Multimedia Equipment Instructions
Room 2213 Gardner Hall

Keys:
• To obtain a key for the classroom, contact:
  Jeff Hawley, 2528 Gardner Hall, 515-5727 or jeff_hawley@ncsu.edu.

• The lectern should be kept locked at all times. Keys to the lectern can be obtained by contacting Kim Cox, CALS Instructional Facilities Manager; kim_cox@ncsu.edu or 513-0310.

Equipment Problems:
• Problems with the classroom (i.e. lights, seating, etc.) should be reported to the Classroom Hotline: 515-1555
• Any problems with the multimedia equipment should be reported to:
  Cals_classroom@ncsu.edu or Kim Cox, CALS Instructional Facilities Manager; kim_cox@ncsu.edu or 513-0310
• CAAT HELP Desk 515-6777

Equipment Overview:
• Visual Presenter
• PC and Monitor
• VCR
• Mixer
• Switch Box
Logging into the Computer:

1. Enter your Unity ID into the box labeled “Username”.
2. Enter your password into the box labeled “Password”.
3. Press “OK” or Enter.
4. Enter your password.
5. Once the login process is complete, you will be able to navigate to any application to which you have rights.

To login as a guest:

Should you experience trouble logging in via the Novell Network, please try our guest log in. This will enable you to use PowerPoint and other MS Office applications; however, you may not have web access. We also encourage professors to bring their PowerPoint presentations (or other material) on disk.

(Must be followed in this order)
1. In the Novell Application Launcher window, check the box "Workstation Only"
2. Enter "guest" into the username field
3. Leave password field blank
4. Click the "OK" button
5. Insert your disk (CD, zip or 3.5 floppy)
6. Double click the PC icon
7. Locate and double click on the appropriate drive
8. Select your file and double click to open
Projection Instructions

Projection from the Computer:

- The monitor and PC should already be on.
- On the left side of the lectern is a switch box; press the button labeled “PC”.
- If the computer image is not projected, press the “Input” projector button on the remote until you see the desired image (Input A).

Projection from the VCR:

- Press the “Power” button on the VCR.
- Insert the videotape.
- If the VCR image is not projected, press the “Input” button on the projector remote until you see the desired image (Video or S-Video).
- When you are finished viewing the video, press the stop button on the VCR. Eject your tape and turn the power off to the VCR.

Projection from a Laptop:

- From the center grommet on the lectern top, locate the VGA and Ethernet cables and attach them to your laptop.
- Press the button on the switch box to the position labeled “Laptop.”
- If the laptop image is not projected, press the “Input” button on the projector remote until you see the desired image (Input A).

Projection from the Document Camera:

- Press the “Power” button on the Document Camera.
- Turn on the VCR and set the channel to L-1 or F-1.
- If the image is not projected, press the “Input” button on the projector remote until you see the desired image (Video or S-Video).
Visual Presenter

- Turn on the Visual Presenter. The switch is located on the left side of the base (towards the back of the base).
- Press the “Lock” button on the visual presenter’s base to raise the camera into position.
- Press the second “Lock” button located on the camera’s arm to extend the camera.
- Rotate the camera so that the camera is pointed down towards the base.
- Raise the two lights into position. The lights should be rotated towards the base.
- Located on the base of the Visual Presenter panel (See Figure 1). Press the “Upper Lamp” button. This will project light from the two lights that are above the base. The upper lamps are the most common light source needed; however, if you need to project light from beneath the object, press the “Base Lamp” button. If the lights do not come on, check to see if the power switch has been turned off (located on the left side of the base).

<table>
<thead>
<tr>
<th>Lamp</th>
<th>Input</th>
<th>Posi / Neg</th>
<th>Zoom</th>
<th>Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper</td>
<td>Internal AV1 AV2</td>
<td>P N</td>
<td>Tele Wde</td>
<td>Manu Auto</td>
</tr>
<tr>
<td>Base</td>
<td>on / off</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- To project a negative of an image, press the “Posi/Neg” button. This could be used for a 35mm negative. To go back to a positive image, press the “Posi/Neg” button again.
- To zoom in on your object, press the “Tele” button. To zoom out, press the “Wide” button.
- To focus your image, press the “Auto” button. This will automatically focus your image; however, if you are projecting a 3-D object you may need to use the manual focus.
Keyspan Presentation Remote

Using the Keyspan Presentation Remote:
The remote has 2 modes, which are controlled via the Mode button (white button). When the Mode button is not showing a green light, the remote is in Standard mode. When the Mode button is lit green, then the remote is in Media mode.

Using the Keyspan Presentation Remote’s Laser Pointer:
To turn on the Laser Pointer, hold down the Laser Pointer Button (blue button) AND the Mode button (white button) simultaneously. The Mode Button will show a red red light when the Laser is activated. To deactivate the laser again, hold down the Laser Pointer Button (blue button) until the Mode Button flashes rapidly.

Remote Details:

<table>
<thead>
<tr>
<th>Standard Mode</th>
<th>Media Mode (Windows Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laser Pointer (P)</td>
<td>Laser Beam On/Off</td>
</tr>
<tr>
<td>Mouse</td>
<td>Control Mouse Cursor</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Down = Next Track</td>
</tr>
<tr>
<td>Left Mouse Button</td>
<td>Left Mouse Button</td>
</tr>
<tr>
<td>Right Mouse Button</td>
<td>Right Mouse Button</td>
</tr>
<tr>
<td>Mode Key (M)</td>
<td>Green LED off</td>
</tr>
<tr>
<td>Composite Switch</td>
<td>Up = Line up</td>
</tr>
<tr>
<td></td>
<td>Down = Line down</td>
</tr>
<tr>
<td></td>
<td>Push = Click and drag</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Media Player on</td>
</tr>
<tr>
<td></td>
<td>Up = Previous Track</td>
</tr>
<tr>
<td></td>
<td>Play/Pause toggle</td>
</tr>
<tr>
<td></td>
<td>Stop</td>
</tr>
<tr>
<td></td>
<td>Push = Mute</td>
</tr>
</tbody>
</table>
End of Class:

- Aim the remote at the projector and press the “On-Off” button. When the “Power Off” message appears on the screen, press the “On-Off” button again.
- Log out of the computer. Double-click the green icon of the desktop labeled “Logoff”.
- Do not turn the power off to the Monitor.
- Power off the VCR.
- Turn off the Visual Presenter.
- Return the remote controls to the lectern.