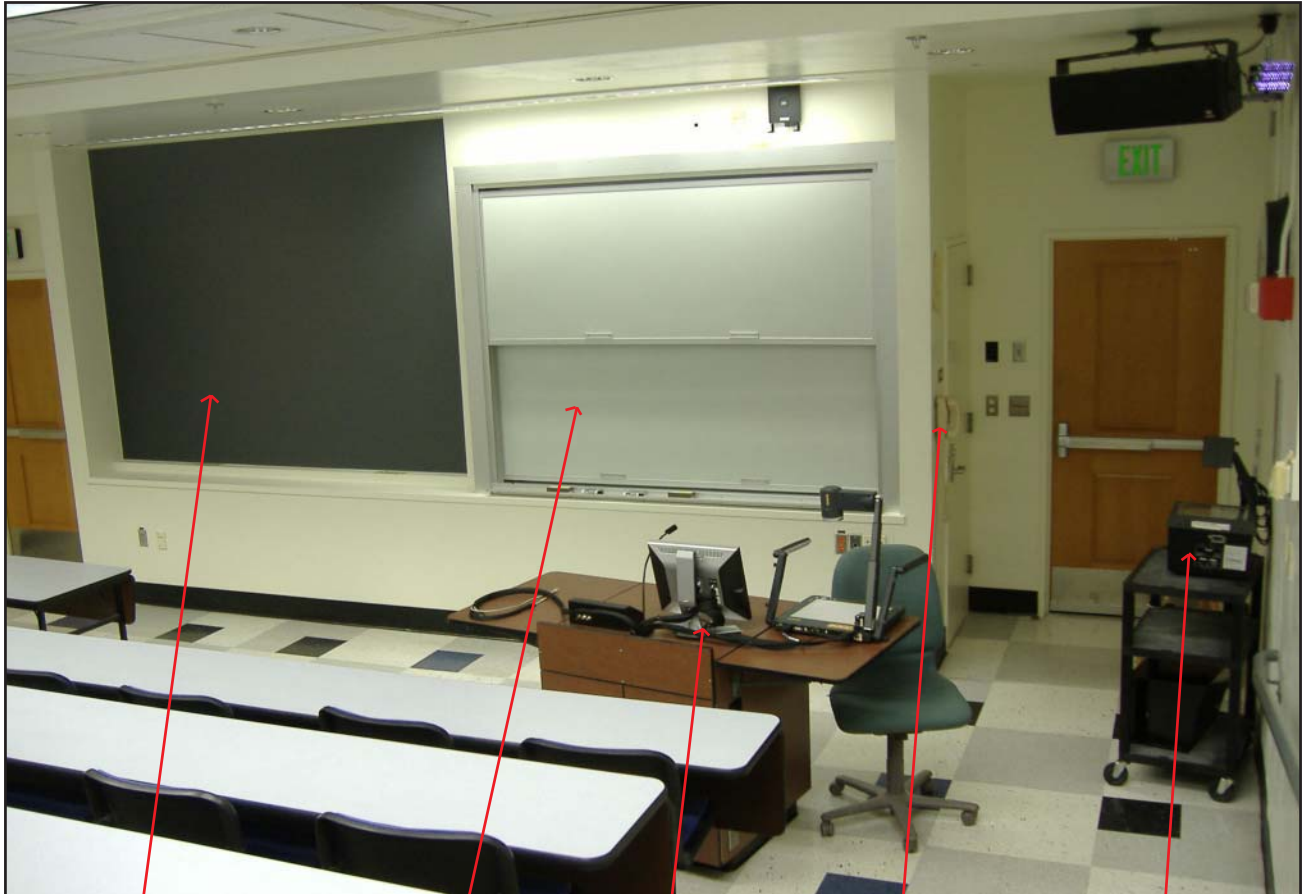


Haggard Hall 253

Classroom Media Setup



Projection Screen
(The image is projected from behind the screen, in the projection room.)

White Board

Instructor's Station

Projection Room

Overhead Projector

Instructor's Station

Computer Monitor

Document Camera

Media Control Panel



Media Control Panel

Projector Display On/Off

Program Volume

Projector Image Adjustment

Source Selection

DVD/VCR controls



To Use the Projector

Located in the Projection Room

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

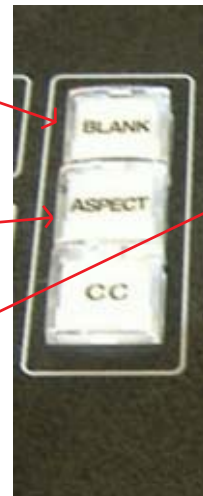
Wait about one minute until the light stops flashing and you see an image projected on the screen.

