MILAM Auditorium Teaching Station Operation

TURNING THE SYSTEM ON
• Touch the TOUCH PANEL screen next to the computer monitor
• Enter the 4 digit “ACCESS CODE”
• You will hear the doors unlock, the system has power, open the doors completely and push them into the cabinet
• The touch panel will give you control over Lights, Audio, Projector and Source
  *(Log Out is for logging off when finished; Screen operation does not currently work from touch panel)*

LIGHTING ADJUSTMENT
• Press the LIGHTS icon on left side of touch panel
• Presets “OFF” & “ON” turn the lights COMPLETELY off or on
• Preset “1” &”2” are various presets for lecturing the screen projection
• “ROOM MASTER” allows you to adjust all lights up and down the same amount
• Various ROWS & BALCONY can be adjusted individually as well
• **NOTE: TOUCHING THE PRESETS, RESETS ALL LIGHTING TO THAT DEFAULT SETTING**

AUDIO ADJUSTMENT
• Press the AUDIO button on the left side of the touch panel
• SPEECH VOLUME CONTROL is on the left, PLAYBACK VOLUME CONTROL is on the right
• **SPEECH is for the microphone volume**, microphone is located in the top drawer INSIDE teaching station
• The volume level also is controlled on the touch panel (left side). **NOTE: Each touch is an incremental increase/decrease in volume level**
• Power switch for microphone must be turned ON (closest to red battery light indicator). OFF position is furthest away from red battery light indicator
• **If no speech is transmitted, check: 1.** Volume setting on touch panel. 2. Make sure “MUTE” is not depressed on the touch panel. 3. Replace battery.
  (If you have inserted the last battery, please give CMC a call so we can supply back up batteries)
• **PLAYBACK is the MASTER VOLUME CONTROL for VCR, DVD, CD,**
COMPUTER & AUXILIARY features. When you access each of these features, THEY HAVE THEIR OWN VOLUME CONTROL

PROJECTOR CONTROL
- The Projector AUTOMATICALLY TURNS ON when you select a SOURCE, there is no need to manually turn it on
- The Projector will AUTOMATICALLY TURN OFF when you log off, there is no need to touch the POWER OFF
- BLANK IMAGE will allow you to put the projector in the “stand-by” with no image projecting onto the screen (used when lecture is adjusting or changing lecture format). NORMAL IMAGE re-establishes the image on the screen
- FREEZE IMAGE allows lecture to freeze a particular image on the screen while changing lecture format. IMAGE UNFREEZE re-establishes current/new image to be presented

SELECTING MEDIA TO BE USED (COMPUTER, DOCUMENT CAMERA, VCR, DVD, CD, LAPTOP)
- On the touch panel, press the SOURCE button on the lower right hand corner of the panel. It will prompt you to choose one of several choices: COMPUTER, DOCUMENT CAMERA, VCR, DVD, LAPTOP, LAPTOP OR AUXILIARY/VIDEO (used for video camera, tape players/recorders, etc)
- Once you have selected a source, the BARCO Date Projector will power up. Allow a couple of minutes for the bulb to reach it’s maximum illumination

If you select CD PLAYER
- Once the CD Player is selected, the DVD player is ready for AUDIO CD PLAY
- The touch panel will change to transport buttons for CD player control
- The volume level also is controlled on the touch panel (left side). NOTE: Each touch is an incremental increase/decrease in volume level

If you select DOCUMENT CAMERA
- Once the Document Camera is selected, the projector will automatically turn on, turned to the proper input
- Gently lift the camera head into position by grabbing the “ring hole” on the arm and lifting
- Once in it’s upright position, tilt the “Wolfvision” camera head up
• Press the power button on the “Wolfvision” to power up bulb
  (Light button will turn bulb off & on while unit is powered on)
• Adjust zoom and focus on the “touch panel” screen or the top area of
  “Wolfvision”
• Turn power off when finished using the Document Camera
• PLEASE DO NOT USE MARKERS ON WHITE SURFACE (always
  write on paper or transparency)

If you select VCR
• Once VCR is selected, the projector will automatically turn on, turned to
  the proper input
• The panel will change to transport buttons: PLAY, FASTFORWARD,
  REWIND, PAUSE. These buttons on the panel will control the VCR
  once the tape is inserted into the VCR.
• The volume level also is controlled on the touch panel (left
  side).  NOTE: Each touch is an incremental increase/decrease in
  volume level
• The tape can be ejected manually, but is always ejected automatically once
  you log out of the system
• There is no need to run the power off the VCR, logging out will do so for
  you

If you select DVD PLAYER
• Once the DVD Player is selected, the projector will automatically turn on, tuned to the proper input
• The touch panel will change to transport buttons for DVD play: PLAY, EJECT, MANU, CUE FORWARD, ETC.
• The volume level also is controlled on the touch panel (left
  side).  NOTE: Each touch is an incremental increase/decrease in
  volume level
• CD’s can also be played in the DVD player and controlled with DVD
  transport buttons

If you select the COMPUTER
• The projector will automatically be tuned to the proper input
• The Computer power must be turned on manually by pressing the
  power button located at the center of the computer tower, a white light
  will turn on directly below the button
• Both Windows 7 and Mac OS X are available operating systems
• Please log in with your departmental login (i.e. ONID/CN/BUS/ENGR/ENGINEERING/FWL/FOR etc…..)
• Computer is equipped with CD/DVD player.
• To eject the DVD player on the computer in OS X simply press the eject button on the keyboard (directly above delete). To eject the DVD player on the computer in Windows 7 go to My computer, right click on the DVD drive and click eject.
• The wireless mouse will ONLY WORK WITH THE SYSTEM PROVIDED IN THE ROOM. If you decide to use it, a hand's on lesson is the best way to explain the use of this device.
• **YOU MUST RESTART THE COMPUTER BEFORE LOGGING OUT OF THE SYSTEM**

If you select LAPTOP
• You need to plug your computer into the VGA port in the cable cubby located on the desktop.
• If you need audio, the cable is also in the cable cubby located on the desktop.