The Illustrated manual for
Halsey 107 & 109

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This manual is available for download at
http://idea.uwosh.edu/nick/classtech.htm
The control panel

All the systems are controlled from the control panel which sits on the lab table in front of the room. The control panel can be picked up and used from anywhere in the room. If there is no display on the panel, touch the screen and it will come on.

All the systems, except the computer and wireless microphones, are turned on with System Power button. The control panel is touch sensitive and only requires a light pressure. All buttons should reverse when touched to indicate they have been activated. There is a slight delay in the response to many of the controls.

*When shutting down the system, please do not turn off any switches in the equipment rack. The control panel controls power to all the devices in the equipment rack.*

When the system comes on the display should change to the main menu. All systems have a button on this menu to select the controls for that device and to route it to the projector and audio systems. Each individual screen has a Back button that will return to the main menu.

*Main control panel continues...*
When replacing the control panel in the charging cradle, please take care to make sure the contacts on the cradle are seated with the contacts on the control panel.

When properly seated, the red charging light at the right front of the cradle should illuminate.
Microphones

There are two wireless lavalier microphones in the drawer near the bottom of the equipment rack.

The wireless lavalier microphone should be placed high on your collar, lapel or tie. The transmitter should be clipped to your belt or pocket.

There is a single switch on the transmitter that has to be turned on. If the batteries have sufficient charge, the BAT light will turn green.

When done with the mic, please turn it off. The battery will drain completely in less than four hours.

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

Microphones continues...
There is an LCD on the transmitter which will indicate how much charge is left on the battery.

On the left side of each screen is a control for microphone volume. 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.

There are normally extra batteries stored in the drawer with the microphones. Contact Halsey Instructional Technology Services, HS 259, extension 4979 for batteries if there are none in the drawer. In order to change the battery, press the area labeled Open on the bottom of the transmitter.

..., Microphones continues...
Slide the battery into the compartment with the poles oriented as indicated on the housing of the transmitter.
The screens do not automatically descend when the system is turned on. Select Screens from the control panel to get to the Screens control panel. Some source selections will lower Screen #1.

Both screens can be moved up and down separately or together and can be stopped in any position. The Projector Power button has no function.

The screens are arranged as you're facing the front of the room, with #1 on the left and #2 on the right.
Lights

Lights are control by selecting Lights on the main page of the control panel

Some system selections, DVD and VCR, include lighting selections that will override the current lighting selection.

There are a number of preset selections for lighting:

- **Bright**: all flourescents, chalkboard lights, and cans are illuminated.
- **Front off**: cans, chalkboard and the front set of fluorescents are off, and the remaining fluorescents are at full brightness.
- **Back low**: cans, chalkboard and the front set of fluorescents are off, and the remaining fluorescents are at half brightness.
- **Back/Cans**: the back 5 sets of flourescents are at medium brightness and the center group of cans are on.
- **Front Only**: only the chalkboard lights and all the cans are on.
- **Cans/Only 1-4**: all the cans are on, set at four different levels.
- **Cans/Only 5**: the center set of cans are at full brightness, and the back 5 fluorescents are on fairly dimly.
Computers

There are Windows computers permanently placed in these rooms. To start the computer, press the blue button on the front of the computer. The monitor may also have to be turned on.

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 login. It’s not necessary to fill in anything, simply click OK.
Selecting computer on the main menu will turn on the projector and direct the video to the projector and the computer sound to the sound system.

There is no separate computer control panel. In order to adjust volume of an audio source on the computer, use the computer volume control. found by clicking on the speaker icon at the lower right corner of the screen.

*The computer is not shut down with the system shutdown button on the main screen of the control panel.*

Please shut down the computer with by clicking the Start button, selecting Shutdown, and then Shutdown from the menu that appears.
Connecting a laptop or roll-around computer

On the bottom of the cart with the computer is a VGA and audio cable to connect a laptop or roll-around computer so it can be displayed on the video projector.

A network cable should be stored in the drawer at the bottom of the equipment rack.
Contact Halsey Instructional Technology Services, HS 259, extension 4979 if it is missing.

Connect the cables to the VGA, audio (headphone) and network outputs on your laptop.

Connecting a laptop continues.
Data and power connections are on the back of the lab table.

Selecting computer on the main menu will turn on the projector and direct the video to the projector and the computer sound to the sound system.

The System will automatically switch to display the computer connected with this VGA cable.

There is no separate computer control panel. In order to adjust volume of an audio source on the computer, use the computer volume control.

Windows - click the speaker icon at the lower right corner of the screen.

Macintosh OS X - click on the speaker icon at the upper right corner of the screen.

Macintosh OS 9 - click on the speaker icon on the control strip - to display the control strip, click on the tab which is usually on the lower left edge of the screen.

Connecting a laptop continues...
Laptop computers and resolution with projectors.

The are many variations of how laptop computers detect the presence of an external monitor or projector, 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 Computer 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.

On some Windows laptops, the F4 key toggles between sending the signal to the built-in screen, to the projector, or both.

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.
Videocassette recorder (1/2 inch VHS)

Press the VCR button to select the videocassette recorder as the source for the projector and sound system. This will also select the Front Off setting for the lights and will lower Screen 1.

If you want a darker setting for watching video, push play first, then press Back to go back to the main menu, then Lights to access the Lights screen. You can then set it to Back Low or All Off. Returning to the VCR control screen to stop, pause, or adjust source volume will switch the lights back to the Front Off setting.

