

## The Willard Auditorium Multimedia Classroom Equipment Instructions

All of the equipment can be turned on and operated from the podium area. The following is a brief description of how to use the system.

1. **Drop the projector screen down** from the ceiling using the switch (one with the up & down arrows) located on the angled wall behind the podium just to the right of the light switches. The room lights are controlled using the dimmer switches located there as well.
2. **To turn the system on, press the black button** located just under the countertop to the right of the podium (just above the VCR's). The system will serially turn on each of the components except the LCD projector. After a few seconds, the screen on the podium will light up and you will see the **Main Menu**. This is a touch control panel, press your finger on a button on the screen to activate it.
3. **Turn the LCD projector on** by pushing the button on the **Main Menu** labeled "**Projector ON**" (it turns red briefly when activated and then flashes red off & on while in operation). It takes two minutes for it to warm-up and be fully operational.
4. The **Main Menu** also has controls for the "**Document Viewer**" (document camera), videocassette players ("**VCR1**", "**VCR2**"), "**Cass Deck**" (audiocassette player/recorder), "**Slide Viewer**" (slide projector), and "**Audio Control**" (sound system volume controls).
5. **To reach the sound system controls** touch the button labeled "**Audio Control**" on the **Main Menu**. Each sound system has a vertical bar with a label just below the bar. To turn on the sound for any system gently press your finger about halfway up the vertical bar, then lift your finger off the screen. A blue column will appear and move up to where your finger touched the screen. Test the sound for the system involved and adjust the volume accordingly by touching the top of the blue column and sliding your finger up or down. To turn off the sound temporarily, touch the "**Mute**" button located just below the column (it will turn from blue to red). To restore the sound, touch the "**Mute**" button again (it will turn from red to blue). The bar labeled "**Main**" controls the sound for the computer, VCR's, and cassette tape player. There are also bars for each of the microphones [wireless mic, podium mic (podium microphone), and aux mic (auxilliary microphone)]. After adjusting the volume(s) as desired, return to the **Main Menu** by touching the "**Exit**" button at the bottom right corner of the screen.
6. **There are two microphones** with the system and an outlet to connect a third auxilliary microphone at the bottom left side of the podium. One is a fixed microphone located on the podium and a wireless microphone located in a zippered bag in the pullout drawer at the bottom of the podium where the slide projector is located. There is a button on the top of the wireless unit that must be switched to the "on" position. The volume for both microphones is controlled using the **Audio Control** panel off of the **Main Menu** on the podium control screen as listed in #5 above. The vertical bars are labeled "**Wireless Mic**" for the wireless microphone and "**Podem Mic**" for the podium unit. Only one of the microphone sound bars should be active at the same time or there may be interference. Push the "**Mute**" button below the bar for the microphone not in use. When you are through using the wireless microphone, **be sure to turn it off by switching the button on the unit to the off position** (or the battery will run down prematurely) and return it to the zippered bag and into the bottom drawer. There is also a listening device for the hearing impaired located in a box in the same drawer as the slide projector and the wireless microphone. Instructions for its use are in the box.
7. **To project a PowerPoint** (or other computer) **presentation**, turn the computer on (if it did not come on when the system was turned on in step 2) by pushing the button located on the front of the computer tower just beneath the podium top. The keyboard and mouse are located on a slide-out shelf just under the podium top and above the computer tower. Push the "**Computer**" and "**Computer Screen**" buttons on the **Main Menu** in order to see the computer desktop on the podium screen and the large screen. Use the mouse to open Power Point by double clicking on the icon on the desktop. Remember to turn on the computer sound through the **Audio Control** panel off of the **Main Menu** on the podium control screen (the bar labeled "**Main**") if there is sound involved with your presentation.
8. **To use the Document Viewer** (located on the counter just to the right when standing behind the podium), touch the "**Document Viewer**" button on the **Main Menu**. Plain paper, transparencies, x-rays or objects placed on the projection pad are projected to the small screen on the podium and the large screen just behind you to your left as you face out toward the audience. Use the "**Zoom**" button on the lower right hand side of the Document Viewer to enlarge or diminish the image size. Opening or closing the "**Iris**" button will adjust the amount of light. The "**Focus**"

button will improve the focus of the object being projected if needed. To project transparencies or x-rays, you need to change the light source, by pushing the **“Lighting”** button. One push will change to a backlight source (suitable for transparencies and x-rays), two pushes will turn off all of the Document Viewer lights. Pushing a third time begins the sequence again. The power button on the Document Viewer should remain in the **“On”** position at all times so that it may be controlled from the **Main Menu** located on the podium.