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.



Unique features on the Media Control Panel

Notice the projector controls are on the left along with the volume control. The source selection and DVD/VCR controls are on the right.

When your source is selected, it will be lit.

The navigation arrows on the right have a dual purpose. They will navigate your DVD menu or they will access cable TV.





VHS/DVD players

To play a VHS Tape

The VCR is located on the front of the instructor's station.

Select VCR on the Media Control Panel.

Insert tape gently into VCR

Use the VCR commands to play your tape.



To Play a DVD

The DVD player is located on the front of the instructor's station below the VCR.

On the Media Control Panel select DVD.

Place the DVD in the DVD player tray and close.

Use the DVD commands to play your DVD.

Use the white arrows to navigate the DVD menu.



To Project an Image from the Installed Computer



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

Login with your network username and password. If the Windows workstation login appears, the user name is already entered as "Click OK" and there is no password. Press enter.

Turn the projector ON. After it warms up and the lights stop flashing, select COMPUTER by pressing the button on the Media Control Panel.




To play a DVD on the classroom computer, insert it into the DVD/CD drive and use the InterVideo Win DVD software.

To use the Document Camera

To raise the lamp arm push the lamp release button forward and lift the lamp arm upward, then pull the lamp away from the arm and adjust to preference.



Pull the camera arm upward and adjust to desired height.


Press the POWER button  for three seconds, at the right of the platform.

There are three light settings:

Lamps off (no lights)

Upper lamps only

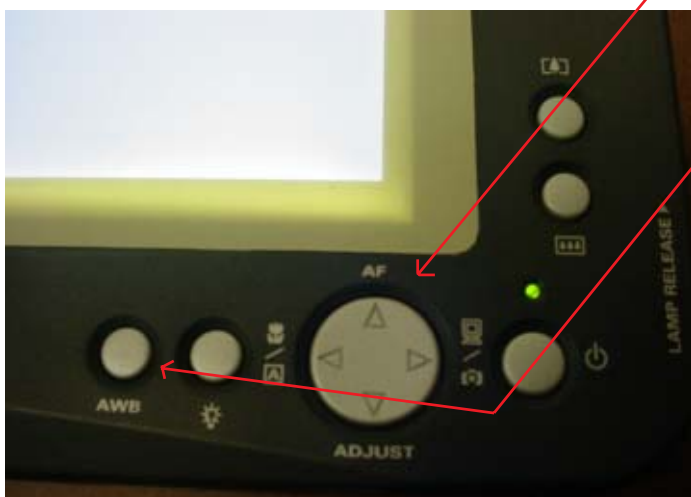
Baselamp only

The lamps can be turned On/Off with the light button 

Be sure the Auto Focus (AF) is on.

Adjust the contrast using the Auto White Balance (AWB). If the image appears to be washed out you might want to dim the classroom lights.

A 35mm slide may be inserted into the slot below the camera lens.





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 Microphone

Clip the microphone on your collar and be sure it is pointed toward your mouth.

Place the transmitter in a pocket or clip it to your belt.



Turn the mic on

The volume control is located on the front of the instructor's station.



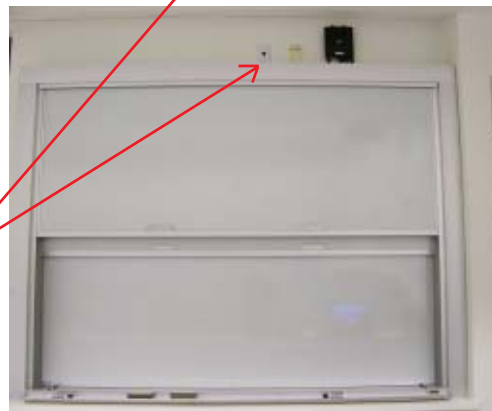
Remote Controls

The remote controls are located in the accessory drawer of the instructor's station.

Media Control Remote

The hand held media control remote duplicates the controls of the desktop media control panel.

For best results, point the media control remote at the receivers. They are located on the front of the media control panel and up above the white marker board.



The DVD and VCR remotes must be pointed directly at the DVD player or VCR

The wireless mouse can be used "free hand" or as a standard table top mouse. Please replace it on the charger for the next instructor.

Spare batteries can be found in the accessory drawer.

