
5. Adjust PROGRAM VOLUME, if necessary.
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 and CD/DVD, 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.
6. Lock both cabinet doors and the document camera drawer.

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 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 too small to read on projector.
  Change monitor resolution on your laptop’s DISPLAY options.
− Picture is not centered or the left or right side is missing or image is very dark
  In the left side cabinet, find the PC computer interface. Gently move the black dial in the middle of the box. Adjust until it is properly centered.
− No audio from laptop computer
  Verify that the correct audio pull out cable is plugged into your laptop. If you’re connected to the PC connector, you must use the PC audio cable.
  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 5-9697. There is a phone in the cabinet for this use.
# Lighting Presets Key for 104 Van Hise

<table>
<thead>
<tr>
<th>PRESET NAME</th>
<th>DESCRIPTION</th>
<th>SUGGESTED APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Lect</td>
<td>Student lights full, stage lights dark</td>
<td>Before/after class</td>
</tr>
<tr>
<td>Lecture</td>
<td>Student lights full, chalkboard lights on, stage lights full</td>
<td>General lecture without video, using entire stage and chalkboard, students taking notes</td>
</tr>
<tr>
<td>Lect &amp;AV</td>
<td>Student lights low, stage right and left chalkboards lit, instructor station light medium</td>
<td>Lecture with video and students taking notes, using right and left chalkboards</td>
</tr>
<tr>
<td>Slides</td>
<td>Student lights low, center and left chalkboard lit</td>
<td>Lecture using slides and right and left chalkboards, no video</td>
</tr>
<tr>
<td>AV&amp;Slides</td>
<td>Student lights low, left chalkboard lit</td>
<td>Lecture using slides, video, and left chalkboard</td>
</tr>
<tr>
<td>Movie</td>
<td>Most of room is dark, dim doorway lights</td>
<td>Viewing slides or video, without lecture or students taking notes</td>
</tr>
<tr>
<td>Podium</td>
<td>Most of room is dark, dim doorway lights, spots on instructor station</td>
<td>Lecture from podium while viewing a slides or video without students taking notes</td>
</tr>
<tr>
<td>All Off</td>
<td>All lights off</td>
<td>End of day</td>
</tr>
</tbody>
</table>

- The first 4 presets are on the General section of the Podium control panel.
- The next 8 presets are on the Special section of the Podium control panel.
- The first 8 presets can be accessed from the Standard tab on the wall panel.
- The 8 Custom presets can be accessed from the Custom tab on the wall panel.
- The Custom presets are assignable and can be configured for individual instructors. Please contact Classroom Media Support to have a Custom preset assigned to you.