110 Polk Hall

Equipment Guide
Contact Information ................................................................. 3
Keys ......................................................................................... 3
Equipment Overview ............................................................. 3
Computer Access ................................................................. 4
Guest Computer Access ....................................................... 4
Lighting .................................................................................. 4
Projection Instructions ............................................................ 5
  Projection from the Computer: ............................................ 5
  Projection from the VCR: ..................................................... 5
  Projection from a Laptop: .................................................... 5
  Projection from the Document Camera: ......................... 5
Keyspan Presentation Remote .................................................. 6
End of Class ............................................................................ 6
Visual Presenter ........................................................................ 7
Contact Information

For any questions or problems regarding this classroom, please contact CAAT_Help@ncsu.edu or 515-6777. We will have a consultant review the concern as soon as possible.

Keys
Lectern Keys - Contact CAAT_Help@ncsu.edu or 515-6777
Room Keys – Contact Earl Franks Earl_Franks@ncsu.edu or 515-7875
Chris Brown (Alt) Chris_Brown@ncsu.edu

Equipment Overview

- Document Camera
- Ceiling Mounted LCD Projector
- PC and Monitor
- VCR
- Laptop inputs
- USB Flash Drive Extension cable
- PC and VCR Audio through LCD Projector speakers
Computer Access

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.

Guest Computer Access

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. We also encourage instructors to bring their PowerPoint presentations (or other material) on CD or USB Flash Drive.

(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 CD or USB Flash Drive
6. Double click the PC icon located in the upper left of the screen
7. Locate and double click on the appropriate drive
8. Select your file and double click to open

Lighting

The room is equipped with adjustable lighting. The lights can be adjusted by switches beside the lectern. Beginning with the top button and working down:

Switch One: All lights, including whiteboard lights, full on
Switch Two: All lights on full except whiteboard lights
Switch Three: Projection setting 1: Dimmed lights
Switch Four: Projection setting 2: All lights off except dimmed lights at lectern
Switch Five: OFF with 30 second delay
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.

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.
• 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 cabinet under the monitor, locate the VGA labeled “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.

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.
Keyspan Presentation Remote

This remote will advance and reverse Power Point slides, control the PC mouse, and has a laser pointer.

The black thumb switch located on the side of the unit controls Power Point slides.

To activate the laser:

- Hold down the white button and the small blue button until the white button flashes red.

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 red icon of the desktop labeled “Logoff”.
- Do not turn the power off to the Monitor or the PC.
- Power off the VCR.
- Turn off the Document Camera.
- Return the remote controls to the lectern.
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 on/off</td>
<td>Base on/off</td>
<td>Internal AV1 AV2</td>
<td>P N</td>
<td>Tele Wdte</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.