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

Most of the functions of the systems are controlled by the SoftKey/AMX remote control.

The remote control panel is typically left on the computer cart, but may also be put away in the drawer at the bottom of the equipment rack.

Low Battery indicator
If the low battery indicator is flashing, take the remote to Clow Instructional Technology Services, extension 3328, Clow 216, to exchange it for a fully charged remote.

Backlight button
The display can be difficult to see in dim light. Pressing the Backlight button will illuminate it.

Function buttons.
Touch the button next to a menu item to select that item.
The display will change to more selections specific to that item.

Menu button.
Pressing this button will return you to the Main menu.
Turning the system on and off

Pressing the System On/Off button will turn on all the major components of the system except the video projector and will lower the screen.

N.B. If the system is on, selecting System On/Off from the Main menu will turn the system off.

The display will change to selections which allow you to turn the Video projector on.
Then press the Menu button to return to the Main menu and select the source you wish to use

If you only wish to use the public address system without lowering the screen or turning on any other equipment, select PA Only/On Off (see next page)

If you do not wish to use the screen or video projector immediately
You can control the screen by selecting Screen Up/Down from the main menu
You can turn on the Video projector later on by choosing the More menu, and then V.Proj On/Off
Note: If the system is on, selecting System On/Off from the Main menu will turn the system off.

Turning the system off does not turn off the video projector. Selecting System On/Off will turn off all the equipment in the rack, and display the V.Proj. Power menu which will allow you to turn the video projector off also.

Please remember to turn the video projector off. Leaving it on all night can significantly reduce the useful life of the bulb.
Public address system  
(microphones and audio sources)

In order to adjust the volume of either the microphone or a program source (Computer, VCR, DVD, CD, Audiocassette), from the main menu select **PA Only On/Off** from the main menu.

**N.B.** If you don’t need to use any other equipment, this will turn on the public address system without lowering the screen or turning on any other equipment.

Most of the control screens for program sources also include a button to take you to the PA menu.

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

**PA preset** sets the microphone level to a medium level

**Volume up** increases the volume of the microphone

**Volume down** decreases the volume of the microphone

**Program preset** sets the volume of the selected program source (Computer, VCR, DVD, CD, Audiocassette) to a medium level

**Volume up** increases the volume of the selected program source

**Volume down** decreases the volume of the selected program source

**Return** takes you back to the previous menu

**Lights** takes you back to the **Lights** menu

Public address system continues...
Two wireless lavalier microphones should be in the drawer in 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.

Public address system continues...
Mic battery indicator light.
When you switch the transmitter on, the BAT O/M light should flash if the battery has sufficient charge to operate.
If the light glows continuously, the battery is low and needs replacement.
**N.B.** if the light does not flash when turned on or glow continuously, it is completely dead and needs replacement.

There are normally extra batteries stored in the drawer with the microphones.
Contact Clow Instructional Technology Services, extension 3328, Clow 216 for batteries if there are none in the drawer.

To change the battery, remove the transmitter from the leather cover, grasp the transmitter by the edges and pull the battery compartment open.
If you replace the battery, or if there is no spare battery please notify Clow Instructional Technology Services, extension 3328, Clow 216.
Turning the video projector on and off

**When you turn the system on,**
the display will change to selections which allow you to turn the Video projector on, then press the **Menu** button to return to the Main menu and select the source you wish to use.

**Note:** If the system is on, selecting **System On/Off** from the Main menu will turn the system off.

**If the system is already on,**
from the **Main menu**, select the **More menu**, Then **V. PROJ. POWER**. That will take you to the same screen shown above which has options for turning the projector on or off.

Turning the system off does not turn off the video projector. Selecting **System On/Off** will turn off all the equipment in the rack, and display the **V. Proj. Power** menu which will allow you to turn the video projector off also.

*Please remember to turn the video projector off. Leaving it on all night can significantly reduce the useful life of the bulb.*
**Lights**

In order to adjust lighting levels, select **Lights** from the Main menu.

**N.B.** The lights can be controlled from switches near the doors without using the remotes.

Most of the control screens for program sources also include a button to take you to the Lights menu.

- **On.** Turns on all the lights in the room.
- **Off.** Turns off all the lights in the room.
- **Present.** Turns off the lights in the front of the room and dims the fluorescent lights. The video projector image is easily visible at this setting yet it is bright enough to take notes.
- **Project.** Turns off all the lights except the very last row.
- **Return.** Takes you back to the previous menu.
The VHS videocassette recorder is located in the equipment rack. The front panel must be opened in order to access the cassette loading slot.

Load the cassette normally.

The videocassette recorder can be operated from the controls on the front panel or from the remote control.

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

To access the videocassette recorder controls on the remote control, select **VCR VHS/SVHS** from the main menu.

If the video projector is not on, from the main menu, select **more menu**, then **V.Proj. Power**.

- **Volume up** increases video volume
- **Volume down** decreases video volume
- **PA volume** takes you to the PA menu in order to adjust microphone volume
- **Lights** takes you to the Lights menu in order to adjust lighting levels
Hi-8/8mm videocassette recorder

The Hi8/8mm videocassette recorder is located in the equipment rack.

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

To access the videocassette recorder controls on the remote control, select **Hi-8/8mm** from the main menu.

If the video projector is not on, from the main menu, select **More Menu**, then **V.Proj. Power**.

- **Play**
- **Stop**
- **Pause**
- **Fast Forward**
- **Rewind**
- **Volume up** increases video volume
- **Volume down** decreases video volume
- **PA volume** takes you to the PA menu in order to adjust microphone volume
- **Lights** takes you to the Lights menu in order to adjust lighting levels

**Eject button**

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Hi-8/8mm videocassette recorder

The Hi8/8mm videocassette recorder is located in the equipment rack.

