

**IF AT ANY TIME ASSISTANCE IS NEEDED, USE THE AUTO-DIAL PHONE ON THE SIDE OF THE CABINET**

**Rm 105 Multimedia System**

Pull down the screen  
Unlock black cabinet

**Remote controls** are stored in the bottom drawer of the cabinet. If the computer will be used, obtain the **remote mouse** (gray Interlink Electronics remote). If the DVD / VCR Player will be used, obtain the gray **Sony Video / DVD combo remote**.

The mouse is used to select the appropriate icon or program -- either the mouse attached to the cpu or the remote mouse. **The mouse remote can be pointed at the projector or directly at the screen.**

- The **dark gray button** with the mouse icon moves the arrow on the screen.
- The **button on the underside** of the remote mouse and the **> button on the top** of the mouse work like the left mouse button on the mouse connected to the computer.
- The **< on top of the remote** mouse works like the right mouse button on the mouse connected to the cpu.
- The **Laser button** can be pressed and held to use a laser pointer on the projection screen.

**Batteries:** If the remotes or keyboard do not seem to be responding, the batteries are most likely wearing down. Please contact a member of the LRC staff for replacements.

Turn the **red Master Power Switch** (located on the right side, below the monitor) for the system on by pressing up on the button.

If sound will be needed, and the **AUDIO AMP Panel** (Mixer Amp) is not on, press the **ON** button. (A blue light will appear if the AUDIO AMP IS on) **NO OTHER DIALS ON THE AUDIO AMP SHOULD BE ADJUSTED – EVER. If the Audio Amp is on, a low level of music may be heard before VCR / DVD begin playing....do not adjust dials.**

Turn on the projector by pressing the **Switcher ON** button.  
Proceed with starting other equipment per instructions below while the Philips projector warms up.

**To use computer,**

The computer will already be on  
Unlock (turn the centrally located black lever) and pull out the keyboard tray located immediately above the Master Power Switch Panel.

Moving the mouse should bring cause the monitor to display an image. If the monitor does not display an image, press the large button on the right lower front of the monitor to make sure it is turned on.

The computer will present the Windows XP desktop. For most use of the computer system, logging in as a guest is adequate:

In the **Username** dialog box, type **user**  
In the **Password** dialog box, there is no password  
Be sure there is a check in the **Workstation Only** box,  
Click on **OK**

For Faculty or Students to **access their network storage space** (ie for large file access)

Uncheck the **Workstation Only** box,  
In the **Username** dialog box, type your username;  
In the **Password** dialog box, type your password;  
Click on **OK**

This is **ONLY necessary to access network storage space**, it is NOT necessary to access internet, portal, email, course web sites.

When / If the Windows Workstation dialog box appears:  
In the **Username** dialog box, type **user**  
In the **Password** dialog box, there is no password  
Click on **OK**

If the computer display does not appear on the projector screen, press the **PC** button on the **Switcher**.

To exit any and all programs, use the mouse to click on the X in the upper right corner of the screen.

**SLIDE SHOWS**

To show a slide show,  
Start Power Point by clicking on the Power Point icon on the Quick Launch bar at the bottom of the desktop  
Insert your disk into the appropriate drive -- a: drive, CD-ROM or Zip drive  
Open file by clicking on File, Open, then selecting the correct location and file name  
Once your file is open, press **F5** or click on **Slide Show** on the menu bar at the top of the screen, then click on **VIEW SHOW**  
or Click on the icon that looks like a movie screen at the bottom left of the screen.

Slides may be advanced by clicking with the left mouse button (The **button on the underside** of the remote mouse and the **> button on the top** of the mouse function like the left mouse button)

**To use a laptop,**

The black cable in bottom of black cabinet must be connected to the laptop – monitor output and headphone output.  
Press the **Laptop** button on the **Switcher**.

Activate the laptop video output signal by using the appropriate video activation command for the laptop. (Dell = FN + F8 or FN + F12)

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**TO OPERATE DVD / VCR player:**

If the DVD/VCR player is not on, turn the power on by pressing the **Power** button on the DVD/VCR player (the word Video or DVD will be visible on the player display when on).

