

*The Illustrated manual for*  
**Clow 103**

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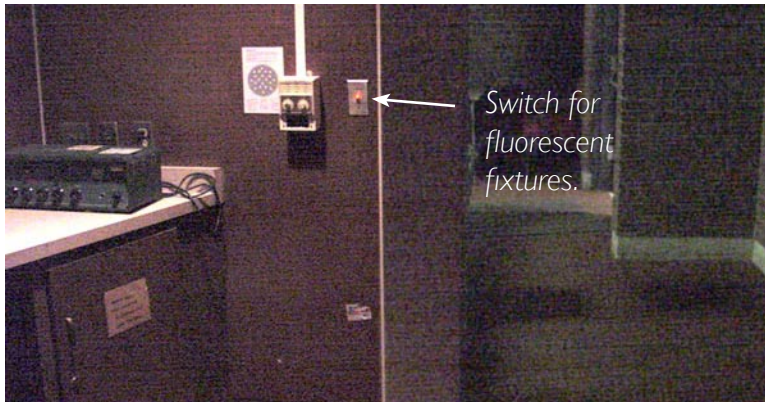
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For assistance and additional equipment, contact  
**Clow Instructional Technology Services**  
**Clow 216, extension 3328**

This manual is available for download at  
<http://idea.uwosh.edu/nick/classtech.htm>

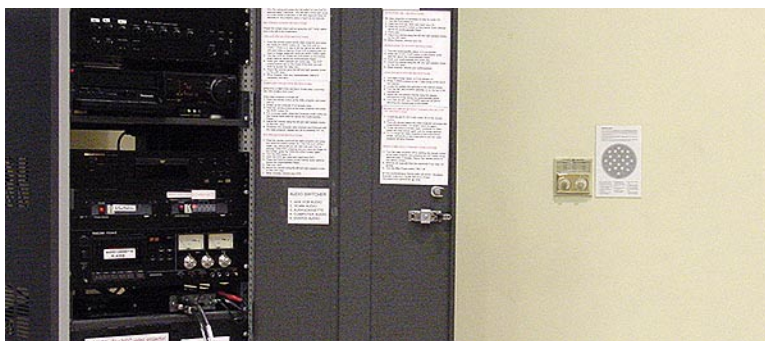


# Lights



There are light switches near the doors that only turn on lights in the very back of the room.

**In the projection booth**, there is a light switch that will turn on three of the fluorescent fixtures to illuminate the lecture hall.



The rest of the lights are controlled by a set of rotary switches, found in the projection booth and also on the wall near the equipment rack.



Each rotary switch has twelve positions, which control twelve different light groups.

