Table of Contents

Introduction 1
   The Hotline Phone 1

The Touch Panel
   Startup Pages 2
   An Overview 3
   System Reset 4

The Menu Bar
   PC 5
   Rack Computer 6
   VCR 7
   TV Stations 8
   DVD 9
   DVD Search 10
   CD 11
   MP3 12
   Document Camera 13
   Help 14

The Room Control Bar
   Room Presets 15
   Lights 16
   LCD Projector 17
   Screens 18
   Audio 19

What If 20

ITS Classroom Hotline: 962-6702   Web Address: http://hotline.unc.edu   Email: hotline@unc.edu
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 that this classroom 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.

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The Touch Panel

Start Pages

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

Press here to begin

To begin using the TPD, press here.

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The Touch Panel

An Overview

Menu Bar

The Menu Bar accesses all the devices in the room.

Room Control Bar

The Control Bar accesses all the room settings.

Display Panel

This section of the panel changes, depending on which button is selected in the first two rows.

Volume Control

To adjust Room Volume, press and hold the Volume Controls.

LCD Projector

Use this button to access the LCD Projector Controls.

*STRESS BUSTERS*

More power to you: Your laptop’s battery should last an hour and one-half, but why risk it? Bring your AC adapter with you and use it during your presentation/lecture. You’ll never feel powerless again!
The Touch Panel

System Reset

The SYSTEM RESET button 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 following the one you just finished, please press the SYSTEM RESET button. This will ensure 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 of 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 the SYSTEM RESET accidentally, you have 10 seconds to press the screen again to abort the reset and continue as before. If 10 seconds pass without the screen being touched, the system will enter a two-minute wait state while it restores and restarts to the default settings. During this two-minute period, the system will not respond.

System Reset will activate in 10 seconds.
Press here to abort system reset.

PLEASE WAIT
System Reset is in progress.
System Reset will finish in 2 minutes.

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The Menu Bar

PC - Laptop Control

1.) Plug in your AC adapter. (Optional)
2.) Attach the audio and video cables to your laptop.
3.) Attach the yellow network cable to your laptop network adapter.
   (Optional, if you want to connect to the network.)
4.) Turn your laptop on.
5.) Toggle your display by pressing the Function (Fn) + F7 key together. (CCI MACHINES ONLY.)
   (This may be Fn + F5, depending on your specific laptop. Look for a screen icon and the F# key.)

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

PC - Computer Control

Press the PC Button

Press Here to see the Computer Image

Press Here to see your Laptop Image

This Room has a PC built in to the equipment rack. You can use it along with your laptop to run applications, connect to the WWW and so forth. To use the computer within the equipment rack:

1.) Select the PC button on the Menu Bar.
2.) Press the PC button on the left side of the display window.
3.) Take the remote control mouse and keyboard out of the equipment rack drawer in order to control the computer.

*STRESS BUSTERS*

If you don’t see an image after selecting the PC icon, don’t worry. If unused for awhile, the computer will sometimes go into hibernation or sleep mode. To wake it up, move the mouse around or press the spacebar on the keyboard.

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The Menu Bar

VCR

Press here to start the VCR.

Displays Tape Counter
Resets Counter
Changes VCR Channels
Brings up TV Stations Menu (see next page)

Rewinds VCR Tape
Stops VCR Tape
Plays VCR Tape
Pauses VCR Tape
Ejects VCR Tape
Fast Forwards 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 Crumbly 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 in advance of your presentation. If it does not play properly, call us so that we can help you. Please don’t wait until the last minute.

NOTE: This VCR is a multistandard player. It can also play PAL video tapes!

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The Menu Bar

DVD

Press here to bring up the DVD menu.

Displays Tape Counter

Search to a specific time, chapter, or frame with a keypad.

Control box

Menu Button

Scans Backwards  Stops DVD  Goes Back One Frame  Plays DVD  Pauses DVD  Goes ahead One Frame  Ejects DVD  Scans Forward

To View a DVD:
1.) Select DVD from the menu bar.
2.) Press EJECT on the button row of buttons to open the loading tray.
3.) Place your DVD in the loading tray and press the EJECT button again to close the loading tray.
4.) Allow for a few seconds for the DVD player to spin up and read the DVD.
5.) Press play to play your disc.
For further information, see the HELP section on page 14.
The Menu Bar

DVD Search

After you have pressed the Search button, you should see a keypad:
1.) Select an input mode: Time, Frame, or Chapter.
2.) Use the number pad to select the Time, Title, or Chapter that you wish to go to.