If it wasn’t on already, this will also turn the projector on.

N.B. VCR power occasionally does not come on when VCR is selected. If the VCR does not respond to the controls, it can be turned on by pressing the Power button at the front left of the VCR or with the VCR power button on the VCR control screen.

The VCR is located in the equipment rack.

The VCR control panel includes controls for play, pause, rewind, fast forward, and slow rewind and slow fast forward.

These can also be controlled by the controls on the front of the VCR.

Volume of the video is controlled with the Audio Volume buttons right side of the control panel, and the public address Mic Volume is controlled at the left.

Projector power has no function.

The Screens button will take you to the Screens control panel.

Video Mute will make the screen blank. Pressing this button a second time will restore the image.
Press the DVD button to select the DVD as the source for the projector and sound system. It will also select the Front off setting for the lights and will lower Screen 1. If you want a darker setting for watching video, push play first, then press Back to go back to the main menu, then Lights to access the Lights screen. You can then set it to Back Low or All Off. Returning to the DVD control screen to stop, pause, or adjust source volume will switch the lights back to the Front Off setting.

If it wasn’t on already, this will also turn the projector on.

The DVD player is located in the equipment rack.

Open/close
(System power must be on to open the disc tray)

The DVD control panel includes controls for play, pause, rewind, fast forward, and skip back and and skip forward. Press the skip back or forward button twice to go to the next or previous scene.

In order to control or access DVD menus, More will take you to the DVD Extras screen.

Volume of the video is controlled with the Audio Volume buttons right side of the control panel, and the public address Mic Volume is controlled at the left.

Projector power has no function.

The Screens button will take you to the Screens control panel.

Video Mute will make the screen blank. Pressing this button a second time will restore the image.

DVD continues...
The **DVD Extras** screen allows access to the DVD menu and selection of scenes or special features. These buttons have no function unless the **DVD menu** is displayed. **Back** will take you back to the main DVD control screen.
Slide projectors

The slide projectors are located in enclosures at the back of the room.

Access to the projectors is at the side of the enclosure. The projectors are mounted on shelves which can be pulled out for easier access. Be sure to push the shelf all the way back in to ensure that the lens is projecting through the opening in the front of the cabinet.

The enclosures are on wheels. Take care not to move them out of alignment with the screens.

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

The power switches on the projector should be left on.

Select Slides on the main menu to access controls for the slide projectors.
The slide projectors have a lever that will release the slide tray and allow you to move and remove it without the power being on.

**N.B.** If the there isn’t a slide in the slot of the projector, a shutter is in place in front of the lamp and nothing will appear on the screen. An image will appear only if a slide is in the slot.
### Overhead camera

Press the **Camera** button to select the overhead camera as the source for the projector.
If it wasn’t on already, this will also turn the projector on.

The lighting settings of **Back/Cans** or **Cans Only 5** will illuminate only the area under the camera and the back rows of the room, without casting too much light on the screen.

The camera control panel has buttons that zoom the camera in and out and adjust the focus.

These buttons respond in steps to individual presses rather than moving continuously while the button is held down.

The **Back** button will take you back to the main menu in order to select a different setting for the lights without changing the camera settings.

The **Screens** button will take you directly to the Screens menu without changing the camera settings.

There is a faint rectangle drawn on the table which indicates the borders of a letter size page centered in the camera’s field of view.

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**Maximum zoom out** and **Maximum zoom in**
Audio CD

Audio CD’s can be played in the DVD player, located in the equipment rack.

Open/close
(System power must be on to open the disc tray)

Press the CD button to select the DVD player as the sound source without dimming the lights or turning on the projector.

The CD control panel includes controls for play, pause, rewind, fast forward, and skip back and skip forward. Press the skip back or forward button twice to go to the next or previous track.

Volume of the CD is controlled with the Audio Volume buttons right side of the control panel, and the public address Mic Volume is controlled at the left.

If the projector is on, press Back, go to the Projector control screen. Select Video Mute to blank the screen if you will be using the projector again in this session (pressing it a second time will restore the image) or Projector Off if you will not be using the projector again during this session.
Audiocassette

The audiocassette player is located in the equipment rack.
The eject button which opens the cassette slot is on the left side of the player.
*System power must be on to eject a cassette.*

Press the Tape button to direct the audiocassette player to the sound system.

The Tape screen has controls for play, stop, pause, fast-forward and rewind.

*Video Mute* will blank the projector if it is already on. If you will not be using the projector for the rest of the session, select *Back*, then *Projector* from the main menu, and *Projector Off.*
Projector power

In most cases, selecting a source to be directed to the projector will also turn on the projector (Computer, VCR, DVD, Camera).

If the projector does not come on when a source is selected, the projector may have previously been muted, or turned off since the system was powered up.

If the screen is blank, first press Video Mute. If the screen had been blanked with Video Mute, it should reappear. If Video Mute does not bring back an image, press Projector ON. If the projector is on when you do not wish to use it, Video Mute will blank the screen without turning the projector off, so it is available for later use. Projector OFF will turn the projector off. If the projector has been turned off with this button, selecting a video source will not turn it on. You will have to turn it on manually with the Projector ON button.
Shutdown (Turning the system off)

Selecting Shutdown from the main menu will turn all systems off, raise the screens and return the lights to the Bright setting. Please do not turn off switches of individual items of equipment in the equipment rack.

The computers, and the transmitters on the wireless microphones (not the receivers in the equipment rack) are the only things not turned off with system shutdown.