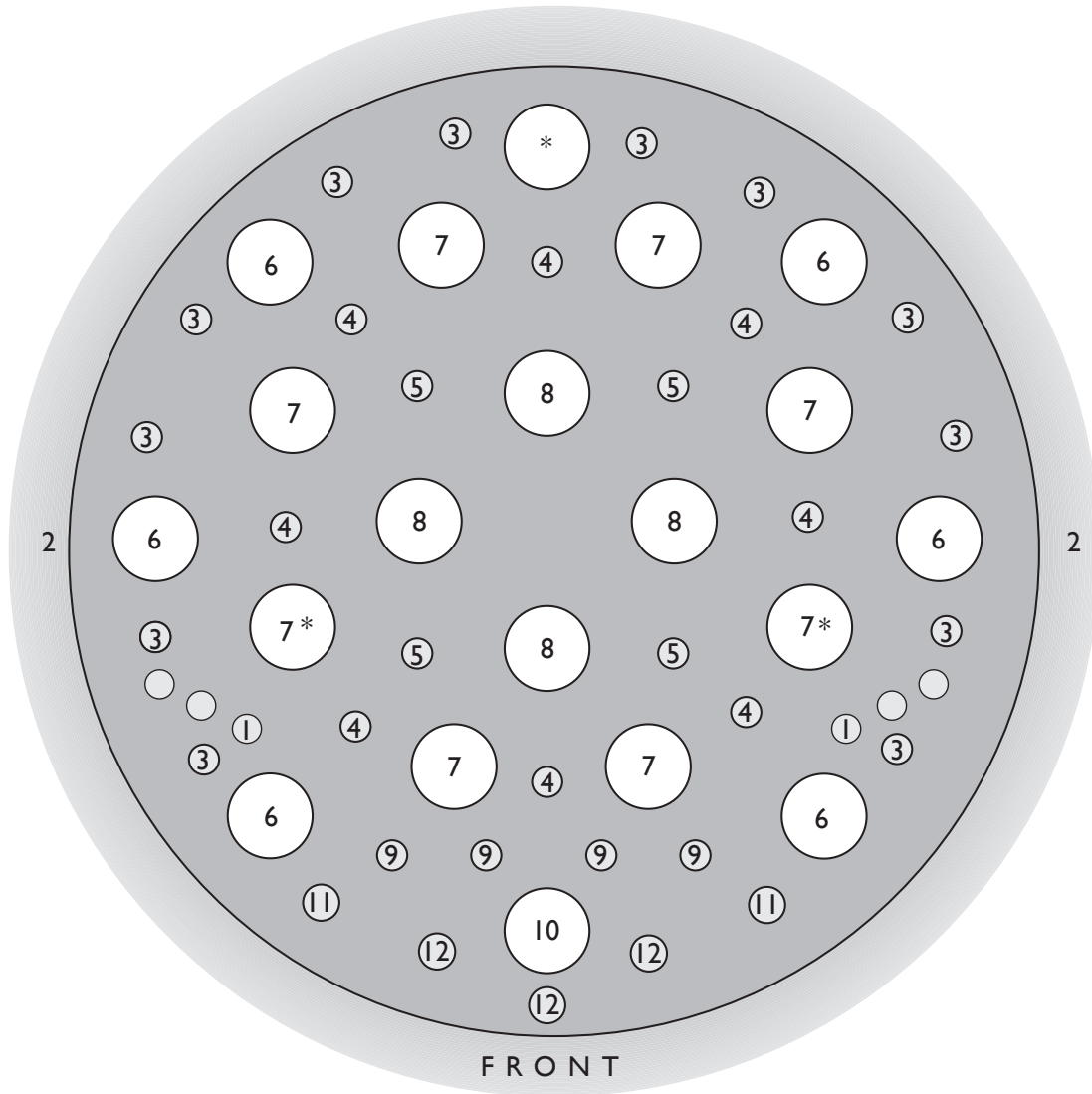
In order to turn a particular light group **on**, set the **left hand** switch at the appropriate number and press the dial.

In order to turn a particular light group **off**, set the **right hand** switch at the appropriate number and press the dial.

Occasionally, the switch will need to be reset by rotating it all the way to 12, then all the way back to 1, and then setting it to the number you wish to control.

*Lights continues...*

## Lighting groups



- |   |  |  |
|---|--|--|
| 1. Side incandescent spot light                             | 6. Fluorescents around outside of seating area | 10. Fluorescents over stage area                           |
| 2. Diffuse fluorescents around perimeter - only in Clow 103 | 7. Fluorescents over seating area              | 11. Incandescent spotlights over sides of stage area       |
| 3. Incandescent spotlights around outside of seating area   | 8. Fluorescents over center of seating area    | 12. Incandescent spotlights over rear center of stage area |
| 4. Incandescent spotlights over seating area                | 9. Incandescent spotlights over front of stage | * Fluorescents controlled by switch in projection booth    |
| 5. Incandescent spotlights over center of seating area      |  |  |

# Turning on the system

Microphone receivers

Audio amplifier - use to adjust volume levels

Microphone mixer. - adjust microphone volume independent of main speaker volume

Videocassette player

DVD/Audio CD player

Audio switcher - use to select sound source

Audiocassette player

Drawer and shelf containing microphones and remotes



The main power switch is located in the equipment rack near the bottom.

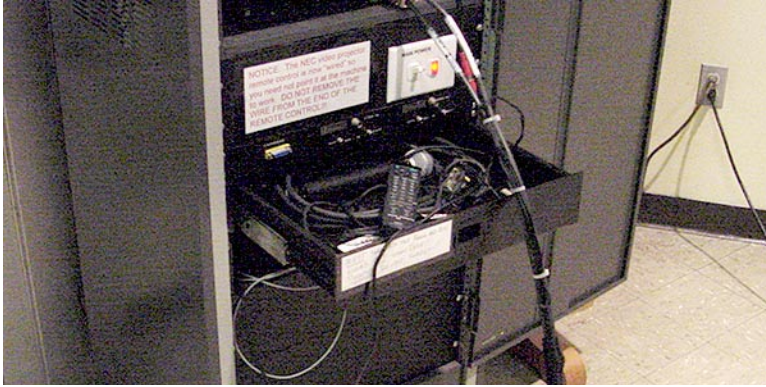
There are several other power switches on individual items of equipment. The main power switch should turn on power to all the equipment in the rack.

