

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

## Rm 107 Multimedia System

Lower the screen if is not in the down position using the button on wall to the right of the screen.  
Unlock appropriate sections of the Sympodium. (The ELMO drawer is to remain unlocked.)

**Remote controls** are stored in the bottom drawer of the cabinet (labeled STORAGE). Obtain the small light gray remote for the **Panasonic projector** or **use the Sympodium projector controls**. If the computer will be used, obtain the **remote mouse** (black Interlink Electronics remote) or the wireless keyboard (on top of DVD/VCR Player). If the DVD/VCR Player will be used, obtain the gray **DVD/VCR/TV Universal remote**. The small silver Panasonic remote is used to control the Panasonic projector or the Sympodium projector controls may be used.

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.

To use any system in / from the Sympodium, turn the **red Master Power Switch** (located on the left side, middle of cabinet) for the system on by pressing up on the button.

### To use computer,

Turn the CPU (in lower right side of Sympodium) on by pushing on the power button (labeled **ON**)  
If the monitor does not display an image after the CPU is turned on, press the button on the right top front of the monitor.

The computer will present the Windows XP desktop. For most use of the computer system, logging in as a guest /user 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**

Turn on the projector by pressing the Sympodium projector controls - **Proj on** button.  
If the computer display does not appear on the projector screen, press the **PC** button on the Sympodium projector controls.

The gold braided cable near the monitor can be used for insertion of **usb memory devices**.

**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, DVD/CD-ROM or usb port  
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 TV MONITORS:

Insure that both wall switches (marked TV) on the west wall by the door to Rm 108 are **ON** (up).  
Press the Sympodium **Plasma On** button (to the left and behind the monitor) **ON** button.

If the computer display does not appear on the Plasma TVs, press the **PC** button on the Sympodium controls.

If the TVs do not display a computer image or the blue screen from video projection (and there is a red light in the lower left corner), use the remote marked **Panasonic Display** in the **STORAGE** drawer  
Pointing the remote toward the sensor (bottom left) area of the TV, press the **ON** button until the red light turns green.  
To project a computer image, press the **Input PC** button on the **Panasonic Display** remote; To project a video image, press the **Input 2** button on the **Panasonic Display** remote. Return the remote to the storage drawer

When finished with the TVs, turn them off by pressing the **Plasma Off** button on the Sympodium Plasma TV control

**DO NOT USE THE REMOTE TO TURN OFF THE TVS- LIKEWISE DO NOT TURN THE POWER SWITCHES ON THE WALL TO OFF. THE WALL POWER SWITCHES SHOULD REMAIN ON AT ALL TIMES.**

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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 (a light will be visible when the DVD / VCR is on).

The source for the Panasonic projector must be changed by using the Sympodium projector controls to press **VCR** or **DVD** as appropriate.

Insert the Video Tape or the DVD into the DVD/VCR player **using the DVD-VCR/TV Universal remote** or the **controls on the DVD/VCR** player.

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 DVD/VCR/TV Universal 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 DVD/VCR/TV Universal remote) when using the DVD player.

Adjust the volume with the **VOLUME** knob on the Sympodium projector controls.

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, the source for the Panasonic projector must be changed to the computer image by slowly pressing the **SOURCE** button on the Panasonic remote until the source (upper right corner of the screen) indicates **RGB** or by using the Sympodium projector controls. The source for the Plasma TVs must be changed to the computer image by pressing **PC** on the Sympodium controls

### **To project with VISUALIZER**

Instructions are given with assumption that operator is facing the Sympodium.

The main power switch, computer and the projector must be turned on. The Sympodium controls sources must be set at **PC**. If a laptop is used for the data source, the Sympodium controls settings will need to be changed to **PC** to project from the visualizer and returned to **LAPTOP** to project data.

Open the right top drawer of the Sympodium.

Pull drawer out, extend the 2 side arms; Pressing the dark gray button on the base of projection arm, lift the projection arm.

Turn lens head so lens is pointing downward.

Turn power button on right rear top **ON** if it is off.

To turn illuminator arms on, press and release **UPPER /BASE / OFF** on the left front edge of visualizer until the upper lights are on (usually 2 times after power turned on)

Change the source of the display to the visualizer image by pressing the switch on the box to the left of the Sympodium projector **controls to ---- (ELMO)**. The source on the Sympodium controls should be set to **PC**.

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 **AF (Auto Focus)** button

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

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

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

When finished with the visualizer, the Panasonic source must be changed to the computer image-- by pressing the switch on the box to the left of the Sympodium projector controls to **O (PC)**.

When finished with the presentation, turn the lens head to a semi horizontal position, fold the projection arm down to the base and fold the illuminator arms toward the center.

Close the drawer and lock all doors / drawers (except ELMO drawer). Be sure to shut the computer down and turn off the Main Power Switch before leaving the room

### **TO USE A LAPTOP**

To use a laptop rather than the Sympodium cpu, place laptop on the Sympodium.

Connect cables to laptop: Computer 2 RGB for video; Computer 2 Audio – if audio from the laptop is needed; Computer 2 USB to be able to project from the laptop using the Sympodium laptop control; Computer 2 Network cable – will not need to use this if computer is wireless; will only be able to access network with this cable if is an ISU laptop with an assigned IP address.

Plug the laptop power cord into the Sympodium power outlet on the Sympodium surface.

Press the **LAPTOP** button on the Sympodium projector controls.

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

### **WHEN FINISHED:**

**PLEASE DO NOT TURN OFF SEPARATE COMPONENTS IN THE SYSTEM – ONLY THE CPU, THE PROJECTION SYSTEM AND THE PLASMA TV CONTROLS 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**.

Turn the projector off using the small silver Panasonic remote by pressing the **POWER** button or use the Sympodium controls (Press **Proj Off**) If not previously done, turn off the Plasma TVs by pressing the **Plasma Off** button on the Sympodium Controls.

Return the wireless keyboard to the top of the DVD/VCR Player if it was moved elsewhere in the room.

Return all 5 remotes to the drawer in the bottom of the cabinet and close the drawer.

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

Close and lock any Sympodium **doors** that were opened / unlocked

Lock both sets of doors to the classroom.