3.) For Time, the first digit is the hour, the next 2 digits are for minute and the last 2 digits are for the seconds.
   For Title, enter the number of the title you want to watch.
   For chapter, enter the number of the chapter you want to skip to.
4.) Press ENTER to go to your selection. This begins search for the entered value and returns the page to the DVD display panel.
The Menu Bar

**CD**

Press here to begin.

Displays CD Counter

Scans Backwards

Stops CD  Goes Back One Track  Plays CD  Pauses CD  Goes Ahead One Track  Ejects CD  Scans Forward

To Play an Audio CD

1.) Select CD from the menu bar.
2.) Press EJECT on the bottom row of buttons to open the loading tray.
3.) Place your CD onto the loading tray and press EJECT to close the loading tray.
   Allow for about 10 seconds for the CD player to spin up and read the CD.
4.) Use the player control buttons along the bottom to move from one track to the next.

*STRESS BUSTERS*

CDs are played in the DVD Player.

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The Menu Bar

MP3 Player

Press here to begin.

Displays MP3 Counter

To Play a CD with MP3s
1.) Select MP3 from the menu bar.
2.) Press EJECT on the bottom row of buttons to open the loading tray.
3.) Place your CD-ROM with MP3s onto the loading tray and press EJECT to close the loading tray. Allow for about 10 seconds for the player to spin up and read the CD.
4.) Use the menu and player buttons to navigate through the MP3 list to select the tracks you want to play.

*STRESS BUSTERS*
CD-ROMs are read in the DVD Player.

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The Menu Bar

Document Camera

Press here to begin.

Press here to expand image to full screen.

Press here for Zoom control.

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 projections screen using this camera:

1.) Select CAMERA from the menu bar.
2.) Place your document/object 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 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.

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The Room Control Bar

Room Presets

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

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

WHEN ROOM PRESETS ARE OFF:
When a device is selected from the menu bar:
   1.) Nothing happens when a function is selected.
       You have regular manual control over the individual settings of the room.
       (e.g. - screen, lights, shades, etc. etc.)
Lights

This page controls the lights in the room. There are four preset levels to which the lights may be set: ALL ON, MEDIUM, LOW, and ALL OFF.

Depending on the room, some of the Zone lights are dimmable, while others are strictly on/off.
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(s) on or off manually.

*STRESS BUSTERS*

**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 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 the image.

Aspect ratios are typically in 4:3 or 16:9. 4:3 are what you normally see on TV or desktop PC monitors. 16:9 represents widescreen, typically used for HDTV or movies. Note: Some movies are played with black bars on the top and bottom to display the image in a widescreen aspect ratio on a 4:3 screen. If so, you may not need to use the 16:9 option.

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The Room Control Bar

Screens

Press here for Screen Controls

Raise and Lower Screens with these buttons.

The SCREEN button gives you control over each of the screens individually. You may raise or lower each one of the SCREENS individually. Pressing the UP button will raise the selected screen. Pressing the DOWN button will lower the selected screen. The screens are preset at specific levels and heights. If the levels are off or not operating correctly, please call the hotline for assistance.

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The Room Control Bar

Audio

Press here for Audio Controls

Press the PC or VIDEO to hear the audio source from a laptop or VCR respectively.

Press the POWER button to turn on and off the Pioneer amplifier.
## 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 ON 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 LCD PROJECTOR page. (NOTE: (Data=Laptop, Video= VCR)</td>
</tr>
<tr>
<td>LCD Projector is turned on and DATA is selected, but no laptop display</td>
<td>Laptop display needs to be toggled</td>
<td>To toggle to external video, press the Fn 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 IMAGE BLANK button on the LCD PROJECTOR page</td>
</tr>
<tr>
<td>Still no image on any of the various modes (VCR, DVD, PC, etc.)</td>
<td>Projector lamp may be burnt out</td>
<td>Call the Classroom Hotline on the ring down phone or tech support for the department.</td>
</tr>
<tr>
<td>Document camera only shows small part of my document.</td>
<td>Zoomed too far in.</td>
<td>Press the zoom out button on the document camera menu page.</td>
</tr>
<tr>
<td>No sound is playing from Laptop, but still working on other menus.</td>
<td>Laptop audio output may be too low.</td>
<td>Turn up the volume on the laptop and also verify that the volume on the amplifier is turned up.</td>
</tr>
</tbody>
</table>

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