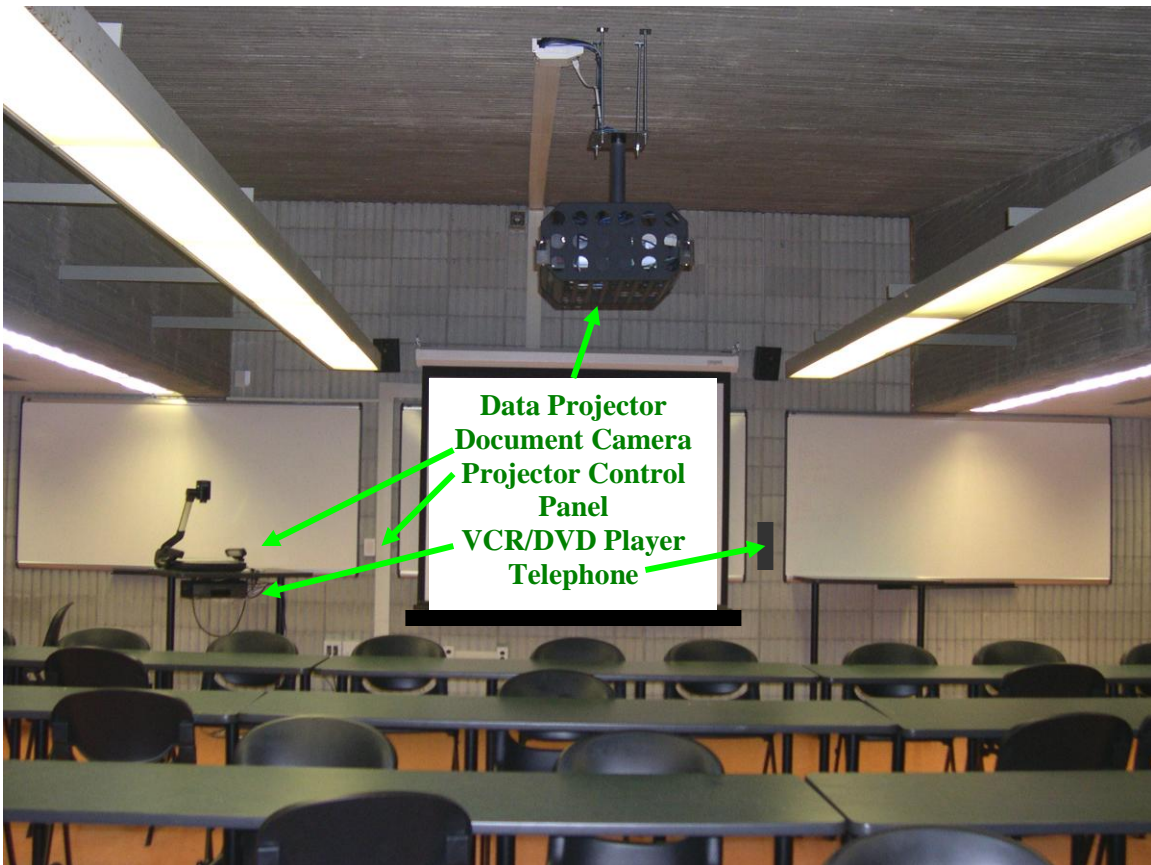


University of Massachusetts Dartmouth

*LSIRT*

*(Library Services Information Resources and Technology)*

Technology Enabled Classroom  
Instruction Manual



*Written by: Paul Souza*  
*Photos by: Deidre Confar*  
1/25/2007

## **INDEX:**

	<b>Page</b>
<b>Telephone Help Numbers:</b>	<b>2.</b>
<b>Projector Control Panel:</b>	<b>3.</b>
<b>Input Box Connections:</b>	<b>3.</b>
<b>Turning the Projector On and Mute:</b>	<b>4.</b>
<b>Lowering the Screen:</b>	<b>4.</b>
<b>Using the VCR/DVD Player:</b>	<b>5.</b>
<b>Using the Document Camera:</b>	<b>6.</b>
<b>Using Your Laptop Computer Thru the Document Camera:</b>	<b>9.</b>
<b>Using the Wireless Microphones:</b>	<b>11.</b>

This manual contains instructions on operating the Instructional Technology Systems in most of the University of Massachusetts Dartmouth IT classrooms and Lecture Halls.



