The Technology Classrooms have been designed to have a common look and feel. Although you will find minor variations in equipment and configurations, this Operation Manual should be specific enough for you to use the basic capabilities of the room.

OVERVIEW

How do I reserve a Technology Classroom?
Scheduling is handled through the normal room scheduling procedure established by the campus Scheduling Office (x4-8243). Faculty who need the special capability available in the Technology Classrooms, should contact their department or college room scheduling person.

Where do I get help if I have a problem?
The central point of contact for any problems with the rooms is the Classroom Support Hotline (x4-8522). For more information on Technology classrooms, go to http://www.oit.umd.edu/tc.

Several buildings with large concentrations of technology classrooms or carts have a support office located in the building where you may get immediate assistance.

<table>
<thead>
<tr>
<th>Building Location</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0234 Benjamin</td>
<td>1101 Bio/Psych</td>
</tr>
<tr>
<td>1120 Computer Science</td>
<td>0123 Engineering</td>
</tr>
<tr>
<td>Instructional Center</td>
<td>1314 Health &amp; Human Performance</td>
</tr>
<tr>
<td>1111 Francis Scott Key</td>
<td>0209 Math</td>
</tr>
<tr>
<td>1204 Jimenez</td>
<td>1530 Van Munching</td>
</tr>
<tr>
<td>1132 Plant Sciences</td>
<td>0129 Reckord Armory</td>
</tr>
<tr>
<td>1126 Tydings</td>
<td></td>
</tr>
</tbody>
</table>

How do the card reader locks work?
Some of our classrooms, AV equipment closets, and projection booths are equipped with card readers which operate using a University ID card. Prior to the start of the semester, a list of faculty assigned to teach in the rooms is provided by the Scheduling Office and the locks are programmed with their University ID numbers. Since TA’s often aren’t included on this list, faculty may submit the names, UID numbers, and courses directly to the Classroom Support office x4-8522.

How do I get the password for the instructor computer?
You log onto the instructor computer using your directory ID and password. At the end of class, you will need to logoff so your accounts is not used by subsequent classes. To provide a simple way to insure that logoff occurs, a Logoff Scheduler box will pop up on the screen after logon, allowing you to control the logoff time.

How do I access and store instructor files on classroom computers?
Because the instructor PCs are shared computers and very accessible, users should not store any files on them. We periodically have to wipe out inappropriate files or upgrade software. And other users may erase or tamper with items (either inadvertently or on purpose). Opening a PPT file that someone else has modified could be very embarrassing. For that reason, you should bring your files with you on some form of portable media (flash drive, CD, DVD, portable hard drive, etc.) or access them from a server over the network. You are welcome to load your files on the PC for the specific class where they will be used (since they may run better), but you should erase them after you finish.
What should I do if I have problems with the computer?
The computer has special software which will make it easier to fix many computer problems quickly and without the need for a technician. If you are having problems, other than obvious hardware issues, simply reboot the computer. By rebooting you return the computer to a previous working condition.

How do I control the lights?
In addition to ON/OFF switches by the room entrances, most larger rooms have more elaborate lighting control. Generally in these rooms, a switch at the front of the room contains buttons for controlling preset scenes used during projection as well as ON and OFF buttons. In rooms with preset scenes, the lights also can be controlled by the media control system.

How do I use the microphone for voice amplification?
Wireless microphones are available in larger rooms. The wireless mic is generally stored in the AV closet or projection booth or may be checked out from the local support office in the ARM. Be sure to turn the mic ON. Extra batteries are located in the closet/booth or can be obtained from the local support office. Rooms with lecterns may have a flexible gooseneck mic.

How do I use the media control system?
Most rooms have an application on the computer that operates the AV system. In some rooms, a touch pad (located in the lectern or on the wall at the front of the room) also may be used to control the equipment that is installed in the room. Most users prefer the simplified mode of operation. Just touch the screen to bring the touch pad out of sleep mode and select SIMPLIFIED from the Main Menu. On the next screen, you will see a list of available sources on the left. Simply select the source you want to use and the controls for that device will appear on the next screen. Along the right you will find controls to adjust the volume, screen(s), video projector, and lights. When you select a source in simplified mode, the screen(s) will be lowered, the equipment will be turned on, and the lights will be lowered.

