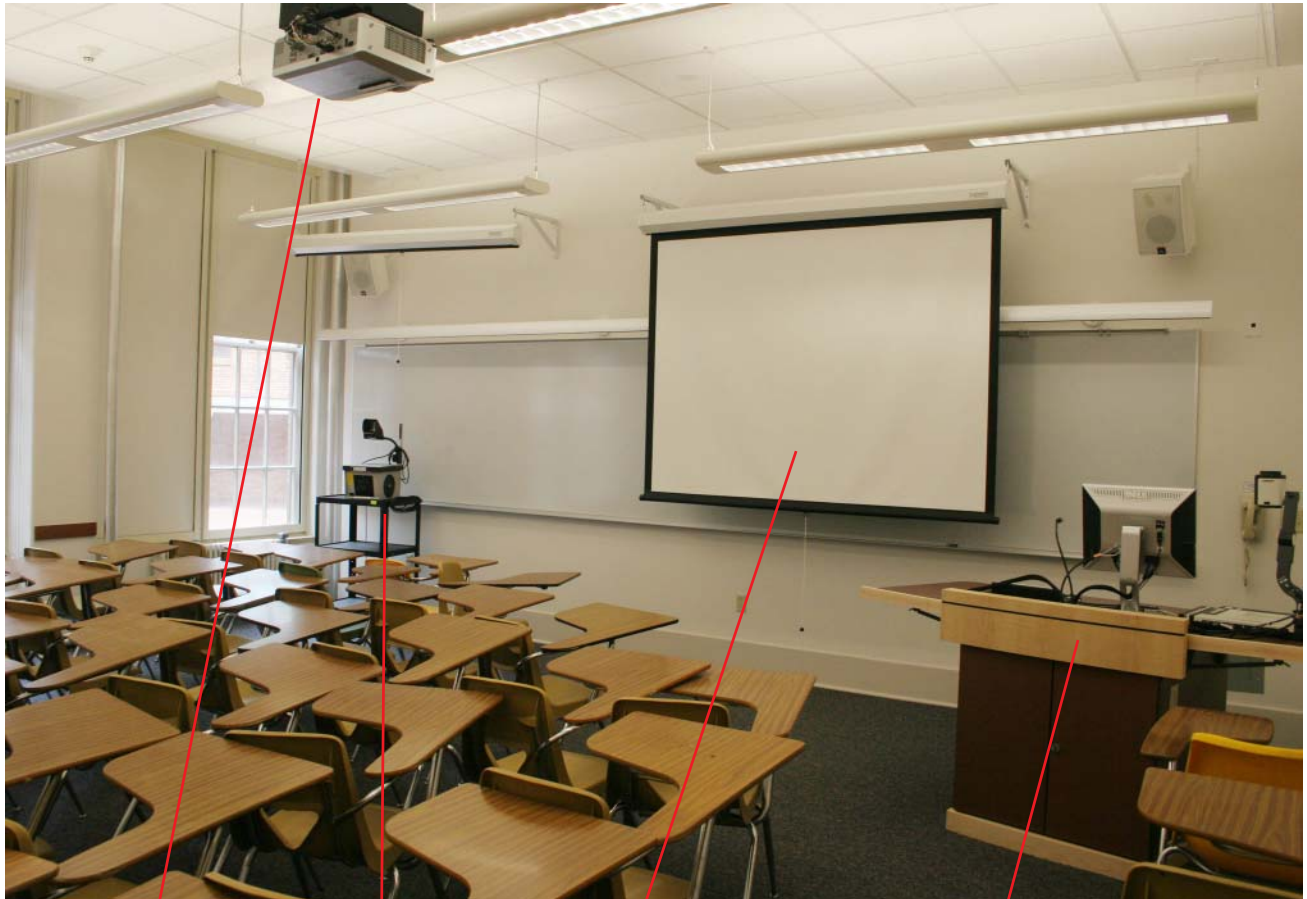


Humanities Building 107

Classroom Media Setup



LCD
Projector

Overhead
projector

Projection Screen

Instructor's
Station

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

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.





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.

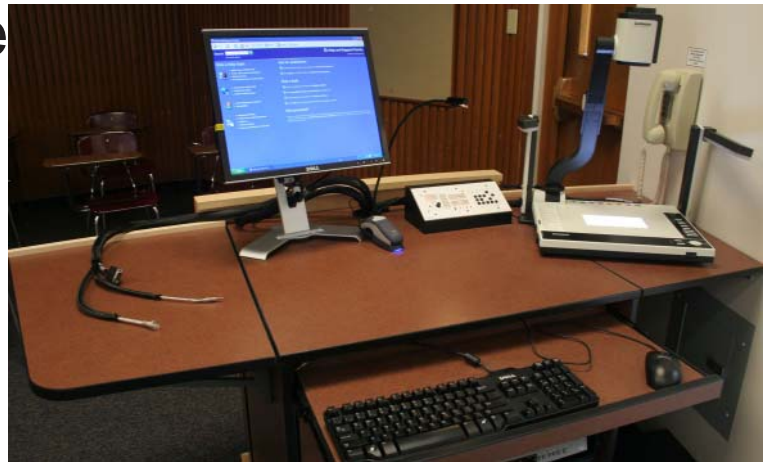
Place the DVD in the DVD player tray and close.

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

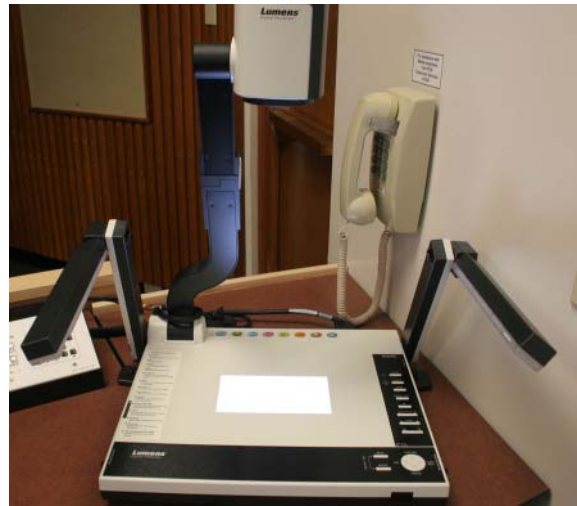
Press and hold the POWER button for three seconds, located on the right side of the Doc Cam

For a brighter image, you can turn the lamps on by pressing the Lamps button. If the image is still too light/dark, you can adjust it by pressing the +/- brightness button.

The Photo/Text button will help with focusing. It toggles through both options so if you're projecting an image that is mostly text, you want to make sure that it is set on text; if projecting a photo, have it set on photo.

The AF button will auto focus the image that you are projecting.

It is also possible to zoom in and out on the image by pressing the Zoom button, +/-.





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 on the wall behind the instructor's station.



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.