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

To access the videocassette recorder controls on the remote control, select **Hi-8/8mm** from the main menu.

If the video projector is not on, from the main menu, select **More Menu**, then **V.Proj. Power**.

- **Play**
- **Stop**
- **Pause**
- **Fast Forward**
- **Rewind**
- **Volume up** increases video volume
- **Volume down** decreases video volume
- **PA volume** takes you to the PA menu in order to adjust microphone volume
- **Lights** takes you to the Lights menu in order to adjust lighting levels

**Eject button**
Overhead Camera

There is a camera mounted in the ceiling for displaying illustrations, small objects or demonstrations. The camera is mounted so that most of the room, except the front, can be in its field of view.

An additional light is available which illuminates the front of the room without spilling too much light on the screen. The switch for this light is next to the whiteboard.

In addition to the light near the camera, use the Present light setting.

To use the camera select DocCam from the Main menu:

- **Zoom** in or out
- **Focus.** Adjust focus (if the camera is focused when zoomed in as close as it can be, it will stay focused throughout its zoom range.)
- **Pan.** Move the camera right or left
- **Tilt.** Point the camera up or down

PA volume takes you to the PA menu in order to adjust microphone volume.

Lights takes you to the Lights menu in order to adjust lighting levels.

If the video projector is not on, from the main menu, select More Menu, then V.Proj. Power
Computer

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

Macintosh computers can be delivered and connected to this system. Contact Clow Instructional Technology Services, x3328, Clow 216

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 projector and sound system, select **Comp. #1** from the Main menu.

*If the video projector is not on,* from the main menu, select **More Menu,** then **V.Proj. Power**

- **Volume up** increases computer volume
- **Volume down** decreases computer volume
- **PA volume** takes you to the PA menu in order to adjust microphone volume
- **Lights** takes you to the Lights menu in order to adjust lighting levels
Connecting a laptop or other computer

There is a VGA cable next to the equipment rack to connect a laptop or other computer to the video projector.

**N.B.** If you need to connect to the campus network or internet, or need sound amplification from this computer, contact Clow Instructional Technology Services, x3328, Clow 216.

*If the video projector is not on,* from the main menu, select **More Menu**, then **V.Proj. Power**

To select the computer as the source for the video projector, **V** from the main menu, select **Comp #1**.

The display will switch to the Computer 1/2 menu.

**The computer must be connected to the audio inputs of the system in order to adjust the computer volume with the control panel.**

- **Volume up** increases computer volume
- **Volume down** decreases computer volume
- **PA volume** takes you to the PA menu in order to adjust microphone volume
- **Lights** takes you to the Lights menu in order to adjust lighting levels

When a computer is connected to this cable, the system automatically selects that computer as the source for **Comp #1**.

In order to used the installed computer, either turn video mirroring off or disconnect the computer.

*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, 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.

Many laptops have a function key that selects whether the image is displayed on the built-in monitor, on 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.
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**

*If the video projector is not on*, from the main menu, select **More Menu**, then **V.Proj. Power**

Select **DVD** from the main menu

- Play the CD or the main feature on a DVD
- Stop
- Pause
- Skip to the next track or DVD Scene
- Skip to the previous track or DVD Scene
- Increase the volume of the DVD or CD
- Decrease the volume of the DVD or CD
- Takes you to the **PA volume** menu to adjust microphone volume
- Takes you to the **Lights** menu to adjust lighting levels

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.
Slides

Slides can be projected over the data projector with a slide to video transfer device located in the equipment rack. Slide images may not be as sharp as those projected with a normal optical slide projector.

Placing a slide tray on this device is exactly the same as any normal Carousel projector.

N.B. System power and the slide transfer device must on in order to remove a slide tray.

If you would prefer a standard optical slide projector, contact Clow Instructional Technology Services, x3328, Clow 216 to have one delivered for your class.

From the main menu, select the More menu, then 35mm slides

If the video projector is not on, from the main menu, select More Menu, then V.Proj. Power

Slides continues...
Turns the device on and off. *When finished with this device, please turn the lamp off.*

Advances to the next slide

Reverses to the previous slide

Adjust focus in one direction

Adjusts focus in the other direction

Enlarges the image. *This can go beyond the limits of the video projector image so the outside edges of the slide image can be cropped off*

Reduces the size of the image.

Increases the brightness of the image

Decreases the brightness of the image

Takes you to the PA volume menu to adjust the volume of the microphone or other program source.

Slides can be scanned for display from the computer, which yields an image somewhat sharper than this video transfer unit.

Contact the IDEA Lab, ext 2191 or ext 7363 for more information.
Audiocassette

An audiocassette player is located in the equipment rack.

**N.B.** System power must be on to open the cassette door to remove a cassette.

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To use the audiocassette player, from the main menu, select **More Menu**, then **Audiocassette**.

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- **Play**
- **Stop**
- **Pause**
- **Fast Forward**
- **Rewind**

**Volume up** increases cassette volume

**Volume down** decreases cassette volume

**PA volume** takes you to the PA menu in order to adjust microphone volume

**Lights** takes you to the Lights menu in order to adjust lighting levels
Additional video and audio sources

Additional video and audio sources can be connected to this system. Contact Clow Instructional Technology Services, ext. 3328, Clow 216 for equipment and connections.

To use an additional audio or video source, from the main menu, select More Menu, then Vid/Aud Aux. In.

If the video projector is not on, from the main menu, select More Menu, then V.Proj. Power

The display will switch to the Aux Input menu.

Volume up increases program source volume
Volume down decreases program source volume
PA volume takes you to the PA menu in order to adjust microphone volume
Lights takes you to the Lights menu in order to adjust lighting levels