The Illustrated manual for Halsey 106

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For assistance and additional equipment, contact
Halsey Instructional Technology Services
Halsey 259, extension 4979

This manual is available for download at
http://idea.uwosh.edu/nick/classtech.htm
The master power switch

In order to operate any of the systems, the Master Power switch must be turned on.
Lights

There are two places that lights can be controlled, the main control panel, and a wall panel behind the console.

They have similar settings

Control panel

Wall panel

There is also an on/off switch near the door.

The master power switch must be on in order to operate the lights from the control panel.
Screen

The screen is raised and lowered with buttons on the right side of the control panel.

*The master power switch must be on to operate the screen.*

The screen is set to stop automatically at the lowest safe extension as illustrated here.
Turning on the projectors

The projectors are turned on at the lower left of the control panel. The projectors are identified as you are facing the audience looking at the projectors.

The switch should operate with a single press. There is no immediate feedback that the projector is on. Wait about 30 seconds to see if the projector comes on.

These switches are a little tricky. If you have trouble getting the projectors on, they can be turned on and off with switches on the projectors themselves in the projection booth at the back of the room.

When the projector is off the Power light is amber; the status light is off, and the lamp light is green.

When you press the On/standby button, the Power light should change to green, the status light will blink for three minutes and the lamp light will stay green.
Turning off the projectors

To turn off the projectors, press the projector power switch on the control panel. An hourglass icon and the message “Please wait a moment” will appear on the screen.

The projector will shut off after about 30 seconds.

In order to turn the projectors off at the projector, you must hold down the On/standby button for 2 seconds.
Microphones

There is a wireless lavalier microphone and microphone which can be attached to the microphone stand stored in the console.

It is not uncommon for the mics to be left on the console or on the document camera.

The wireless lavalier microphone should be placed high on your collar or lapel.

There are three controls on the wireless mic transmitter:
- **Battery Test** - hold down the button to test the battery. The light is not very bright and you might not be able to tell it’s lit in normal room light.
- **Power** - turns power on to the transmitter.
- **Mic** - turns on and off the microphone.

*When done with the mic, please turn off power. The battery will drain completely in less than four hours, even if the Mic switch is off.*

*n.b turning off the main system power does not turn off the transmitter*

Microphones continues…
The volume control for the microphone is on the right side of the control panel labeled “Voice”.

There is a limit to how high the volume can be turned up before the high squealing sound, called feedback, occurs. If you hear feedback, turn down the volume a little.

The sound can be made louder by moving the microphone closer to the source of sound, or by speaking louder into the microphone.

The battery is in a compartment on the back of the transmitter.

If you replace the battery, or if there is no spare battery please notify Judy Nord, extension 4979, Halsey 259.

There is also a microphone which can be connected to the stand on the console.

**Note:** If the wireless transmitter is on and the stand mic is connected, both mics are live, but there is only one volume control for both.

*Microphones continues…*
To connect the stand mic, line up the three prongs and the notch in the microphone with the three holes and the tab on the stand.

There is an on-off switch on the barrel of the microphone.

To remove the mic from the stand, press the small tab on the stand and pull the mic off.
Slide projectors

There are standard slide projectors located under the counter in the projection booth in the back of the room.

The master power switch must be on to operate the projectors.

There is a duplicate of the master power switch near the door nearest the hallway in the control booth.

The power switches should be left on.

Power, advance and focus are controlled from the main control panel.

There is a duplicate of the control panel in the equipment rack in the center of the projection booth if you wish to confirm pointing of the projectors.

The slide projectors have a lever that will release the slide tray and allow you to move it without the power being on.
Installed Computers

There are both a Windows and a Macintosh computer installed in this room. They are located beneath the instructors console.

They share a monitor, keyboard, and mouse. The currently active computer is selected by a switch sitting on top the computers.

This switch also determines which computer is displayed by the projector.

To start the computers, press the button on the front of the computer

Macintosh equivalents on Windows keyboard

Command  ⌘ Key = Windows key
Option Key = Alt key

To open the CD tray on the Macintosh, hold down the F12 key at the top of the keyboard.
In Windows you will see a Novell login screen. If you do not have a Novell account, click the **Workstation only** box.

The username Rollaround will be entered automatically.

Then click **OK**.

You will have access to the internet and all the general classroom access software, whether you log into a Novell account or not.

Following the Novell login is the Windows Workstation log-in. It’s not necessary to fill in anything, simply click **OK**.

No login is required on the Macintosh.

The installed computers can only be projected through the right projector.

Make sure the right projector is on and on the control panel, select **computer** as the source for the right projector.

You can switch between the Windows and Macintosh computers with the switch on top of the computers.

*Please remember to shut down the computers before turning off the Master power switch.*
Laptop computers

A third computer can be connected to the system with the cables on top of the console.

The cables can be connected to the VGA and audio (headphone) outputs on a laptop.

For cables to connect a computer that cannot sit on top the console, please contact Halsey Instructional Technology Services, Halsey 259.

Power and network connections are located on the left side of the console.
Laptop computers can only be projected through the left projector. Make sure the projector is on, and select **Laptop** as the source for the left projector.

**Laptop computers and resolution with projectors.**

The are many variations of how laptop computers detect the presence of an external monitor, decide whether to display it as a second monitor or to mirror the built-in monitor and determine what resolution to display.

In most cases, it is best to have the projector on and the laptop selected as the source before starting the computer.

