

## Rm 326-7 Multimedia System

Pull down the screen, Unlock black cabinet

The **remote control** for the **remote mouse** (gray Interlink Electronics remote) is stored in the bottom drawer of the cabinet.

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 **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 remote or keyboard does 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 cabinet) for the system on by pressing up on the button.

Turn on the Panasonic projector on the ceiling by pressing the **ON** button on the **Projector Controls** panel. Proceed with starting other equipment per instructions below while the Panasonic projector warms up.

If the **Pyramid Surround Sound System** is not on, press the **POWER** button

### To use computer,

Turn the CPU (on bottom shelf) on by pushing on the power button.

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

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

Switch at the left of the monitor to **O** .

Press the **Comp Audio** button on the **Pyramid Surround Sound System** to hear sound from the computer.

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 image is not displayed on the wall screen, press the **PC** button on the **Projector Controls** 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,

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

For sound to be heard from computer programs on the laptop, press the **Laptop** button on the **Pyramid Surround Sound System**. Turn the Switch at the left of the monitor to **|** . If the computer image is not displayed on the wall screen, press the **PC** button on the **Projector Controls** panel.

### 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 drive or usb port

### TO OPERATE VCR:

If the VCR is not on, turn the power on by pressing the **Power** button on the VCR (a red light will be visible when the VCR is on)

The source for the Panasonic projector must be changed to **VIDEO** by pressing the **VCR** button on the **Projector Controls** panel.

Press the **VCR** button on the **Pyramid Surround Sound System**.

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 right side of the VCR or the VCR remote control (silver Panasonic remote with milky buttons)

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 AFTER EJECTING THE TAPE.

If the computer is to be used after a videotape has been played, the source for Panasonic projector must be changed to the computer image by pressing the **PC** button on the **Projector Controls** 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 Video In 2 port on the **VCR**

Change the source of the display (to show the visualizer image instead of the computer image) by pressing press the **VCR** button on the **Projector Controls** panel. If the **VCR** is not on, turn it on by pressing the **POWER** button. Press the **Chan ▼** button on the **VCR** until **LINE 2** is visible in the upper right corner of projector 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, press the **Chan ▲** button on the VCR until **CH 03** is displayed. 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, turn off and unplug the visualizer from the **VCR**, folding the visualize and returning to its appropriate location.

### 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**.

When the CPU shuts down, the Panasonic projector will have no image projecting on a blank lavender / blue screen - press the **OFF** button on the **Projector Controls** panel.

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.