The Illustrated manual for Clow 103

Contents

Lights........................................................................................................... 1
Turning on the system................................................................................. 3
Microphones.................................................................................................. 4
Turning the video projector on and off..................................................... 6
The screen..................................................................................................... 7
VHS videocassette recorder....................................................................... 8
Computer...................................................................................................... 10
DVD and Audio CD.................................................................................... 12
Audiocassette............................................................................................... 13

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 which to control.

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

* Fluorescents controlled by switch in projection booth
Turning on the system

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)
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.

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 accommodate 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.

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.

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.
There is a Windows computer 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.

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...
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.

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.
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.

---

**DVD and Audio CD**

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.

---

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.