**The video projector and computer have to be turned on and off separately,**

When turning off the system, only turn off the main power switch, not the individual devices in the rack. (Please remember to also turn off the video projector, see page 6)

← Main power switch

# Microphones



Two wireless lavalier microphones and a wireless handheld microphone are stored 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.



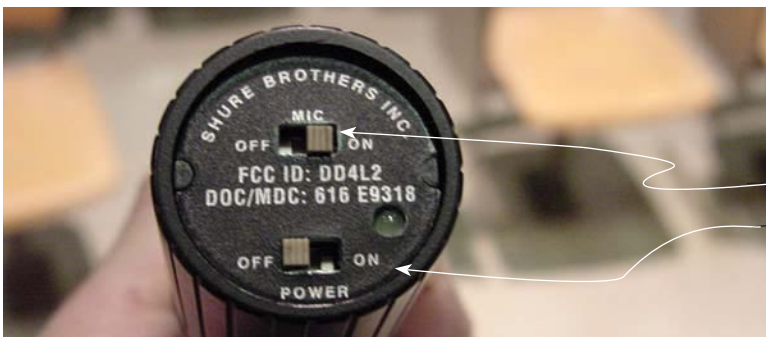
There are two controls on the wireless mic transmitter:

**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

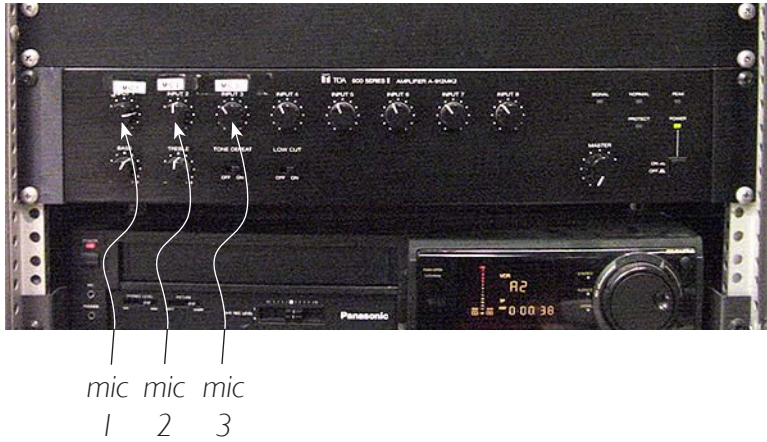


The same two controls are on the handheld wireless mic:

**Mic** - turns on and off the microphone.

**Power** - turns power on to the transmitter.

*Microphones continues...*



If the volume of the microphone is too loud or soft, use the labelled microphone knobs on the microphone mixer just above the VCR

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.



If the green power light does not glow when the microphone is turned on, the battery may need to be replaced.

There should be extra batteries in the drawer with the microphones.

(If there are no extra batteries, contact Clow Instructional Technology Services, Clow 216, x3328)

The battery compartment is opened by pressing the Open tab on the bottom of the transmitter.



Be sure to insert the battery with the poles in the correct alignment as marked on the inside of the battery compartment.

# Turning the video projector on and off



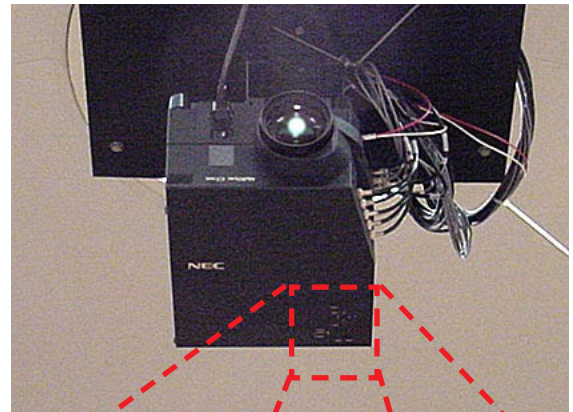
The remote control for the video projector is located in the drawer near the bottom of the equipment rack. It is physically connected to the projector so it's not necessary to point it at the projector to get a response.

