Classroom Hotline
Multimedia Classroom
Manning 307
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Introduction

This level one multimedia classroom has been designed to make it easy for you to deliver engaging classroom activities. This packet guides you through the operation of all features and functions of the equipment. The design of this classroom and the functionality it offers are direct results of the feedback from people such as you. We believe Dey 201 represents the best combination of usability and scalability to meet your changing needs for technology in the classroom.

Let’s Talk…

We would like to hear from you anytime you discover an opportunity for improvement to this facility. We’d also like to listen to you discuss ideas about what you’d like to try to achieve in the classroom and how improvements might better enable you to do so. And of course if you experience any difficulty, simply pick up the red HOTLINE phone.

The Hotline Phone

To Report a problem in a classroom, just pick up the RED Phone and you will automatically be connected to our office.

*STRESS BUSTER*

IF we cannot solve the problem over the phone, please specify whether or not the technician may interrupt your class to resolve the problem.
The Touch Panel

Start Pages

When using the Touch Panel Display (TPD) you will see this screen displaying your room.

To begin using the TPD, press here.

You will be taken to this screen, which explains the use of the Help Menus.

When you are ready to continue to the next TPD screen, press the NEXT button.

You will be taken to this screen, which explains the Room Presets functions.

The Room Presets settings determine whether the various functions of a room are activated when a device is selected, and can be selected here, by pressing the ROOM PRESETS ON, or ROOM PRESETS OFF buttons.

*STRESS BUSTERS*
The Room Presets settings can be changed at any time, by accessing the Room Presets Controls on the Touch Panel Menu screen. For more information, see pages 3 and 12.
The Touch Panel

An Overview

*STRESS BUSTERS*

**More power to you:** Sure your laptop’s battery should last an hour and one-half but why tempt fate? Bring your AC adapter with you and use it. You’ll never feel powerless again!
The **SYSTEM RESET** is located in the top right corner of every page. Press this button at the end of every class to “reset” the system to its default settings for the next user and to protect the life of the equipment. Even if there is a class directly after the one you just finished, please press the **SYSTEM RESET**. This will insure that the system will operate properly for the next user.

After pressing **SYSTEM RESET** the lights will turn on, all the screens will go up, the video projectors will turn off, as will each piece equipment located inside the podium. This is fully automated so you do not need to turn the equipment off yourself. If you happen to press **SYSTEM RESET** accidentally, you have 10 seconds to press the screen again to abort the reset and continue as normal. If 10 seconds pass without the screen being touched, the system enters a two-minute wait state while it restores default settings. During this two-minute period the system will not respond.

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**System Reset will activate in 10 seconds.**

**Press here to abort system reset.**
The Menu Bar

**PC**

1.) Plug in your AC adapter.
2.) Attach the audio and video.
3.) Attach the yellow network cable to your laptop network adapter.
4.) Turn your laptop on.
5.) Toggle your display using **Fn + F7.** *(CCI MACHINES ONLY)*

Press the PC button on the Touch Panel to display your laptop
The Menu Bar

VCR

Press here to begin

Displays Tape Counter

Resets Counter

Changes VCR Channels

Pauses VCR Tape

Stops VCR Tape

Rewinds VCR Tape

Plays VCR Tape

Fast Forwards VCR Tape

Ejects VCR Tape

To view a VHS cassette:
1.) Select VCR from the menu bar.
2.) Place your tape in the VCR and cue the videotape.

*STRESS BUSTERS*

VCR=“Very Crumby Recording” Head alignments can vary wildly among commercially produced tapes and even more so among homemade video tape recordings. Always test any new tape in the room in which you plan to show it well in advance of that special presentation. If it does not play properly, call us so that we can help you. Don’t wait until the last minute.
Document Camera

The document camera is located over the podium. Use the touch panel to display the image to the screen.

