

Academic Instructional Center West AW 303

Classroom Multimedia Orientation



Instructor's
Station

Screens

LCD projector

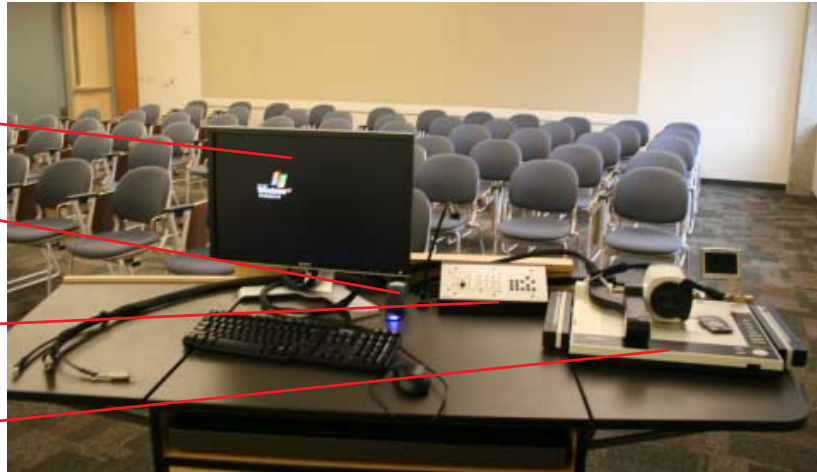
Instructor's Station

Computer Monitor

Wireless Mouse

Media Control Panel

Document Camera



Media Control Panel

Projector On/Off

Blank

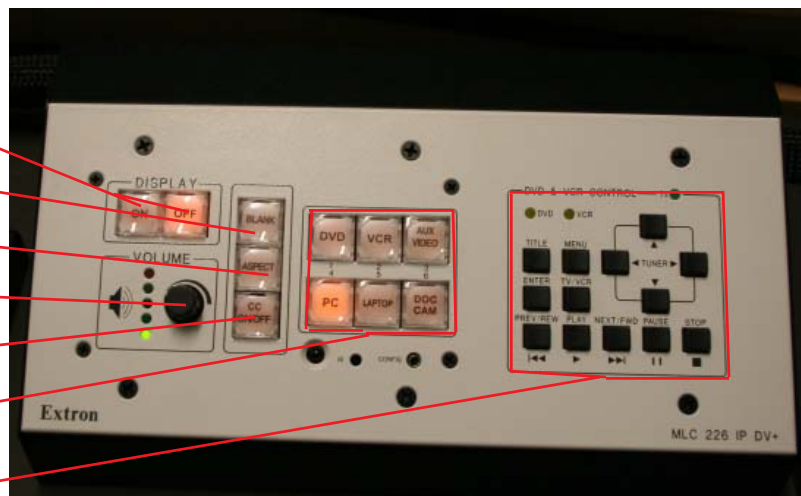
Aspect

Program Volume

Closed Caption On/Off

Source Selection

DVD/VCR Controls



To Use the Projector

Press the ON button on the top left of the Media Control Panel under the label DISPLAY.

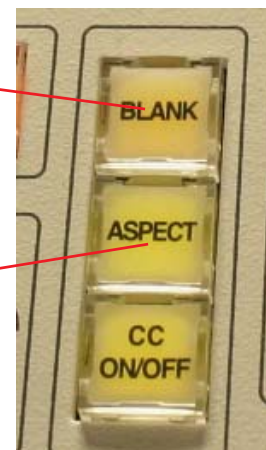
Wait about one minute until the light stops flashing and you see an image projected on the screen.

Select your source of projected image by pressing the button with its name.

To BLANK the projected image for a while, press the BLANK button on the projector image adjustment panel. To see the image again, press the BLANK button again.

To adjust the video image from standard (4:3) to letter box (16:19), use the ASPECT button.

To turn the projector off, press the OFF button and hold for about 3 seconds, or until the light begins to flash.



To Use the DVD/VCR Player

The DVD/VCR play is located at the front of the instructor's station.



To play a DVD

Place the DVD in the tray and close.

On the Media Control Panel select DVD.

Use the DVD commands on the Control Panel or the handheld remote control to play your DVD.

Use the black TUNER arrows to navigate the DVD menu.

A DVD can also be played in the computer.

Trouble with DVD controls? Check to see that the door on the front of the DVD player is closed.

To play a VHS Tape

Insert tape gently into the VCR.

On the Media Control Panel select VCR.

Use the VCR commands on the Control Panel or the handheld remote control to play your tape.

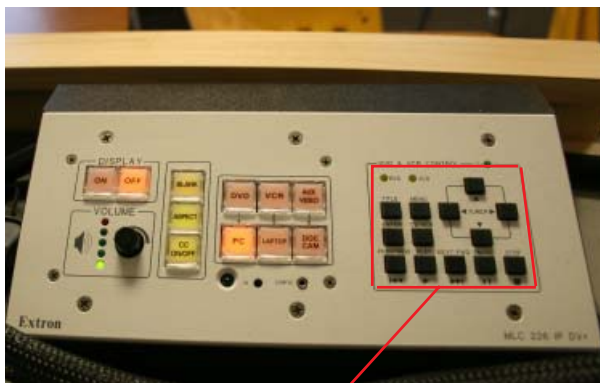
To change from TV to the DVD/VCR player, press the TV/VCR (input) button.

To select Line 1 or 2 for DVD/VCR, press the TV/VCR (input) button. Select Cable TV with the same method.

To avoid cable TV programming use PAUSE rather than STOP on the Control Panel or with the handheld remote control.

The TUNER arrows have a dual purpose:

- a) DVD navigation
- b) Cable TV channel navigation



To Project an Image from the Installed Computer



You will need a WWU account to use the campus network.

Log in with your network user name and password.

Select PC as the source for projected image.

To play a DVD on the installed computer, insert it into the DVD/CD drive and use the Power DVD software.

To Use the Document Camera

Press and hold the POWER button located on the right side of the document camera until it begins to flash.

To toggle through the lamp selections, use the small, flat remote control.

To adjust brightness, press the +/- Brightness button.

To adjust focus, press the AF button on the remote control.

To zoom in/out, press the Zoom arrow on the round button or on the remote control.





To Project an Image from your Laptop:

VGA

Ethernet

Computer Audio

You will need a [WWU account](#) to use the campus network.

The laptop connections are located on the instructor's station near the monitor.

The VGA cable plugs into the external monitor port on your laptop.

The audio cable can be plugged into the headphone jack on your laptop.

The wireless network can be used if your laptop has a wireless card.

Be sure to make all connections before powering up your laptop.

Turn your laptop on.

Turn the projector on.

Select LAPTOP from the control panel.

Wireless Lavalier (Lapel) Microphone

To use the wireless lapel mic, clip it onto your collar and be sure it is pointed toward your mouth.

Turn the transmitter on and place it in a pocket or clip it to your belt.

To adjust mic volume, use the Program Volume knob on the Media Control Panel.

Spare batteries are located in the drawer of the instructor's station. If you use a spare battery, please notify ATUS Classroom Services so it can be replaced.