*Please remember to turn the projector off when finished in order to maximize the life of the bulb.*



To turn the projector on, press the **On** button. It takes approximately a minute for the projector to come up to full brightness, but you can see a light when looking at the lens almost immediately.

To turn the projector off, press the **Off** button



You can confirm that the projector has come on by looking for the status light on the bottom of the project. It is green when the projector is on and amber when it is off. It's pretty small at this distance, but it's the only light on the bottom of the projector.

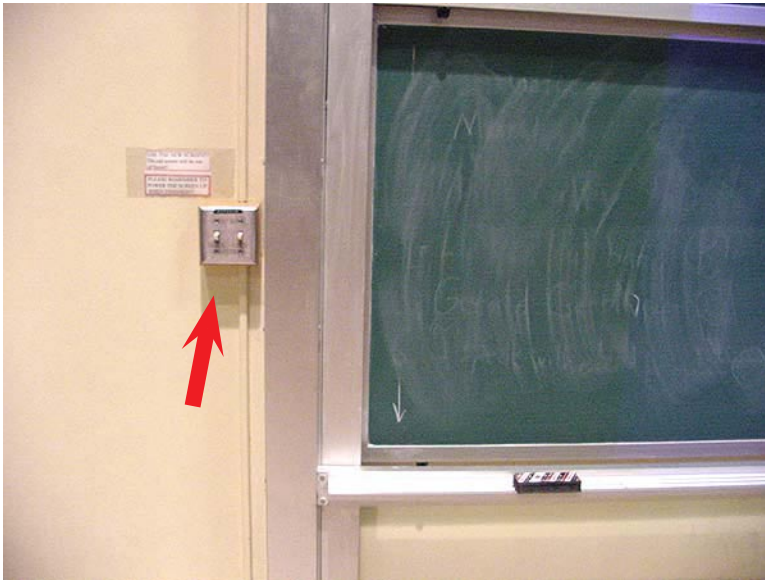
You can temporarily blank the image by pressing the **Mute-picture** button on the remote control. In order to restore the image, press the **Mute-picture** button again.



Mute-picture button

**N.B.** Please don't forget the video projector in the mute picture mode. The lamp is still on. Please remember to restore the image and turn the video projector off when finished.

## The screen



The switch for the screen is to the left of the black board. The left hand switch operates the newer screen.



In order to accomodate the full size of the projector image, the screen must be lowered almost to the chalk tray as illustrated here.

# VHS videocassette recorder



The VCR is located in the equipment rack. The cassette loading slot is behind a door which also contains the operating controls.

**N.B.** System power must be on to eject a cassette.

Video projector remote control



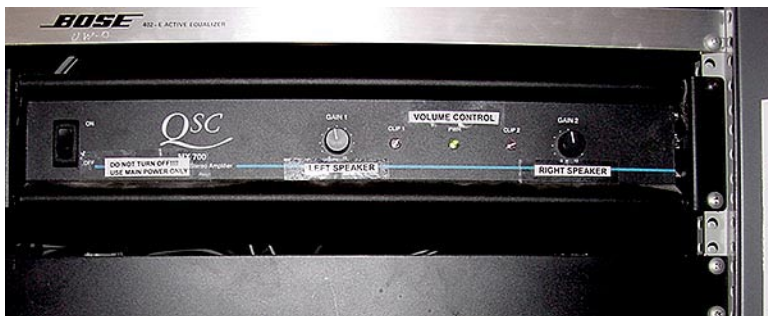
To select the VCR as the source for the video projector, with the video projector on (see page 4) press the **video/s-video** button on the video projector remote control.

video/s-video button

If the VCR isn't projected after you push play, press the **video/s-video** button again. Alternate presses on this button switch between the video input (VCR) and s-video input (DVD)



To select the VCR as the audio source. on the Kramer audio switcher; press the **VCR** button (1)



Adjust volume using the right and left speaker knobs on the QSC amplifier.

VCR continues...



A remote control, which is tethered to the equipment rack is available on the shelf near the bottom of the equipment rack.

# Computer

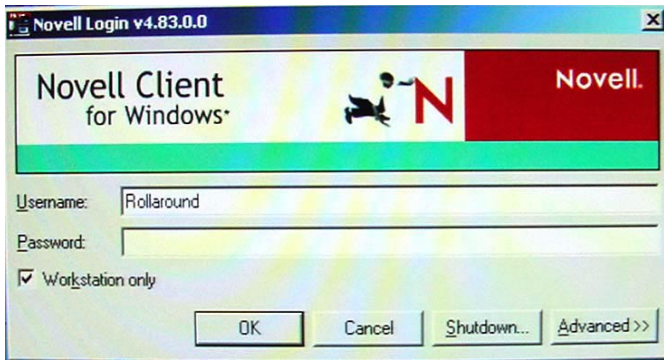


There is a Windows computers permanently placed in this room

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

The monitor may also have to be turned on.