### **If you are having a problem call:**

<b>Emergency</b>	<b>X - 9191</b>
<b>* MCLP Help Line</b>	<b>X - 8856</b>
<b>Facilities</b>	<b>X - 8100</b>

\* (**Mobile Computer Lending Program**) Students who are hired to work at the library circulation desk signing out Laptop computers and Data Projectors are trained and available at this number to help you with problems concerning the technology.

This Instruction manual is available in the UMass Dartmouth Library Web page.

## Projector Control Panel:

To turn the Projector on press the “System On” button for 2 seconds

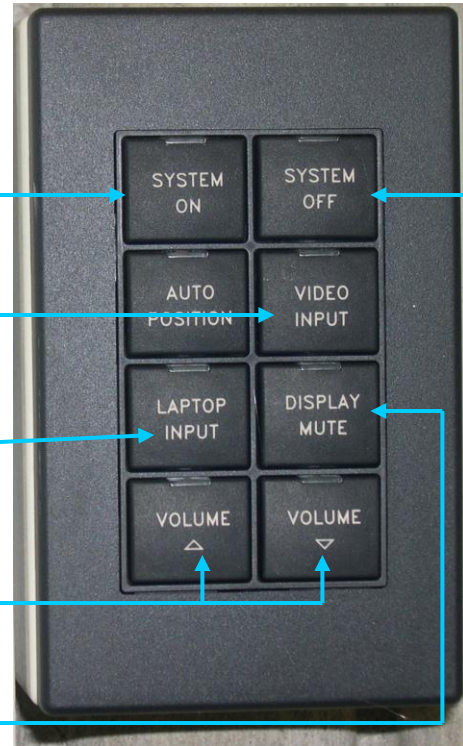
To select the VCR/DVD Player press the “Video Input” button

To select the Document Camera/Laptop press the “Laptop Input” button

To adjust the audio level press the “Volume” up or down button

To mute the Picture so you can use the whiteboard or when you leave, press the “Display Mute” button

To turn off the Projector press the “System Off” button for 2 seconds



## Input Box Connections:

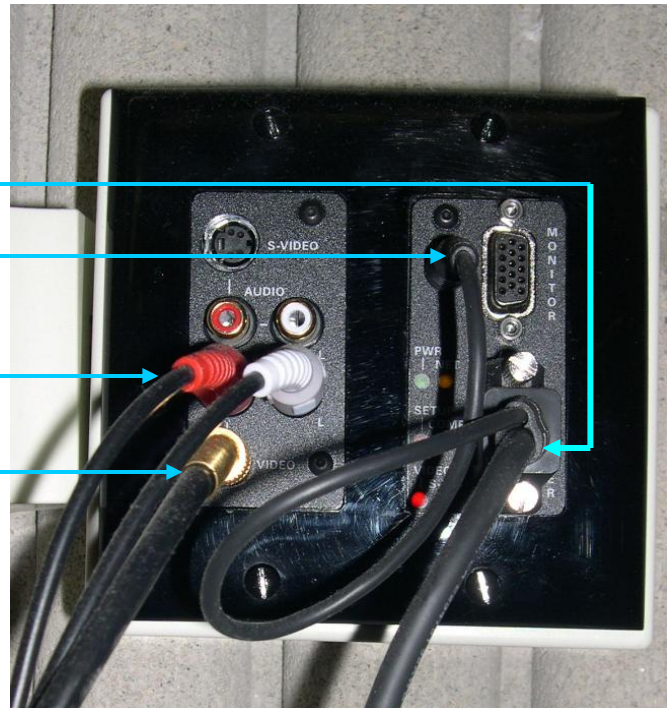
VGA Cable from Document Camera

Audio Cable from Document Camera

Audio Cables from VCR/DVD Player

Video Cable from VCR/DVD Player

If these cables have been removed replace them as shown in the picture.



