

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

Rm 109 Multimedia System

Pull down the screen; Unlock black cabinet

Remote controls are stored on the shelf by the monitor. If the computer will be used, obtain the **remote mouse or pointer** (black Interlink Electronics remote). If the VCR Player will be used, obtain the dark gray **Panasonic 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 ► button advances slides.
- The ◀ button returns to the previous slide.
- The ESC key (needs to be held down for a few seconds) returns to the power point editing screen rather than the slide show view.
- The ◼ button darkens the screen. It acts as a toggle, so pressing it a 2nd time will show the screen again.

Batteries: If the remotes or wireless keyboard (bottom shelf of cabinet) 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, mid-way down the case) for the system on by pressing up on the button.

If the **TEAC AG-780 AM/FM Stereo Receiver** is not on, press the **POWER** button. (Letters / Numbers on the small display screen to the left of 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 **Master Power Switch**.

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, press the VIDEO/ AUX button on the TEAC AG-780 AM/FM Stereo Receiver.

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 data source 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 wireless remote functions like the left mouse button)

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To use a LAPTOP,

Plug the black Video cable from the black cabinet into the appropriate port on the laptop computer.

Plug the other end of the cable into the Computer Input port on the Auxiliary Interface Panel slightly below the monitor in the black cabinet.

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

If sound will be needed from the Laptop, plug the black Audio cable (small silver plug on the Video cable) into the Headphone port on the laptop computer and the Computer Audio port on the Auxiliary Interface Panel.

Press the **Laptop Audio** button on the TEAC AG-780 AM/FM Stereo Receiver.

Make sure the Speakers A button (on left side of the TEAC AG-780 AM/FM Stereo Receiver) is pressed in

Adjust the volume with the **VOLUME** knob on the **Projector Controls** panel or the VOL dial on the **TEAC AG-780 AM/FM Stereo Receiver**. Boot laptop as usual.

If needed, toggle laptop output to display on projection screen using appropriate FN keys.

TO OPERATE VCR player:

If the VCR player is not on, turn the power on by pressing the **Power** button on the VCR player (a red light will be visible when on). On the TEAC AG-780 AM/FM Stereo Receiver, press the **Video/Aux** button (below the digital display) - **THIS IS NECESSARY TO HAVE AUDIO FROM VCR TAPES PLAYED.**

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

Insert the Video Tape VCR player. **Use the Panasonic remote** or the **controls on the 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 or the Panasonic remote control (dark gray Panasonic remote)

Adjust the volume with the **VOLUME** knob on the **Projector Controls** panel or the VOL dial on the **TEAC AG-780 AM/FM Stereo 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 VCR player AFTER EJECTING THE TAPE.**

If the computer is to be used after a videotape has been played, press the **PC** button on the **Projector Controls**.

To have sound from the computer, press the VIDEO/AUX button on the TEAC AG-780 AM/FM Stereo Receiver.

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 In2** port on the left bottom edge of the VCR

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

Press the **Channel ▼** (down) button on the **VCR** until **LINE** is shown on the projection screen

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 Panasonic source must be changed to the computer image-- by pressing the **PC** button on the **Projector Controls** panel. When finished with the presentation, unplug the visualizer from the **VCR**

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 bottom of the cabinet if it was moved elsewhere in the room. Push the keyboard tray in and lock.

Return all remotes to 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 and close both classroom doors.