

MULTI-MEDIA CLASSROOM CONSOLE INSTRUCTION MANUAL

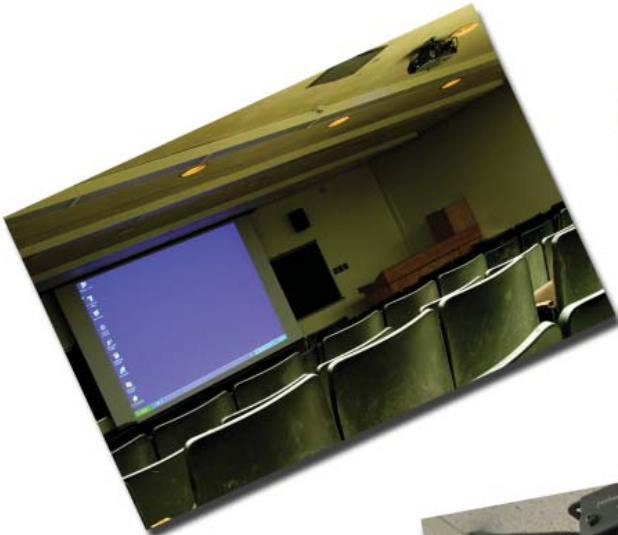


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OVERVIEW OF MULTI-MEDIA CLASSROOMS

There are several multi-media classrooms located on the Laurentian University campus. These rooms contain a multi-media console which houses a PC computer and DVD drive, a VCR, laptop connections, video monitor, video projector and a help phone. This equipment is stored in the lower left-hand side cabinet, which is opened by means of a push button lock. The right-hand side cabinet is for Media Centre use only.



Most of these classrooms utilize Extron control panels located in a locked box on the surface of the multi-media console. The push button locks are all locked with the

same code. The code can be obtained through the Media Centre by calling (705) 675-1151 ext. 2300.

CONTROL PANEL

The trap door on top of the cabinet houses the push buttons on the



EQUIPMENT ACCESS

control panel

which operate the following:

1. Turns the projector on
2. Turns the projector off
3. Turns the monitor on/off
4. Monitor select between PC, VCR, and laptop
5. Displays the PC on the projector
6. Displays the VCR on the projector
7. Displays the laptop on the projector



A/V EQUIPMENT

The left-hand side door of the cabinet houses the



computer and the VCR. There is also a telephone situated in the cabinet with a direct line to the Media Centre (ext. 2300), the Computer Help Desk (ext. 2200), and Security (ext. 6562).

Note: These phones will only dial internal extensions.

ROOM LIGHTS & SWITCHES

Most multi-media rooms have room light

switches located on or near the console.

Classrooms equipped with an electric screen will have the switch located near the screen.



EQUIPMENT OPERATION

PROJECTOR

Video projectors are controlled by the keypad located under the trapdoor on the console cabinet. The projector power is controlled by Proj On button, and Proj Off button. The projector's different inputs are controlled by the buttons labelled Cabinet PC, Cabinet VCR and Laptop.



INTERNAL MONITOR

Some multi-media consoles have a flat screen monitor installed under the glass in the countertop. This monitor is controlled by the keypad located under the trapdoor on the counter. The Monitor Power button powers the monitor on and off, and the Monitor Video button switches the computer/vcr/laptop to be shown on the monitor display. Pressing the



monitor input buttons cycles through all of these inputs repeatedly.

COMPUTER OPERATION

When the computer is turned on, a Novell Logon Screen will appear. To use the computer, you must enter the following



EQUIPMENT OPERATION

information:

Username: media

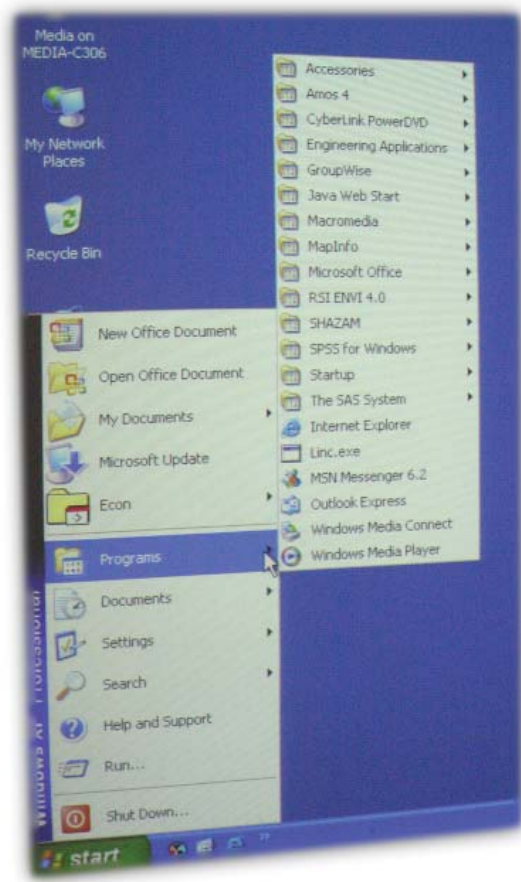
Password: (blank)

