

IF AT ANY TIME ASSISTANCE IS NEEDED, USE THE AUTO-DIAL PHONE ON THE SIDE OF THE CABINET

Rm 101 Multimedia System

Pull down the screen; Unlock black cabinet

Remote controls are stored on the bottom shelf of the cabinet. If the computer will be used, obtain the **remote mouse** (black Interlink Electronics remote). If the DVD / VCR Player will be used, obtain the gray **DVD/VCR/TV Universal remote**.

The mouse is used to select the appropriate icon or program -- either the mouse attached to the cpu or the remote mouse.

The mouse remote can be pointed at the projector or directly at the screen.

- The **center gray button** with the mouse icon moves the arrow on the screen.
- The **button on the underside** of the remote mouse and the **> button on the top** of the mouse work like the left mouse button on the mouse connected to the computer.
- The **< on top of the remote** mouse works like the right mouse button on the mouse connected to the cpu.
- The **Laser button** can be pressed and held to use a laser pointer on the projection screen.

Batteries: If the remotes or keyboard do not seem to be responding, the batteries are most likely wearing down. Please contact a member of the LRC staff for replacements.

Turn the **red Master Power Switch** (located on the right side, below the monitor) for the system on by pressing up on the button.

If the **PANASONIC AV Control Receiver** is not on, press the **POWER** button. (Letters / Numbers on the small display screen under the Volume dial will be lit if the receiver **IS** on)

Turn on the projector by pressing the **Projector Controls ON** button.

Proceed with starting other equipment per instructions below while the Panasonic projector warms up.

To use computer,

Turn the CPU (on bottom shelf) on by pushing on the power button (labeled **POWER**)

Unlock (turn the centrally located black lever) and pull out the keyboard tray located immediately below the **PANASONIC AV Control Receiver**.

If the monitor does not display an image after the CPU is turned on, press the button on the right lower front of the monitor (labeled On / Off).

For sound to be heard from computer programs, turn the Sound Source dial (below the sound source label) on the PANASONIC AV Control Receiver to **Comp**.

The computer will present the Windows XP desktop. For most use of the computer system, logging in as a **user** is adequate:

In the **Username** dialog box, type user (if not already there)

In the **Password** dialog box, there is no password

Be sure there is a check in the **Workstation Only** box,

Click on **OK**

For Faculty or Students to **access their network storage space** (ie for large file access)

Uncheck the **Workstation Only** box,

In the **Username** dialog box, type your username;

In the **Password** dialog box, type your password;

Click on **OK**

This is **ONLY necessary to access network storage space**, it is NOT necessary to access internet, portal, email, course web sites.

When / If the Windows Workstation dialog box appears:

In the **Username** dialog box, type user (if not already there)

In the **Password** dialog box, there is no password

Click on **OK**

If the computer display does not appear on the projector screen, press the **PC** button on the **Projector Controls**.

To exit any and all programs, use the mouse to click on the **X** in the upper right corner of the screen.

SLIDE SHOWS

To show a slide show,

Start Power Point by clicking on the Power Point icon on the Quick Launch bar at the bottom of the desktop

Insert your disk into the appropriate drive

Open file by clicking on File, Open, then selecting the correct location and file name

Once your file is open, press **F5** or click on **Slide Show** on the menu bar at the top of the screen, then click on **VIEW SHOW**

or Click on the icon that looks like a movie screen at the bottom left of the screen.

Slides may be advanced by clicking with the left mouse button (The **button on the underside** of the remote mouse and the **> button on the top** of the mouse function like the left mouse button)

To use a LAPTOP,

Plug the black Video cable from the bottom drawer area into the appropriate port on the laptop computer.

Press the **Laptop** button on the **Projector Controls**.

If sound will be needed from the Laptop, plug the black Audio cable (small silver plugs on both ends) from the bottom drawer area into the Headphone port on the laptop computer and the Laptop jack on the Auxiliary Interface Panel.

Turn the Sound Source dial (below the sound source label) on the PANASONIC AV Control Receiver to **Laptop**.

Boot laptop as usual.

IF AT ANY TIME ASSISTANCE IS NEEDED, USE THE AUTO-DIAL PHONE ON THE SIDE OF THE CABINET

TO OPERATE DVD / VCR player:

If the DVD/VCR player is not on, turn the power on by pressing the **Power** button on the DVD/VCR player (a green light will be visible when on). On the AV Control Receiver, press the **VCR 1 / VCR 2** button on the right side (above and slightly to the right of the Video In port) to the **VCR 1** configuration (sticking OUT) - **THIS IS NECESSARY TO HAVE AUDIO FROM DVDs played in the DVD/VCR player or VCR TAPES.**

If the DVD display does not appear on the projector screen, press the **DVD** button on the **Projector Controls**. If the **Videotape** display does not appear on the projector screen, press the **VCR** button on the **Projector Controls**.