The source for the projector must be changed appropriately, press the **DVD** button on the **Switcher** to play a DVD in the DVD Player or press the **VCR** button on the **Switcher** to play a VHS tape. If playing a DVD in the computer, press the **PC** button on the **Switcher**.

Insert the Video Tape or the DVD into the DVD/VCR player. **Use the Sony Video / DVD combo remote** or the **controls on the DVD/VCR player** to control the media.

Many tapes automatically begin to play. If the tape does not automatically begin to play, push the **Play** button on the VCR portion of the DVD/VCR Player or the DVD/VCR/TV remote control (gray Sony Video / DVD combo remote.)

Many DVDs automatically begin to play. If the DVD does not automatically begin to play, push the **Play** button on the DVD portion of the DVD/VCR Player or the DVD/VCR/TV remote control (gray Sony Video / DVD combo remote) when using the DVD player.

Adjust the volume with the **VOLUME** knob on the **Switcher**.

When finished playing the videotape, press the **STOP / EJECT** button, remove the videotape by pressing the **STOP / EJECT** button (*Use the video rewinder in the LRC to rewind the video*). DO NOT TURN OFF THE DVD/VCR player AFTER EJECTING THE TAPE.

When finished playing the DVD, press the **STOP** button, remove the DVD by pressing the **OPEN/CLOSE** button. DO NOT TURN OFF THE DVD/VCR player AFTER EJECTING THE DVD.

If the computer is to be used after a videotape or DVD has been played, press the **PC** button on the **Switcher**.

**To project with VISUALIZER**

Instructions are given with assumption that operator is facing the visualizer unit

Plug cart cord (black) into power outlet

Turn power button on left side **ON** if it is in the OFF position

To turn illuminator on, press and release **UPPER** button under the **LAMP** heading on the left front edge of visualizer

Plug the light gray cord from the visualizer into the top left (yellow video) input port on the **DVD-VCR player**

Press **VCR** button on the **Switcher**.

Gently lay item to be displayed on the white illuminator panel

FOCUS VISUALIZER by:

Press and hold the **TELE** button until lens is "zoomed" in to item on panel

Press and release the **AUTO FOCUS** button

Press the **WIDE** button to display item at the desired size

Item displayed may be magnified by pressing the **TELE** button under the **ZOOM** heading on the front edge of the visualizer

Pressing the **WIDE** button under the **ZOOM** heading will move the lens away from the displayed item, showing more of it on the screen

When finished with the visualizer, the projector source can be returned to the computer image by pressing the **PC** button on the **Switcher**.

When finished with the presentation, unplug the visualizer from the **VCR/DVD player**.

**WHEN FINISHED:**

**PLEASE DO NOT TURN OFF SEPARATE COMPONENTS IN THE SYSTEM – ONLY THE CPU WILL BE SHUT DOWN SEPARATELY:**

Exit any computer program being used by clicking on the **X** in the upper right corner of the screen

Exit Windows XP by moving the arrow (using the mouse) to the **START** bar, clicking the left mouse button, then moving arrow to **SHUT DOWN** and clicking.

The computer may be shut down or restarted—select the appropriate option, then click on **OK**.

Shut down the projector by pressing the **OFF** button on the **Switcher**.

IT IS IMPERATIVE THAT THE PROJECTOR BE TURNED OFF TO PRESERVE BULB LIFE. THERE SHOULD **BE NO IMAGE** ON THE SCREEN AND THE LIGHT ON THE BOTTOM OF THE PROJECTOR SHOULD BE **RED**. THE FAN WILL CONTINUE TO RUN UNTIL THE PROJECTOR HAS COOLED SUFFICIENTLY.

Turn the red **Master Power Switch** off by pressing down on the button.

Return the keyboard to the keyboard tray if it was moved elsewhere in the room. Push the keyboard tray in and lock. Return all remotes to the drawer in the bottom of the cabinet and close the drawer.

Close the door to the black cabinet

Lock the cabinet door

Lock the classroom door.