Workstation Only box checked

To view your computer display via the projector, ensure that you have Cabinet PC button pressed on the button keypad, located on top of the console cabinet. To view your computer display



on the console monitor, ensure that Monitor Power is selected, and that Monitor Video is selected to RGB in. Once you are logged in, use the computer as required.



INSTALLED SOFTWARE
AMOS 4, CYBERLINK POWER DVD, ENGINEERING APPLICATIONS, GROUPWISE, JAVA WEB START, MACROMEDIA, MAP INFO, MICROSOFT OFFICE, RSI ENVI 4.0, SHAZAM, SPSS FOR WINDOWS,

EQUIPMENT OPERATION

VCR OPERATION

To operate the VCR, ensure that the power is turned on, the tape is inserted, and the Play button is pressed. Most multi-media consoles have VCR transport buttons located near the Button Control Panel on top of the console.



To view your VCR program via the projector, ensure that you have Cabinet PC button pressed on the button keypad, located on top of the console cabinet.



To view your VCR program on the console monitor, ensure that Monitor



CONNECTING LAPTOPS, EXTERNAL DEVICES

All multi-media rooms have the necessary connections for a laptop/computer and external audio device, and internet connection. There is also a 115 volt, 6A power outlet for electronics only. The laptop is connected with a 15 pin VGA computer cable (male) and a stereo mini cable (male) for audio connections. Help for your personal laptop's internet connection can be obtained by calling the Computer Help Desk at ext. 2200.

TROUBLESHOOTING AND REFERENCE

1. PROJECTOR WILL NOT ILLUMINATE

- Press Projector On button on the keypad
- Projector takes about 30 seconds to come up to full brightness
- Contact the Media Centre at ext. 2300 if problem persists



2. PROJECTOR NOT DISPLAYING DESIRED PROGRAM MATERIAL

For the PC

- Select Cabinet PC button on console keypad
- Turn on computer

For the VCR

- Select VCR Button on console keypad
- Turn on VCR

For the labtop

- Select Laptop button on console keypad
- Connect laptop's VGA output to console input
- Turn on laptop
- Laptop's display options are not correct (try function + F4, F5, F6, F7)



TROUBLESHOOTING AND REFERENCE

3. PROJECTOR POWERS OFF BY ITSELF

- Projector automatically shuts down after 15 minutes with no signal

4. MONITOR NOT DISPLAYING DESIRED PROGRAM MATERIAL

- Verify that monitor power light is on; if



MONITOR POWER OFF



MONITOR POWER ON



not press the Monitor Power button

- Press Monitor Video button until proper program material is displayed

5. NO DISPLAY FROM COMPUTER

- Select Projector Power on console keypad, ensure projector is on
- Turn computer on
- Select Cabinet PC on console keypad



TROUBLESHOOTING AND REFERENCE

- Ensure monitor is on; Select Monitor Power on console keypad
- Press Monitor Video button on console keypad until you see video program material

6. NO DISPLAY FROM LAPTOP

- Select Projector Power on console keypad, ensure projector is on
- Connect laptop to console control VGA Input using VGA cable/and or mini stereo cable (male)
- Turn laptop on
- Select Laptop on console keypad
- Ensure monitor is on; Select Monitor Power on console keypad,
- Press Monitor Video button repeatedly on console keypad until you see laptop program material



7. NO DISPLAY FROM VCR

- Turn on VCR power, insert tape, press play
- Select Projector Power on console keypad, ensure projector is on
- Select VCR on console keypad



TROUBLESHOOTING AND REFERENCE

- Select Monitor Power on console keypad, ensure monitor is on
- Press Monitor Video button on console keypad to program material



Please call ext. 2300 for assistance.
We are here to help you!!!