This camera has a very flexible zoom range and will show color images. To display an object or document onto the projection screen using this camera:

1.) Select **DOC CAM** from the menu bar.
2.) Place your document under the camera.
3.) You will see an image in the video preview box. Press the image to see an enlarged version of it. Press the image again to return to the normal viewing size.
The HELP button provides quick and easy access to information concerning the touch panel as well as the multimedia technology in the room. After selecting a device, pressing HELP will generate a help page for that device.

Press EXIT HELP or ROOM CONTROL to quit help and return to normal use of the touch panel.

Example HELP page
Room Presets

The Room Control Bar

The ROOM PRESETS button changes the number of tasks that are or are not automated.

WHEN ROOM PRESETS ARE ON:
When a device is selected from the menu bar:
1.) The appropriate screen drops.
2.) The lights will dim to a preset level.
3.) The video projector will turn on.

WHEN ROOM PRESETS ARE OFF:
1.) Nothing happens when a function is selected.
You have control over the individual settings of the room, e.g., screen, lights, shades, etc.
The Room Control Bar

LCD Projector

Pressing the LCD PROJECTOR button gives you control over the LCD projector.
This screen allows you to blank the projected image, change the image ratio, change the input, and turn the projector on or off manually.

**WARNING!!!! IF YOU TURN THE PROJECTOR OFF, IT CANNOT BE TURNED ON FOR 2 MINUTES.**

If you want to have your display ready and waiting but hidden from your audience without turning the projector off, but also without having to let it warm up use the **IMAGE BLANK** button. This will take the projected image off of the screen, but will leave the projector on and running. To show the image again, press **IMAGE BLANK**. If you need to change the input on one of the projectors, press the appropriate **DATA** or **VIDEO** button to display that image.
The Room Control Bar

Screens

The SCREEN button gives you control over each of the screens individually. You may raise or lower each one of the SCREENS individually and to any desired height. Just press STOP to make the screen stop at the desired height. If STOP is not pressed, the screen will stop automatically at its preset maximum and minimum level. These screens are also arranged from the instructor’s point of view.

The left screen is dedicated to the video projector that is mounted in the ceiling. The right screen is for the slide projector in the back of the room.
The Room Control Bar

Shades

These buttons control all the shades in this room. Unlike the screens however, there is no intermediate level for the shades. They are either all the way up or all the way down.

ATN Setup

The ATN SETUP button is for ATN’s use only. Pressing this button will bring up a keypad for a password.

If you hit the ATN SETUP button, press ENTER to return to normal use.
## What If

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible reason</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>No image on screen</td>
<td>LCD projector is not on</td>
<td>Press the <strong>ON</strong> button</td>
</tr>
<tr>
<td>No audio</td>
<td>Volume is not high enough</td>
<td>Adjust volume</td>
</tr>
<tr>
<td>Incorrect image is displayed</td>
<td>LCD projector is on the wrong source</td>
<td>Select the correct source from the <strong>LCD PROJECTOR</strong> page. <strong>NOTE:</strong> (DATA=Laptop, Video=VCR)</td>
</tr>
<tr>
<td>LCD projector turned on and DATA is selected</td>
<td>Laptop display need to be toggled</td>
<td>To toggle to external video, press the <strong>Fn</strong> and F7 keys simultaneously until the image appears on the screen</td>
</tr>
<tr>
<td>The screen is blank but the LCD projector is on</td>
<td>Image blank is on</td>
<td>Press the <strong>IMAGE BLANK</strong> button on the <strong>LCD PROJECTOR</strong> page</td>
</tr>
<tr>
<td>Slide Projector will not project slide</td>
<td>Lamp is burnt out</td>
<td>Replace lamp or call the Classroom Hotline on the ring down phone</td>
</tr>
<tr>
<td>The slide projector will not advance or reverse</td>
<td>Projector is not on or slide tray is not mounted properly</td>
<td>Turn the power switch on the back of the machine and check the slide insertion tab on the bottom of the slide tray</td>
</tr>
<tr>
<td>The slide projector will not advance or reverse</td>
<td>Slide is jammed in the projector</td>
<td>Call the Classroom Hotline on the ring down phone.</td>
</tr>
</tbody>
</table>