

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

Rm 210 Multimedia System

Pull down the screen
Unlock black cabinet

Remote controls are stored in the bottom drawer of the cabinet. If the computer will be used, obtain the **remote mouse** (gray Interlink Electronics remote). If the DVD/VCR will be used, obtain the silver **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 **dark 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, middle of cabinet) for the system on by pressing up on the button.

If the **AUDIO AMP Panel** is not on, press the **POWER** button. (Numbers on the small display screen to the right of the power button will be lit if the AUDIO AMP **IS** on)

To turn on the Panasonic projector on the ceiling, press the **ON** button on the EXTRON panel (Left side, 1st panel under the monitor). 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 (above the **POWER** label)

Unlock (turn the centrally located black lever) and pull out the keyboard tray located immediately above the Master Power Switch Panel.

If the monitor does not display an image after the CPU is turned on, press the large button on the right lower front of the monitor.

For sound to be heard from computer programs, press the **Comp. Audio** button on the AUDIO AMP Panel.

Press the **#3 Comp Audio** button on the **SWITCHER**.

The computer will present the Windows XP desktop with a login screen. Press and hold CTRL, ALT, DEL then release.

Use either the wired keyboard to enter login information or hold down the blue FN and press and release the blue NUM Lock key on the wireless keyboard before logging in:

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

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

Click on **OK**

If the computer image is not displayed on the wall screen, change the projector source to the computer image by pressing the **PC** button on the EXTRON panel.

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

To use laptop,

Black cable in bottom of black cabinet must be connected to the laptop – monitor output and headphone output.

Press the **Laptop** button on the Switcher.

To display the laptop image on the projection screen, press the **PC** button on the EXTRON panel. If necessary, activate the laptop video output signal by using the appropriate video activation command for the laptop. (Dell = FN + F8 or FN + F12)

For sound to be heard from computer programs on the laptop, press the **Laptop/Video Aux** button on the AUDIO AMP Panel.

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

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 -- a: drive, CD-ROM or Zip 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 remove mouse and the **> button on the top** of the mouse function like the left mouse button)

TO OPERATE DVD/VCR:

If the DVD/VCR is not on, turn the power on by pressing the **Power** button on the DVD/VCR.

The source for the Panasonic projector must be changed to either the DVD or the VCR by pressing the appropriate button on the EXTRON panel.

Press the **#1 Video Aux** button on the **SWITCHER**.

The **AUDIO AMP Panel** source must be changed to **VIDEO** by pressing the **Laptop / VIDEO AUX** button on the **AUDIO AMP** panel for sound to be heard from the videotape/DVD.

Insert the Video Tape into the VCR

Many tapes automatically begin to play. If the tape does not automatically begin to play, push the **Play** button on the VCR or the VCR remote control (silver Panasonic remote with milky buttons)

Adjust the volume with the **VOLUME** knob on the right side of the **AUDIO AMP Panel**.

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

Insert the DVD into the player (not for use of DVD in computer)

Many DVDs automatically begin to play. If the DVD does not automatically begin to play, push the **Play** button on the DVD player or the remote control (silver Panasonic remote with milky buttons)

Adjust the volume with the **VOLUME** knob on the right side of the **AUDIO AMP Panel**.

When finished playing the DVD, press the **STOP** button, remove the DVD by pressing the **EJECT** button

If the computer is to be used after a DVD or videotape has been played, the source for the Panasonic projector must be changed to the computer image by pressing the PC button on the EXTRON panel

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 top left (yellow video) input port on the **SWITCHER Panel**

Press button **5** labeled **VISUALIZER – ELMO** on the **SWITCHER Panel**.

Change the source of the display (to show the visualizer image instead of the computer image) by pressing the VCR button on the EXTRON panel.

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 EXTRON panel. When finished with the presentation, unplug the visualizer from the **SWITCHER Panel**.

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 shut down or restarted—select the appropriate option, then click on **OK**.

To turn off the projector, press the OFF button on the EXTRON panel (the button will stay lit even after the master power switch is turned off).

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.

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

Return the 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 drawer in the bottom of the cabinet and close the drawer.

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

Lock the classroom door.