9. **To project slides**, use the video slide converter located in the pullout drawer at the bottom of the podium, just under the computer. Place your carousel of slides on the projector and slide the drawer shut. Touch the **“Slide Viewer”** button on the **Main Menu** podium screen to access the control buttons that include “slide forward” and “slide reverse” in addition to zoom, iris, and focus buttons. The zoom buttons make the image larger or smaller on the projection screen while the iris buttons are used to brighten or dim the image. To remove your slide carousel from the projector, depress and hold down the black button located on the top right side of the projector and slide the carousel around to the starting position and lift up. Then close the projector drawer. The unit is turned off using the controls on the **Main Menu** located on the podium.
10. **Using the Annotation Tablet** (Acecat III – Pointmaker), (the small white pad with attached pen on the countertop between the podium and the document viewer): pick up the pen and write on the pad surface. You will see the writing on the podium screen and the large projector screen. You can change the color of the writing by pushing the tip of the pointer on the color square that you desire. You can change from writing to a pointer by pressing the bar labeled “Pointer On/Off”. Press “Clear” to erase any previous writing. Press “Chalkboard” to use the pad to write or draw a message for the audience directly to the screen. Press “Video” to return to the previous presentation.
11. **To use the VCR(s)**, turn on their sound using the **Audio Control** screen as mentioned in #5. Then return to the **Main Menu** (touch **“Exit”** on the bottom right of the screen) and touch the button for the VCR that you wish to use (**VCR 1** is the one on top nearest the countertop with **VCR 2** just below it). You will see a screen with typical VCR controls (start ▶, stop ■, pause, fast forward ▶▶, rewind ◀◀, etc.). To place a videocassette in the VCR, pull down the panel on the left front side of the VCR and insert the cassette in the slot. You then use the controls on the touch screen panel on the podium to play, rewind, etc. To remove your videocassette, use the eject button located on the pull down control panel on the VCR itself. Remember that sound volume for each VCR is controlled through the **Audio Control** screen off the **Main Menu** with the bar labelled **“Main”**.
12. **To use the audiocassette player** (located just below the VCR’s to the right of the podium), turn on the sound through **Audio Control** as for the VCR’s, and return to the **Main Menu**. Then touch the **“Cass Deck”** button and a screen with typical cassette recorder buttons appears. Place your audiocassette in the player and use the podium controls to start ▶, stop ■, rewind ◀◀, etc. You must use the eject button on the cassette recorder itself to insert and remove the cassette.
13. **To operate the light for the podium** (in ceiling immediately overhead), use the slide switch located on the angled wall immediately behind the podium.
14. **To turn off the system, use the following procedure sequence:**
  - a. **If the computer was turned on, use the mouse to back out to the Windows 98 desktop screen.** Then return to the **Main Menu** by pressing the **“MM”** button (bottom center of screen).
  - b. **Turn off the LCD projector** by touching the button labeled **“Projector OFF”** located on the **Main Menu**. The **“Projector On”** button should stop flashing if successful.
  - c. **Turn off the rest of the system** by touching the button labeled **“System OFF”** located on the Main Menu. The system will then serially shut down. (Be sure to remove the slide carousel from the video slide converter before shutting down the system). The VCR’s remain lighted when the system is off.
  - d. **If the wireless microphone was used**, be sure to turn it off using the button on the top of the unit and return to the zippered bag in the bottom drawer of the podium.
  - e. **Return the projector screen into the ceiling**, using the switch located on the wall behind the podium.

For questions, to report problems or to reserve the classroom, contact Donna Parker 348-1309.