The **PANASONIC AV Control Receiver** sound source must be changed to **DVD / VCR** by turning the dial (below the sound source label) to **DVD / VCR** for sound to be heard from the DVD played in the DVD/VCR player or the videotape.

Insert the Video Tape or the DVD into the DVD/VCR player. **Use the DVD-VCR/TV Universal remote** or the **controls on the DVD/VCR player** to control the media.

Many tapes automatically begin to play. If the tape does not automatically begin to play, push the **Play** button on the VCR portion of the DVD/VCR Player or the DVD/VCR/TV remote control (gray DVD/VCR/TV Universal remote)

Many DVDs automatically begin to play. If the DVD does not automatically begin to play, push the **Play** button on the DVD portion of the DVD/VCR Player or the DVD/VCR/TV remote control (gray DVD/VCR/TV Universal remote) when using the DVD player.

Adjust the volume with the **VOLUME** knob in the middle of the **PANASONIC AV Control Receiver**.

When finished playing the videotape, press the **STOP / EJECT** button, remove the videotape by pressing the **STOP / EJECT** button (*Use the video rewinder in the LRC to rewind the video*). **DO NOT TURN OFF THE DVD/VCR player AFTER EJECTING THE TAPE.**

When finished playing the DVD, press the **STOP** button, remove the DVD by pressing the **OPEN/CLOSE** button. **DO NOT TURN OFF THE DVD/VCR player AFTER EJECTING THE DVD.**

If the computer is to be used after a videotape or DVD has been played, press the **PC** button on the **Projector Controls**. To have sound from the computer, turn the Sound Source dial (below the sound source label) on the **PANASONIC AV Control Receiver** until **CD** is lit.

To project with VISUALIZER

Instructions are given with assumption that operator is facing the visualizer unit

Plug cart cord (black) into power outlet

Turn power button on left side **ON** if it is in the OFF position

To turn illuminator on, press and release **UPPER** button under the **LAMP** heading on the left front edge of visualizer

Plug the light gray cord from the visualizer into the video input port on the right lower side of the **PANASONIC AV Control Receiver**, then press the **VCR 1 / VCR 2** button above (and slightly to the right of) the Video In port to the **VCR 2** configuration (pushed IN) .

Change the source of the display (to show the visualizer image instead of the computer image) by pressing **VCR** button on the **Projector Controls**

Gently lay item to be displayed on the white illuminator panel

FOCUS VISUALIZER by:

Press and hold the **TELE** button until lens is "zoomed" in to item on panel

Press and release the **AUTO FOCUS** button

Press the **WIDE** button to display item at the desired size

Item displayed may be magnified by pressing the **TELE** button under the **ZOOM** heading on the front edge of the visualizer

Pressing the **WIDE** button under the **ZOOM** heading will move the lens away from the displayed item, showing more of it on the screen

When finished with the visualizer, the Projector source must be changed to the computer image-- by pressing the **PC** button on the **Projector Controls**. When finished with the presentation, unplug the visualizer from the **PANASONIC AV Control Receiver**.

WHEN FINISHED:

PLEASE DO NOT TURN OFF SEPARATE COMPONENTS IN THE SYSTEM – ONLY THE CPU WILL BE SHUT DOWN SEPARATELY:

Exit any computer program being used by clicking on the **X** in the upper right corner of the screen

Exit Windows XP by moving the arrow (using the mouse) to the **START** bar, clicking the left mouse button, then moving arrow to **SHUT DOWN** and clicking.

The computer may be turned off or restarted—select the appropriate option, then click on **OK**.

Shut down the projector by pressing the **OFF** button on the **Projector Controls**.

IT IS IMPERATIVE THAT THE PROJECTOR BE TURNED OFF TO PRESERVE BULB LIFE. THERE SHOULD BE NO IMAGE ON THE SCREEN AND THE LIGHT ON THE BOTTOM OF THE PROJECTOR SHOULD BE RED. THE FAN WILL CONTINUE TO RUN UNTIL THE PROJECTOR HAS COOLED SUFFICIENTLY

Return the wireless keyboard to the keyboard tray if it was moved elsewhere in the room. Push the keyboard tray in and lock.

Return all remotes to the bottom of the cabinet.

Turn the red **Master Power Switch** off by pressing down on the button.

Close the door to the black cabinet; Lock the cabinet door

Lock the classroom door.