

Operating Instructions for Newly Installed Classroom Technology

Accessing Wall Rack controls and DVD/VCR

Opening

1. Use the wall rack key to unlock the wall rack.
2. Open the top door to access the Pixie controller for the projector and/or connect a laptop.
3. Open the lower door to access the DVD/VCR player. (*note: the lower door is connected to hydraulic shocks and will slowly descend to operating level once pulled.*)

Closing

1. Be sure all cables are unplugged from any connections in the wall rack.
2. Place the remote control for the DVD/VCR in front of the DVD/VCR player.
3. Be sure that the LCD projector has been powered off (*see operating instructions below*).
4. Replace any cables used from the wall rack back to their original location.
4. Close both doors completely. If either door does not close completely, open and clear any obstructions.
5. Lock the wall rack.

Controlling the Projector

Turning on the projector

1. Press the power button on the Pixie controller located behind the upper door of the wall rack. A short beep will sound and the projector will turn on.

Turning off the projector

1. Unless otherwise directed on the wall rack, press the power button twice to turn off the projector. (*note: be sure the projector shuts down before leaving the classroom.*)

Selecting the video source for the projector

DVD/VCR Player

1. If the DVD/VCR is not on, press the Standby-On button on the DVD/VCR player.
2. Press the "VIDEO" button on the Pixie controller.
3. To view a DVD, press the source button on the front of the DVD/VCR player to select DVD.
4. To view a VHS tape, press the source button on the front of the DVD/VCR player to select VCR. (*note: if you have a VHS tape and DVD inserted into the DVD/VCR player, changing sources will not stop the DVD or VHS tape from continuing to play.*)

Classroom Computer (if equipped)

1. Be sure the computer is turned on and Windows is running.
2. Press the "COMP" button on the Pixie controller.
3. If the computer's display does not appear on the screen, press the "COMP" button again.

Laptop Computer

1. Use the VGA cable located in the back of the

wall rack to connect your laptop to the VGA connector in the wall rack.

2. Use the audio cable located in the back of the wall rack to connect your laptop's headphone jack to the connector in the wall rack.
3. If using a Dell computer, press Function + F8 on the keyboard to send the display to the projector. (*please see manufacturers directions to send display information to external devices for other models of laptops.*)
4. Press the "COMP" button on the Pixie controller to change to the computer's display.
5. If the computer's display does not appear press the "COMP" button again. (*It may take a combination of changes to ensure that your notebook is set to the proper display mode and that you have selected the correct source on the projector.*)

Sound

1. Press the up arrow on the Pixie controller to increase the volume of sound heard from the projector.
2. Press the down arrow on the Pixie controller to decrease the volume of sound heard from the projector. (*Note: computers attached to the system are capable of controlling the volume of sound that comes from its sound card. For best operation, maximize the volume output from your computer and use the Pixie to control the volume at the projector.*)

Controlling the DVD/VCR Player

VHS Tape

1. Insert a VHS tape into the tape deck of the DVD/VCR player.
2. For most tapes, play should begin immediately.
3. Press the Source button on the DVD/VCR player until VCR is selected.
4. Use the controls below the VHS tape deck or the remote control located in the wall rack to control play of the VHS tape.
5. Press the Stop button twice to eject the tape.

DVD's

1. Press the DVD open/close button to open the DVD tray.
2. Place the DVD into the tray and press the open/close button to close the tray.
3. Press the Source button on the DVD/VCR player until DVD is selected.
4. Use the remote control located in the wall rack to control play of the DVD.
5. When finished, press the open/close button to to open the DVD tray. Remove the DVD and press the open/close button to close the tray.

Classrooms Upgraded

<u>Humanities</u>	<u>Pafford</u>
130	102 ¹
131	105
133	106 ¹
134	107 ¹
141*	109 ¹
203*	110
205	112
206	204
207	206 ¹
208	208
209	211
210*	302
228	305
235	307
	308
<u>Boyd</u>	<u>Callaway</u>
201*	208
203*	
205*	
<u>Geography</u>	
206	
301	7
302	9
303	
304	
305	
307	

* - Only DVD/VCR player added. Projector and other equipment already present.

¹ - The DVD/VCR player in these rooms are different than all other rooms. Specific directions for these players are located in the wall rack.

Standard Equipment

Each of the classrooms listed above contain the following minimum equipment or capabilities.

Projector
DVD/VCR Player
Connection for Laptop
Classroom computer (*to be completed during Fall 2006*)

Student Tech Fees

The Student Tech Fee committee allocated ~\$100,000 to fund the purchase of the technology needed to upgrade these classrooms. The College of Arts and Sciences funded ~\$50,000 for infrastructure upgrades necessary to install this technology.

Wall Rack Components

Audio/Video Connectors - Includes connectors for video and audio cables for laptop computers or other devices that use RGB video cables and/or 1/8" mini stereo jacks.

Wall Rack Lock - Each wall rack is keyed for security to protect the DVD/VCR player and access to remote controls and cables. The wall rack should always be locked when not in use.

Laptop Shelf - The flat shelf above the DVD/VCR player is useful for placing your laptop or other AV device that you might connect to the video/audio connectors.

DVD/VCR Player - Each wall rack is equipped with a DVD/VCR player that will play standard VHS tapes and all Region 1 DVD's. The DVD portion will also play music CD's, MP3 files, and certain other file types on data DVD/CD's.



Pixie Controller - Used to control the operation of the LCD Projector. Allows the user to turn on and off the projector, select the source of the video signal, and control the volume of sound emitted from the projector.

Lower Rack Arms - Each rack is equipped with hydraulic shocks to protect the DVD/VCR player from sudden downward stops. Forcing the lower panel to open quicker may damage these arms.

Audio/Video Cables - A computer video cable and audio cable is located behind the DVD/VCR player for use with laptops.

DVD/VCR Remote - The remote control for the DVD/VCR is located in front of the DVD/VCR Player. Please return it to this location after each use and prior to closing and locking the wall rack.



Audio/Visual Connector (closeup)
Top connector is used to connect an RGB monitor cable (*included in wall rack*) from a laptop to the projector.
Middle round connector is to connect a 1/8" mini stereo cable (*included in wall rack*) to headphones jack of laptop.



Pixie Controller (closeup)
Power button is used to turn on and off the projector.
Source buttons are used to select the source of the video and audio feed to the projector.
Volume buttons are used to control the volume of sound emitted from the projector.

DVD/VCR Player (closeup)



Use the power button located in the upper left-hand corner to turn on and off the DVD/VCR player.
Controls on the left-hand side of the player control the VCR.
Controls on the right-hand side of the player control the DVD player.
Use the source button in the lower-middle portion of the player to select which device (VCR or DVD player) to send video and sound to the projector.