NOTE: Some smaller rooms have pull down screens and non-dimmable lights which must be operated manually.

How do I connect additional equipment, such as a document camera or laptop computer?
Most rooms have a VGA cable installed on the rack or the desk for connecting devices such as laptops. You may also use the auxiliary input panel located at the front of the room (in the instructor desk rack, AV closet or on the wall). The panel provides a way to connect devices and feed their signals to the equipment that is installed in the room. Connect the device to the appropriate jacks on the input panel, select AUXILLIARY AV INPUT on the source list, and select the one that corresponds to the jacks you are using (RGB, Video, Audio, etc.).

How do I use clickers?
Turning Point 2008 software and 2008 receiver are installed on all instructor computers. In order to make it available in both Office 2003 and Office 2007, the Turning Point software will autoload whenever PowerPoint is opened in either version. The 2008 receivers will work with both the older RF and the new XR clickers. You can find a list of rooms and their assigned clicker channels at http://www.oit.umd.edu/tc/clickers.html. For general information on clickers or to download the latest software, go to http://www.clickers.umd.edu.

What do I do when I’m finished using the equipment?
To reduce wear and tear and to make sure the system is ready for the next user, it is important to shut down the system. Push the NORMAL SHUTDOWN button (at the top of the screen) and then select End of Class (which leaves the projector on) or End of Day (which shuts everything off). Also, return any items normally stored in the AV closet or projection booth (wireless mic, document camera, etc.).
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INTRODUCTION

CONFIGURATION OF TECHNOLOGY CLASSROOMS

• LCD projector that can handle high-res computer display as well as video

• basic equipment in all rooms (computer, VCR/DVD/CD player, overhead transparency projector or document camera, stereo program audio system, clicker receiver, and auxiliary input panel for connecting additional equipment)

• a media control system operated via a touchpanel or computer that operates the AV equipment and in some rooms, the screens and lights.

• some rooms have voice amplification system w/ wireless microphone, audio recording capability, audocassette deck, document camera, slide projectors, laser disk player, video recording capability, etc.

• card readers on doors to AV closets, projection booths, or classrooms that operate using faculty ID’s

• campus cable tv reception

• closed captioning capability

• assistive listening systems in lecture halls

• active data and campus cable jacks

• standardized rack layouts to insure that all user-operated items are accessible

• signs in rooms indicating who to call for assistance

OPERATION

Despite minor variations in equipment and configuration, the Technology Classrooms have been designed to have a common look and feel. The sections below describe how they work.

HOW TO USE THE CARD READERS

Some classrooms, AV equipment closets, and projection booths are equipped with card reader locks which operate using a University ID card. To enter the room, slide the ID through the slot. Make sure the magnetic stripe on the back of the ID is facing the larger side of the reader. Some card reader are a bit finicky, so if it doesn’t work, try again.

The card readers are programmed with the ID numbers of those who are scheduled to use the room. Lost ID’s should be reported immediately and replaced as soon as possible. Once the new ID is used, the old ID will no longer open the lock.

Guest cards are available from the local Technology Classroom Manager for those who need occasional access to the equipment.
HOW TO MANUALLY OPERATE THE SCREEN(S)

In some rooms, the projection screens are manual and must be raised and lowered by pulling on the bottom of the screen. In rooms with electric projection screens, the screens may be controlled using the media control system or by using the switches that are located on the wall in the instructor area. Using the switch may be easier with equipment, such as an overhead projector, that is not connected to the media control system.

To operate the screen using the wall station switch, press the top button to raise the screen, the middle button to stop the screen, and the bottom button to lower the screen.

HOW TO MANUALLY CONTROL THE LIGHTS

By the entrance to the room you’ll find a switch that will turn all the lights ON or OFF. In some rooms, there may be a wall control station (generally in the instructor area) that also contains buttons for controlling pre-programmed scenes used during projection. Also, some rooms have separate switches to control the lights over the boards at the front of the room.