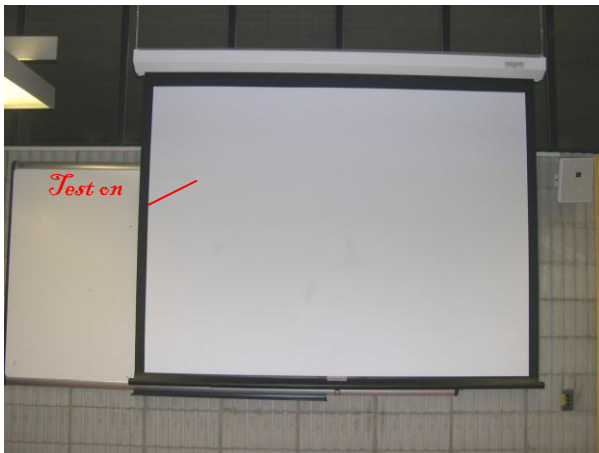
## **Turning the Projector On:**

Check the Projector Control Panel to see if the red light over the “System on” button is lit. That would indicate that the projector is on. Should you not see light projected onto the screen check to see if the red light over the “Display Mute” button is lit. If it is, press the “Display Mute” button to project your source.

**Note:** That button turns the video on or off. Everyone who uses the system is requested ***not*** to turn the system off when they leave, but to use the “Display Mute” button. This should also be used when you do not want anything projected in order to write on the board.

If the red light over the “System Off” button is lit, press the “System on” button for 2 seconds to turn on the projector. The indicator over the “System On” button will flash while the lamp is warming up. This may take about 30 seconds.

## **Lowering the Screen:**



While you are waiting for the projector to turn on, check to see if the screen is lowered. If it is not, the small classrooms have pull down screens with a string and most of the Lecture Halls have electric screens. Look for the electric screen switch box as seen above.

**Note:** Please do not mistake the screen for the Whiteboard. It is impossible to completely remove the marks.

## Using the VCR/DVD Player:



A VCR/DVD Player with a remote is located under the Document Camera. To play a VHS Video Tape, a DVD or a CD, select the DVD/VCR Player by pressing the “Video Input” button on the Projector Control Panel (page 3.). There is one set of play, pause, stop, rewind and fast forward buttons for the VCR and DVD Player.



Therefore you will need to press the appropriate (**Select**) button on the DVD/VCR Player. **[DVD]** to play a DVD or CD **[Video]** to play a VHS Video Tape

**Note:** To play a CD the “Video Input” button on the Projector Control Panel must be selected. The audio level of the system can be controlled by pressing the appropriate volume up or down buttons on the Projector Control Panel.

European “PAL or SECAM” tapes or DVD’s will not play on this player. European DVD’s may play on your laptop computer if you have the appropriate software and drivers.

## Using the Document Camera:

### Document Camera Closed



### Document Camera Ready for Use



The camera and lights should be positioned as shown. If the Document Camera is closed, release the arm by sliding the main support lock toward the Document Camera control panel and raise the main camera support. Then rotate the camera so that the lens is facing the lightbox. Place your document on the lightbox. Lift the upper lamps and aim them at your document.

**Note:** *Please:* Do Not write directly onto the lightbox. use paper over it.



Select the (Laptop Input) on the Projector Control Panel (page 3.) then press the **Power** button on the Document Camera. The red light above the button should turn green indicating that the power is on. If the upper lamps do not turn on after a few seconds press the **Lamp** button. This button has three selections: 1. Upper Lamps on for illuminating documents (Note: Wait 3 seconds after pressing), 2. Lightbox to direct light through your transparencies or slides, and 3. Off which is useful when you are using the external inputs with your laptop computer.



