

## Rm 209 Multimedia System

Pull down the screen; Unlock black cabinet

**Remote controls** are stored on the shelf by the monitor. If the computer will be used, obtain the **remote mouse or pointer** (black Interlink Electronics remote). If the VCR Player will be used, obtain the black **JVC remote**.

The mouse is used to select the appropriate icon or program -- either the mouse attached to the cpu or the remote mouse.

**Batteries:** If the remotes or wireless 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 **yellow Main PowerSwitch** (located on the left side, below the monitor) for the system on by pressing up on the button.

If the **EMI 300 - mixing amplifier** is not on, press the **POWER** button on the top left corner of the system. (The Volume dial will be lit if the receiver **IS** on)

Turn on the projector by pressing the **Projector Controls ON** button.

Proceed with starting other equipment per instructions below while the Panasonic projector warms up.

### To use computer,

Turn the CPU (on bottom shelf) on by pushing on the power button.

Unlock (turn the centrally located black lever) and pull out the keyboard tray located immediately below the **EMI 300 - mixing amplifier**.

If the monitor does not display an image after the CPU is turned on, press the button on the right lower front of the monitor (labeled **On / Off**).

For sound to be heard from computer programs, press the **Video** button on the **EMI 300 - mixing amplifier**. Volume should be adjusted using the **Volume** knob on the **Projector Controls Panel**.

The computer will present the Windows 7 desktop.

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

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

### To use a LAPTOP,

Plug the black Video cable from the bottom drawer of the black cabinet into the appropriate port on the laptop computer.

Plug the other end of the cable into the Computer Input port on the **Auxiliary Interface Altinex Panel** below the **Main Power** panel.

Press the **Laptop** button on the **Projector Controls**. Boot laptop as usual.

If sound will be needed from the Laptop, plug the black Audio cable (small silver plug on the Video cable) into the Headphone port on the laptop computer and the **Computer Audio** port on the **Auxiliary Interface Altinex Panel**.

Press the **Laptop Audio** button on the **EMI 300 - mixing amplifier**.

Adjust the volume with the **VOLUME** knob on the **Projector Controls** panel or the VOL dial on the **EMI 300 - mixing amplifier**.

Toggle laptop output to display on projector screen.

## SLIDE SHOWS

To show a slide show,

Start Power Point by clicking on the Power Point icon on the Desktop

Insert your data source into the appropriate 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 wireless remote functions like the left mouse button)

## TO OPERATE VCR player:

If the VCR player is not on, turn the power on by pressing the **Power** button on the VCR player (green lines / letters will be visible when on). On the **EMI 300 - mixing amplifier**, press the **AUDIO (Video)** button. - **THIS IS NECESSARY TO HAVE AUDIO FROM VCR TAPES PLAYED.**

If the **Videotape** display does not appear on the projector screen, press the **VCR** button on the **Projector Controls**. Insert the Video Tape into the VCR player. **Use the JVC remote** or the **controls on the 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 or the JVC remote control (black JVC remote)

Adjust the volume with the **VOLUME** knob on the **Projector Controls** panel or the VOL dial on the **EMI 300 - mixing amplifier System**.

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

If the computer is to be used after a videotape has been played, press the **PC** button on the **Projector Controls**. To have sound from the computer, press the **Video** button on the **EMI 300 - mixing amplifier**.

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

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

Shut down the projector by pressing the **OFF** button on the **Projector Controls**.

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 **AMBER / RED**. THE FAN WILL CONTINUE TO RUN UNTIL THE PROJECTOR HAS COOLED SUFFICIENTLY

Return the wireless keyboard to the bottom of the cabinet if it was moved elsewhere in the room. Push the keyboard tray in and lock.

Return all remotes to the remote drawer. Turn the yellow **Main Power Switch** off by pressing down on the button.

Close the door to the black cabinet; Lock the cabinet door; Lock and close both classroom doors.

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