HOW TO USE THE MICROPHONE SYSTEM FOR VOICE AMPLIFICATION

Voice amplification systems with wireless microphones are available in larger rooms. The wireless mic is generally stored in the AV closet or projection booth or may be checked out from the local support office in the ARM. Be sure to turn the mic ON using the switch on the belt pack. Extra batteries are located in the closet/booth or can be obtained from the local support office. Rooms with lecterns may have a mic on a flexible gooseneck that is directly wired or can be plugged into the MIC IN jack on the Auxiliary Input Panel.

If you prefer to use a wired mic, one can be plugged into the MIC IN jack on the Auxiliary Input Panel. Wired mics are available in the AV closets of some rooms as a backup for the wireless mics.

The mic system feeds into the Assistive Listening System. Hearing-impaired students may check out a headset from the Disabilities Support Office or they may call the Classroom Support Hotline (x4-8522).

In some rooms, the microphone system is connected to the computer so that the audio can be recorded. (See APPENDIX A for more information.)

HOW TO USE THE MEDIA CONTROL SYSTEM

The media control system is designed to control various AV systems installed in the room. In rooms with touch pads, if the touch pad is dark, touch it to bring it out of Sleep mode. In rooms that use the Room PC to control AV, make sure the AV Control program is running.

The Main Menu Screen appears and allows you to select between two modes of operation: simplified and manual.

In Simplified mode, the screens will be lowered, equipment turned on, and lighting will be dimmed as needed.

In Manual mode, you will need to control all the elements (screens, lights, equipment) individually.
If a device is selected and showing on the screen, it will be identified in the PROJ STATUS window (VCR, doc cam, cable, etc.). If the projector is turned off, OFF will show in the window. If the projector is on but the screen is blank, BLANK will show in the window. The button marked BLANK SCREEN mutes the video on the projector screen but does not deselect the active device.

**SIMPLIFIED MODE:** In Simplified mode, just select the source device. The appropriate equipment is turned on and a screen appears that has the controls for that piece of equipment.

Controls for program audio levels are always available in the lower right hand corner of the screen.

**MANUAL MODE:** In Manual mode, you must set up the system by turning on and adjusting all the necessary components—screens, projectors, lights. Then you select the source device and a screen appears that has the controls for that piece of equipment.

Controls for program audio levels are always available in the lower right hand corner of the screen.

**SOURCES:**

Use the buttons beneath SOURCE to select the A/V equipment you want to use. When a button is pushed, a page comes up with specific controls for that piece of equipment.

In SIMPLIFIED OPERATION mode, when a SOURCE is selected, the appropriate projector is turned on, and if available, the screen is lowered, the lights near the screen(s) are turned off, and the seating lights are dimmed.

**HOW TO TURN ON THE VIDEO PROJECTOR (MANUAL MODE ONLY)**

Push the PROJECTOR CONTROL button. When the Projector Control screen appears, push ON.
HOW TO LOWER SCREEN (MANUAL MODEL ONLY)

Push the SCREEN CONTROL button. When the Screen screen appears, push the down arrow button for the screen(s) you want to lower. The screen(s) will automatically lower to the correct position. To stop the screen before it is fully lowered, push the STOP button.

If you select SIMPLIFIED mode, then the appropriate screen is automatically positioned when you select a Source and you do not need to operate the screen separately.

HOW TO CONTROL LIGHTS

Each room has a slightly different lighting control system but the controls generally are arranged in one of two ways--either control by preset scenes or by area of the room.

Some rooms have more sophisticated lighting systems that are interfaced with the media control system and will turn on/off in Simplified Mode. To manually adjust the lights in these rooms, push the LIGHT CONTROL button. The Lights screen allows you to control the different types of lights.

The ALL ON button turns on all the lights in the room. The ALL OFF button turns off all the lights in the room.

HOW TO ADJUST THE PROGRAM AUDIO LEVEL

The program audio control buttons are in the lower right corner of ALL pages except the MAIN MENU so they are available at all times. The UP and DOWN arrows are press-and-hold buttons that raise and lower the sound volume. The bar will fill from bottom to top as sound volume increases. The sound level will continue to increase or decrease as long as the buttons are held.

When the MUTE button is pressed, the MUTE button will light up and the program audio level will be muted. Pressing MUTE again will restore the previous audio level.