Power switch



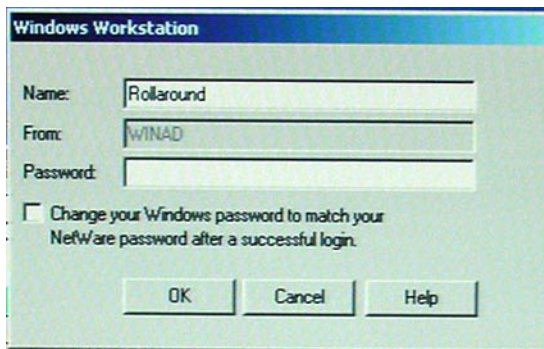
When the machine starts, you will see a Novell login screen.

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**

Computer continues....

Video projector remote control

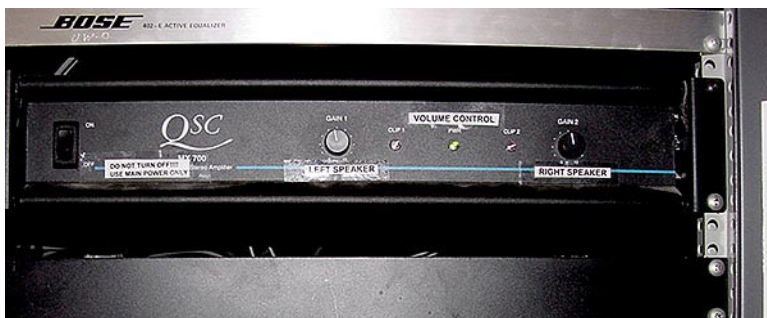


To select the computer as the source for the video projector, with the video projector on (see page 4) press the **RGB1** button on the video projector remote control.

RGB1 button



To select the computer as the audio source, on the Kramer audio switcher, press the **Computer audio** button (4)



Adjust volume using the right and left speaker knobs on the QSC amplifier.

# DVD and Audio CD



A DVD player which can also play Audio CD's is located in the equipment rack.

**N.B.** System power must be on to open the disk tray to remove your disk.

Open/close button

Video projector remote control



To select the DVD as the source for the video projector, with the video projector on (see page 4) press the **video/s-video** button on the video projector remote control.

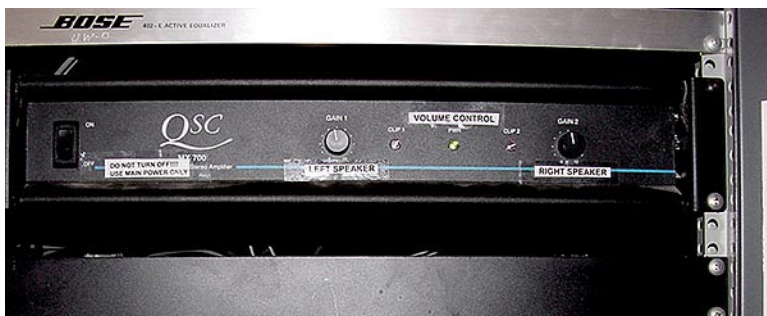
video/s-video button

To play an audio CD, it's not necessary to have the video projector on nor selected as a video source.

If the DVD isn't projected after you push play, press the **video/s-video** button again. Alternate presses on this button switch between the video input (VCR) and s-video input (DVD)



To select the DVD as the audio source, on the Kramer audio switcher, press the **DVD/CD** button (5)



Adjust volume using the right and left speaker knobs on the QSC amplifier.



Some functions, such as displaying and selecting from the DVD menu can only be done with the DVD remote control, which should be stored in the drawer at the bottom of the equipment rack.

## Audiocassette



An audiocassette player is located in the equipment rack.

**N.B.** System power must be on to open the cassette slot to remove your cassette.



To select the audiocassette player as the audio source, on the Kramer audio switcher; press the **Audiocassette** button (3)



Adjust volume using the right and left speaker knobs on the QSC amplifier.