Many laptops will auto-sense the external device and adjust resolution to match the two devices. This may not be the resolution the computer was set at before the projector was connected. You may be able to change this after the computer has started.

Some laptops have a separate control panel that require the user to set resolution of built-in and projector displays separately, and won’t allow certain settings.

In **Windows** computers, these settings are most commonly accessed with the **Display..Settings** control panel, sometimes with an Advanced button on the Settings dialogue.

**Macintosh** computers may have a **Monitors, Monitors and Sound**, or **Displays** control panel.

If you have trouble with displaying your laptop, please contact Nick Dvoracek, x7363, dvoracek@uwosh.edu.
**VHS (1/2”) videotape recorder**

The VHS video tape recorder is located on the front of the console.

To open the face plate to access the tape slot and the controls, press the *Open* button on the front of the machine.

Insert the cassette normally.

The VCR can be controlled from either the controls on the front panel of the VCR or from the main control panel.

*VHS (1/2”) videotape recorder continues...*
The VHS (1/2") videotape recorder can be projected from either (or both) projectors. Turn on the projector and select 1/2" VCR as the source for either projector.

Volume for the VCR is controlled by the Program volume control on the right side of the control panel.

When you select 1/2" VCR as the source for a projector, the display changes to the controls for the VCR.

You can control the VCR from this panel or the front panel of the VCR.

You can return to the main page to select another source for the other projector without affecting the operation of the VCR.

The eject button is on the left side of the VCR control panel.

N.B. The master power switch must be on to eject a cassette.
DVD and Audio CD

DVD players will also play audio CD’s.
The computers can also play audio CD’s. The Macintosh can also play DVD’s

The DVD player is located in a drawer at the side of the console.

The remote control must be used to open and close the player and to select DVD menus

DVD and Audio CD continues…
The DVD player can be projected from either (or both) projectors.

Turn on the projector and DVD as the source for either projector.

If playing an audio CD, the projector doesn’t have to be on, but DVD does have to be selected as the source for one of the projectors in order for the sound to be directed to the sound system.

Volume for the DVD player is controlled by the Program volume control on the right side of the control panel.

When you select DVD as the source for a projector, the display changes to the controls for the DVD (Although it’s still labeled as Laserdisc).

Some functions, such as open/close, displaying the DVD menu and making selections from the DVD menu must be done with the remote control, which should be stored in the drawer with the DVD player.

You can return to the main page to select another source for the other projector without affecting the operation of the DVD.
The document camera can display printed pages, books, magazines and even three dimensional objects.

It is basically a television camera mounted on a copy stand that will display anything placed on it.

The power and light switches are at the left rear of the stage of the document camera.

The document camera can be displayed on either or both projectors.

It is selected by first selecting selecting **Aux Switcher** as the source for the projector; then selecting **Copy Stand** on the **Auxiliary Switcher Input** at the bottom of the control screen.

The control panel may already indicate the copy stand is selected, but if this is the first use of the auxiliary switcher after system power has been reset, it’s necessary to select it again.

Of course, the projector has to be on.
The control to turn on Auto focus and to zoom in and out are on the head of the camera.

The camera can zoom out to display slightly more than the width of a letter sized page.

It can zoom in on an area about a half inch wide.
Overhead lecture camera

There is a camera mounted in the ceiling that can be used to display a demonstration on the lab table (or catch a sleeping student).

The overhead camera can be displayed on either or both projectors. Select Lecture Camera as the source.

The image from the overhead camera is previewed on the small monitors on the consoles.
The controls for zoom and focus and a joystick for pointing are located at the right front of the console.

The widest angle setting of the camera

The closest setting of the camera
Audiocassette

The audio cassette player is located in the rack in the center of the projection booth.

The master power switch must be on to operate the cassette player.

There is a duplicate of the master power switch near the door to the projection booth nearest the hallway, and a duplicate of the main control panel in the rack just above the cassette player if you wish to cue up a selection.

Select **Audio Cassette** as the source. When you select it the screen will change to controls for the cassette player. You can return to the main page without affecting the operation of the cassette player.
Additional video and audio sources

There are inputs for two additional video and audio sources.

The video inputs are composite video, but require BNC” connectors. Contact Halsey Instructional Technology Services for the appropriate cables to connect your video source.

The audio connectors are standard RCA connectors. Contact Halsey Instructional Technology Services for the appropriate cables to connect your audio source.

The video inputs can be displayed on either or both projectors.

Auxiliary switcher input must be selected and Aux switcher must be selected for one of the projectors.

The control panel may already indicate a source is selected, but if this is the first use of the auxiliary switcher after system power has been reset, it’s necessary to select it again.

Volume for the video sources is controlled by the Program volume control on the right side of the control panel.
8mm Videotape recorder

A Hi-8mm videotape recorder is located on the left of the front of the console.

**Note:** Mini-DV camcorders use exactly the same tape cassette used by Hi-8 VCRs. Mini-DV tapes will **not** play back on Hi-8 VCR’s.

The 8mm VCR can be controlled either from the control panel or the controls on the front of the VCR.

The 8mm VCR can be displayed on either or both projectors.

It is selected by first selecting **8mm** on the Auxiliary Switcher Input at the bottom of the control screen, and then selecting **Aux Switcher** as the source for the projector.

The control panel may already indicate a source is selected, but if this is the first use of the auxiliary switcher after system power has been reset, it’s necessary to select it again.

Volume for the video sources is controlled by the **Program** volume control on the right side of the control panel.