HOW TO CONNECT TO THE AUXILIARY INPUT PANEL

Auxiliary inputs jacks are located at the front of the room and allow you to connect equipment that you bring into the room. When connected, the signal will be sent to the appropriate playback equipment, such as the video projector or program audio equipment. The specific inputs may vary from room to room but generally include:
COMPUTER or VGA: This jack has a VGA connector and is used for devices such as a laptop computer or document camera. A VGA cable connects the computer/device to the panel. A stereo mini audio jack is located under the VGA connector and allows you to feed audio signals to the room’s speakers.

VIDEO: The Video input is a standard analog video jack that allows you to plug in devices, such as VCR’s, camcorders, etc. It uses three RCA connectors, one for video and two for stereo audio (Left and Right).

CONTROL: The Control jack is used by staff when doing maintenance and troubleshooting.

LAN: Some rooms have a LAN jack which allows you to plug in an ethernet cable for a computer.

HOW TO USE DEVICES CONNECTED TO THE AUXILIARY INPUT PANEL

Push the AUX INPUTS button to bring up a page that lets you direct the signals of devices that are connected to the auxiliary input panel. The screen shows you a diagram of the panel and you to select the input (RGB, VIDEO, etc.) you are using.

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>INPUT TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>computer</td>
<td>COMPUTER</td>
</tr>
<tr>
<td>document camera</td>
<td>COMPUTER</td>
</tr>
<tr>
<td>camcorder</td>
<td>VIDEO</td>
</tr>
<tr>
<td>VCR OR DVD</td>
<td>VIDEO</td>
</tr>
<tr>
<td>audio w/ 2 cables</td>
<td>R/L (under VIDEO)</td>
</tr>
<tr>
<td>audio w/ 1 cable</td>
<td>Audio (under COMPUTER)</td>
</tr>
</tbody>
</table>

In SIMPLIFIED mode, the projector, screen, and lights will be adjusted automatically. In MANUAL mode, the projector, screen, and lights must be turned on/adjusted first. Closed captioning can be turned ON and OFF, as well. Control the volume using the PROGRAM AUDIO controls.

HOW TO PROJECT A COMPUTER IMAGE

If you use the PC in the room, touching the ROOM PC button will make that the active source.

If you use a laptop in a room with a VGA cable on the instructor desk, touch the DESKTOP VGA button and be sure the computer is turned on and connected to the VGA cable on the instructor desk.
If you use a laptop in a room where you connect using the AUX INPUT PANEL, touch the AUX INPUTS button. Be sure the computer is turned on and connected to the COMPUTER OR VGA input of the AUX INPUT PANEL. The screen shows you a diagram of the panel and you should select the appropriate one.

If the image doesn’t display, check to make sure that your laptop is sending the signal through the laptop’s video port.

For many PC laptops, hold down the FUNCTION and the appropriate F key, which varies with the manufacturer. This will toggle or switch the display from the laptop, to external, or to both. The image looks best when displayed at 1024 x 768.

For most Mac laptops, the computer automatically senses when you connect a cable to the video port. If the image isn’t displaying correctly, open System Preferences and click on Displays. Be sure that mirroring is on and the resolution is set to 1024 x 768.

If you want to play back the computer’s sound, make sure that the computer’s audio output jack is connected to the audio input jack associated with the VGA input.

If your laptop has a digital output or uses a connector other than the traditional VGA type, you will need an adapter. Since these adapters vary depending on manufacture and model and we cannot stock all the various types, you should provide your own.

In SIMPLIFIED mode, selecting ROOM PC, DESKTOP VGA, or AUX INPUT - COMPUTER will turn on the projector, lower the screen, and adjust the lights automatically.

In MANUAL mode, the projector, screen, and lights must be turned on first.

Computer sound can be selected ON or OFF (the default).

**HOW TO PLAY A VIDEOTAPE**

First, put your tape in the VCR which is located in the rack.

In SIMPLIFIED mode, select the VCR from the Source list to turn on the video projector, lower the screen, adjust the lights, and direct the image to the screen.

In MANUAL mode, the projector, screen, and lights must be turned on first, then select VCR. Closed captioning can be turned ON and OFF, as well. The default mode is STOP with captioning turned OFF.

PLAY: Push PLAY and the tape will begin playing from whatever state it is in (pause, rewind, fast forward or stop).