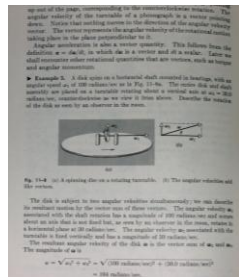
You should see a picture of the item on the lightbox. If you do not see your item, Press the **Int/Ext** button. This button has three selections: (a.) “Internal” selects the Document Camera, (b.) “Ext 1” selects the supplied cable which can be attached to your laptop computer and (c.) “Ext 2” selects an unused input on the document camera. If you still do not see your item, check to see if someone has turned the brightness completely off by holding down the Iris (+) button to raise the brightness.

**Notice:** the reaction lags, so when you release the button the picture will continue to become brighter until it catches up. You may need to use the Iris (-) button to correct the brightness.

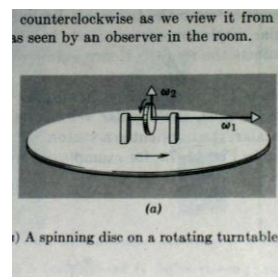


If you are not seeing the whole page, press the **Zoom Out** button. Press the **Zoom In** button to enlarge a small area of your page like a diagram in a textbook.

**Zoom Out**



**Zoom In**



The **Freeze** button can be used to hold the current picture on the screen while you take the item from the lightbox. It will also stop a picture with fine characters like a star chart from flickering. Press the **Freeze** button again to unfreeze and view a new item. If you place something on the lightbox and something else is projected try this button.

The **AWC** button will automatically adjust the color of your picture.

The **Rotate** button will rotate your image 90 degrees each time you press it. This is useful to display a full sheet document on the screen. When you place an 8.5" x 11" document on the lightbox (Portrait) you are not able to zoom out enough to display the whole sheet. To do this place your paper on the light table at 90 degrees (Landscape) and press the **Rotate** button. This will project the whole page. If you place something on the lightbox and the picture is sideways or upside down try this button to correct it.

The newer document cameras have Auto Focus. Press the **AF** button to refocus otherwise press the appropriate Focus + or - buttons

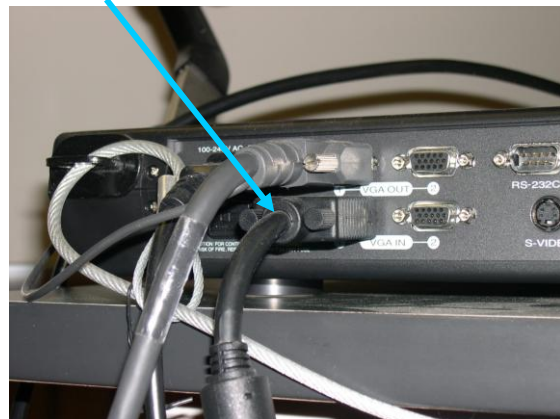
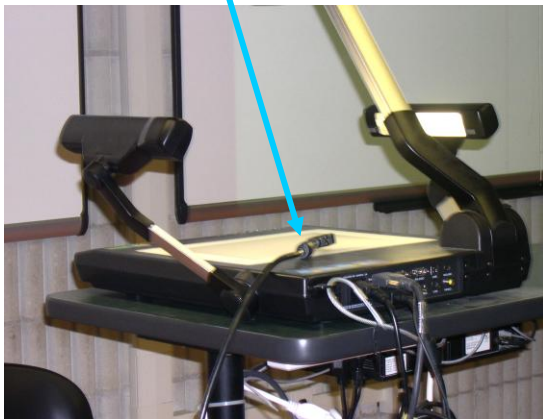
The **Aperture** button controls the sharpness of your picture. There are two selections: Text or Image. Text has darker characters and a brighter background while Image is softer and shows the subtle differences in color and shading of a photo.



The “**Mode**” button selects the quality of the picture that is sent to the projector. The XGA mode is the best quality picture. If the XGA light is not lit press the mode button until it is.