STOP: Push STOP to stop the VCR from any state it is in, including pause.
PAUSE: Push PAUSE to temporarily stop the tape or view a still picture during playback. Push PAUSE again
and the tape will resume playing. You should not leave the VCR in PAUSE for more than a few seconds.

FF>>: Push FF>> while the VCR is stopped to advance the tape rapidly (no image displayed). Push FF>> while the VCR is playing to do a forward search (image displayed).

<<REW: Push <<REW while the VCR is stopped to rewind the tape rapidly (no image displayed). Push <<REW while the VCR is playing to do a reverse search (image displayed).

**HOW TO DISPLAY CLOSED CAPTIONS**

On any page that has CLOSED CAPTIONING: ON   OFF, when ON is selected, the captioning device will be turned on and remain on until turned off, even if the user moves from one source to another. When OFF is selected, the device will be turned off. The default setting is OFF.

**HOW TO PLAY A DVD OR CD (USING THE DVD PLAYER)**

Touching the DVD button will bring up the first of two DVD PLAYER pages.

In SIMPLIFIED mode, the projector, screen, and lights will be automatically turned on and adjusted.

In MANUAL mode, the projector, screen, and lights must be turned on first.

Closed captioning can be turned ON and OFF, as well.

PLAY: Push PLAY and the disk will begin playing from whatever state it is in (paused, rewinding, fast forwarding, or stopped).

REJECT (or STOP): Push REJECT (or STOP) to stop the DVD player from any state it is in, including pause.

PAUSE: Push PAUSE to temporarily stop the disk or view a still picture during playback. Push PAUSE again and the disk will resume playing.

SCAN FWD>>: Push SCAN FWD>> while the disk is playing to do a forward search (image displayed).

<<SCAN REV: Push <<SCAN REV while disk is playing to do a reverse search (image displayed).

STEP FWD>: Push STEP FWD> to move ahead one frame at a time.

<STEP REV: Push <STEP REV to move backward one frame at a time.

SPEED UP: Push the SPEED UP button to increase the playback speed.

SPEED DOWN: Push the SPEED DOWN button to slow the playback speed.

AUDIO: The AUDIO button allows you to toggle through various audio modes.
TO KEYPAD: Push the TO KEYPAD button to bring up a second laserdisk page that contains keypad controls.

The keypad controls allow you to move directly to individual frames of the disk. The number appears in the window and will remain there until replaced. First, push the CHAP/FRAME TRACK/TIME button to toggle between the two display modes (chapter/frame numbers or track/time numbers). The selected mode is indicated on the screen. Then use the keypad to enter the number, which will appear on the screen. Be sure to place a zero in front of single digit numbers (i.e. 01, 02, etc.).

CLD-V2600: You may then push the SEARCH button to scan through frames. The selected image will be displayed in freeze frame mode. For CLV disks, play will start automatically. For CAV disks, the frame will be frozen and you must push PLAY to resume normal playback.

DVL-909: You may then push the PLAY button to move to the desired chapter/frame. For CLV disks, play will start automatically. For CAV disks, the frame will be frozen and you must push PLAY again to resume normal playback.

To go back to the previous laserdisk control page, push BACK TO CONTROLS.

HOW TO VIEW CAMPUS CABLE

Touching the CAMPUS CABLE button turns on the VCR and uses the VCR’s tuner to select a channel from the campus cable television system.

In SIMPLIFIED mode, selecting CAMPUS CABLE will turn on the projector and VCR, lower the screen, adjust the lights, and direct the image to the desired screen.

In MANUAL mode, the projector, screen, and lights must be turned on first, then select CAMPUS CABLE. Closed captioning can be turned ON and OFF.

KEYPAD: Enter a channel number or use arrows to change the channel, one channel at a time.

HOW TO CONNECT A DOCUMENT CAMERA

In rooms where the document camera is permanently installed, it will be listed as an option under the SOURCE list. Press DOCUMENT CAMERA and the output will automatically be sent to the projector.
In rooms where the document camera is brought in as needed, it will NOT be included in the SOURCE list. Press AUX INPUTS and select the input to which you have connected the document camera cable. Most document cameras are digital and are connected to the COMPUTER or VGA input on the INPUT PANEL using the same cable that is used to connect a laptop.

Turn the document camera power ON.

If you are projecting transparencies, turn on the base light if the camera has one.

If you are projecting opaque materials, turn on the lights on the arms.

When finished, turn the lights and power OFF.

HOW TO RECORD AUDIO USING THE COMPUTER

The University has a goal of adding audio recording capability to all of its Technology Classrooms. The project got underway during the summer of 2008 and approximately 80 rooms were ready for the fall 2008 semester. These recording systems include microphones and mixers that feed audio into the instructor computer where faculty can use the Audacity software to record. For current information on the rooms that are equipped, how to record, and how to make your recording available, go to http://www.oit.umd.edu/tc/audioinfo.html.

HOW TO SHUT DOWN THE SYSTEM

To reduce wear and tear on the equipment, the system should be shutdown before leaving the room.

Pressing Shutdown brings up a page that allows you to turn off the equipment and reset the system.

Select End of Class, if the next class will be using the equipment. This turns off the equipment, but leaves the projector ready to go without a warm up period.

Select End of Day if yours is the last class of the day or there is a long gap before the next class. All equipment including the projector is stopped and/or turned off, screens are raised, and lights turned on.

HOW TO USE CLICKERS

For information on how to use clickers in the classroom, go to http://www.clickers.umd.edu where you can find information, downloadable software and other resources.
OLDER TECHNOLOGIES
Some older format equipment can be found in a limited number of rooms. Below are instructions for using these technologies.

HOW TO PLAY AN AUDIOTAPE

Push the AUDIO CASSETTE button to select the audio cassette tape deck. This will turn on the deck in its default mode (STOP).

PLAY: Push PLAY and the tape will begin playing from whatever state it is in (pause, rewind, fast forward, or stop).

STOP: Push STOP to stop the deck from any state it is in, including pause.

PAUSE: Push PAUSE to temporarily stop the tape. Push PAUSE again to resume playing.

FF>>: Push FF>> while the deck is stopped to advance the tape.
<<REW: Push <<REW while the deck is stopped to rewind the tape.

For decks with dual wells, the screen will show separate controls for the right and left wells.

HOW TO RECORD USING THE AUDIO CASSETTE DECK

Place a blank cassette in the RECORD well of the deck and set the DIRECTION MODE of the tape. To record only on one side, set to . To record continuously from one side to the other, set to . Next press RECORD and the machine is paused in record mode. To start recording, press PAUSE to take the machine out of PAUSE and start recording.

HOW TO SHOW SLIDES

Touching the SLIDES button brings up the SLIDES page. The SLIDE PROJ buttons control the slide projector(s) located in the projection booth at the rear of the room.

Turn the projector(s) on from the touch panel. Then go to the booth, place the slide tray(s) on the projector(s) and adjust the position of the projectors, if necessary. When you are ready to actually show the slides, follow the directions below.

In SIMPLIFIED mode, push the SLIDE ON/OFF button above the arrows to select and turn on the projector, lower the screen, adjust lights, and direct the image to the desired screen.
In MANUAL mode, pushing the SLIDE PROJ button will turn on the appropriate device and direct the image to the desired screen; the screen and lights must be controlled separately.

Push the appropriate arrows to control FWD/REV and FOCUS (if that function is available). In rooms with more than one projector, separate controls are provided for each projector.

**HOW TO PLAY A VIDEODISK**

Touching the LASERDISK PLAYER button will bring up the first of two LASERDISK PLAYER pages.

In SIMPLIFIED mode, the projector, screen, and lights will be automatically turned on and adjusted.

In MANUAL mode, the projector, screen, and lights must be turned on first.

Closed captioning can be turned ON and OFF, as well.

**PLAY:** Push PLAY and the disk will begin playing from whatever state it is in (paused, rewinding, fast forwarding, or stopped).

**REJECT** (or **STOP**): Push REJECT (or STOP) to stop the laserdisk player from any state it is in, including pause.

**PAUSE:** Push PAUSE to temporarily stop the disk or view a still picture during playback. Push PAUSE again and the disk will resume playing.