## Using your Laptop Computer thru the External 1. Input on the Document Camera:

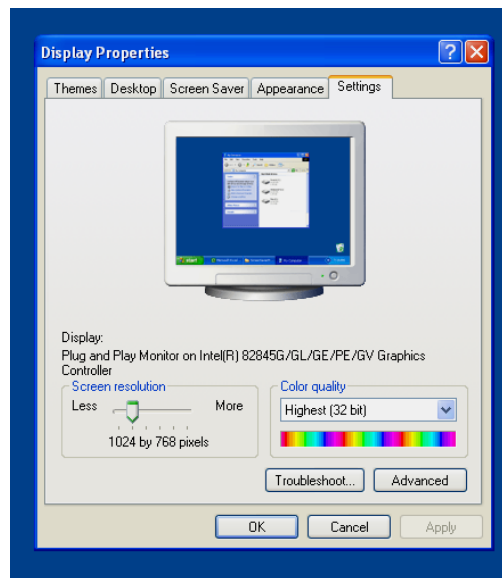
**Attach the cable from the External #1. Input to your laptop computer.**



- Attach the VGA cable from the Document Camera to the VGA output on your Computer. .
- Mode should be set to XGA.
- Select “Laptop Input” on the Projector Control Panel (page 3.).
- The Document Camera must be on, and the External 1. source must be selected (**Int/Ext** page 7.).
- The lamps on the Document Camera may be turned off.
- **Important:** Power up your computer only after the above steps are complete.
- Route the signal to your external monitor.



**Hint:** For the PC hold down the function key “Fn” and press the “LCD/CRT” key. This toggles the picture through three selections: from the laptop screen to the external output for the projector to both.

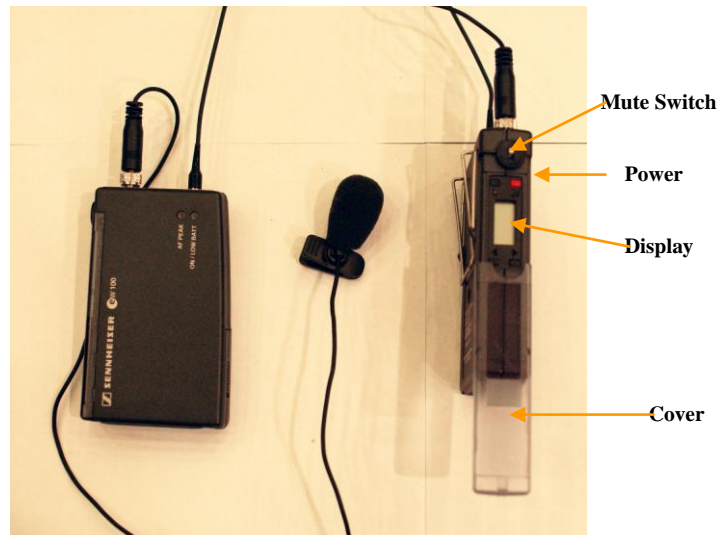


Wide screen computers “WXGA” may not project with this system. Go to Start /Settings /Display and lower your resolution to XGA 1024 x 768. You may have to turn off the laptop screen so it does not default back to WXGA. As a last resort you can try connecting your laptop computer directly into the VGA input box (page 3.) on the wall which bypasses the document camera and sends the signal directly to the projector.

Note: For the Macintosh mirroring must be selected from your external display control panel

## Using the Wireless Microphones:

Only Available In the Large Lecture Halls!



There are two models of Wireless Microphones available in the large lecture halls. Model #1 as seen above: To turn it on, slide the clear cover on the side of the transmitter down to reveal a display and four buttons. Hold the red power button down until the display has numbers on it. If the numbers never appear or disappear when you release the button the batteries are too low. Use the second microphone and report the problem to **Ext. 8856**. If the numbers are visible and the microphone is still not working slide the mute switch up.

To turn it off, slide the clear cover on the side of the transmitter down to reveal the display and four buttons. Hold the red power button down until the display has off on it.



Model #2 as seen above: The power switch is behind a door and the mute switch is on top.

**Note:** Please do not change the frequencies. If you change them the audio may be received by some of the other IT Classrooms that have wireless microphone receivers.