**SCAN FWD>>:** Push SCAN FWD>> while the disk is playing to do a forward search (image displayed).

**<<SCAN REV:** Push <<SCAN REV while disk is playing to do a reverse search (image displayed).

**STEP FWD>**: Push STEP FWD> to move ahead one frame at a time.

**<STEP REV:** Push <STEP REV to move backward one frame at a time.

**SPEED UP:** Push the SPEED UP button to increase the playback speed.

**SPEED DOWN:** Push the SPEED DOWN button to slow the playback speed.

**AUDIO:** The AUDIO button allows you to toggle through various audio modes.

**TO KEYPAD:** Push the TO KEYPAD button to bring up a second laserdisk page that contains keypad controls.
The keypad controls allow you to move directly to individual frames of the disk. The number appears in the window and will remain there until replaced. First, push the CHAP/FRAME TRACK/TIME button to toggle between the two display modes (chapter/frame numbers or track/time numbers). The selected mode is indicated on the screen. Then use the keypad to enter the number, which will appear on the screen. Be sure to place a zero in front of single digit numbers (i.e. 01, 02, etc.).

CLD-V2600: You may then push the SEARCH button to scan through frames. The selected image will be displayed in freeze frame mode. For CLV disks, play will start automatically. For CAV disks, the frame will be frozen and you must push PLAY to resume normal playback.

DVL-909: You may then push the PLAY button to move to the desired chapter/frame. For CLV disks, play will start automatically. For CAV disks, the frame will be frozen and you must push PLAY again to resume normal playback.

To go back to the previous laserdisk control page, push BACK TO CONTROLS.

HANDHELD REMOTE CONTROL

A small handheld remote control is available in some rooms that will allow you to control basic functions of the equipment while walking around the room.

You must first set up the equipment using the touch pad controls. Then the remote can be used to control basic functions.

The same remote will work in any Technology Classroom even though some rooms may not have all the items that are capable of being controlled by the remote.

Remotes are located in each room’s AV closet or projection booth OR may be checked out for a semester, as long as supplies last. Call 5-2500 for more information.

MEDIA CONTROL SYSTEM REFERENCE GUIDE

Response Time: Unless otherwise indicated, all actions in response to a button touch will happen when the finger is removed. Only in a few instances (such as volume and screen controls) will there be touch-and-hold buttons.

Lighting of Buttons: Whenever a button icon is touched, it will “light-up.” Whenever a page is selected, the appropriate buttons will be lit which represent the state of equipment (to the extent that it is known). EXAMPLE: Assume that the VCR is selected, PLAY is selected, and closed captioning is selected ON. If the user leaves this page and then returns while the VCR is still playing, the PLAY button will still be lit.
Implicit Deselection of Devices: If the signal from a device is replaced by another signal (i.e., the signal from the original device is no longer being viewed/heard), that original device will be deselected. **EXAMPLE 1:** Assume that the VCR is playing and being displayed on both screens. If the document camera is selected and displayed on the left screen, the VCR will continue to play on the right screen. However, now if a computer is selected and assigned to the right screen, the VCR will be deselected. **EXAMPLE 2:** If the CD player is playing and another sound source is selected, the CD player will be deselected.

Audio and Video Priorities: If a source that has both video and audio is playing and being projected, starting another audio source, say the CD player, will replace the sound and provide the user with a message “Keep current video? YES NO”. If a source that has both video and audio is playing and being projected, starting a video only source, say the document camera, will replace the video and provide the user with a message “Keep current audio? YES NO”.

Most recently selected device. The concept of the most recently selected device will appear throughout this document. The most recently selected device is the A/V device or source (VCR, aux. input, audio cassette, CD, document camera, laserdisk player, campus cable, and computer) which was most recently selected by touching its icon. It is expected that the Crestron control system will remember this device until it is superceded by another selection. For example, selecting VCR from the Source list would make the VCR the most recently selected device.

Video Projector Warm-up. The projector will always bypass the warm-up delay when turned on.

Back to Main Menu. A BACK TO MAIN MENU button is on all pages (other than the Main Menu page) so that you can return to the Main Menu with a single button push.

Left and Right. LEFT and RIGHT as used throughout this document refer to the room as seen by a user who is looking toward the front of the room from the seating area.

Light Control. Light control generally applies to larger rooms. Classroom lighting usually is controlled by the existing lighting switches in the rooms.