



Media Services

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Waymon L. Hickman Building
Room 131
1665 Hampshire Pike
Columbia, TN 38401

Williamson Campus
Administration Building
Room 216
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CLASSROOM TECHNOLOGY GUIDE



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Touch Screen Control Panel

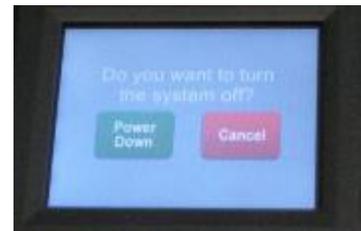
How to Turn ON/OFF the Projector and Other Functions



Buttons and Volume Knob

DISPLAY ON: Press *Display On* to turn on the projector and lower the screen.
 (**Warning:** 90 second warm up time; wait for button to stop blinking)

DISPLAY OFF: Press *Display Off* and then confirm action on touch screen by tapping *Power Down* icon to turn off the projector and raise the screen. Failure to confirm will cancel the action.



MUTE: Press the MUTE button to silence audio. Press again to return to normal.

VOLUME (Black knob under Mute button): Turn the knob to the right to increase volume. Turn it to the left to decrease volume.

SELECTING A DEVICE FOR PROJECTION: Press one of the following buttons to project that device.

1 - PC

2 - LAPTOP: *After pressing button, tap one of the icons on the touch screen to select proper cable. See next page for explanation of touch screen.*

4 - AUXILIARY (*Not functional—future use*)

5 - DOC Camera (document camera).

Touch Screen Control Panel Continued

Touch Screen Functions

Home Screen: The home screen displays the classroom location and Columbia State logo. Tapping the home screen has the same affect as pressing the *Display On* button. It will lower the screen and turn on the projector.



Laptop Screen: After pressing the *Laptop* button, the touch screen will change to give two input cable options. Tap the icon of the cable connected to the laptop.

Any mobile device that accepts an HDMI type cable may be plugged in to the projection system. Tap the appropriate icon to project on the screen.



PIC MUTE: Tap the *Pic Mute* icon to temporarily dim the projector bulb and raise the screen (the projector does not turn off). Tap the icon again to return to normal.

This icon appears on every screen of the device selected for projection.



Control Panel

How to Turn ON/OFF the Projector and Other Functions



DISPLAY: ON - Turns on the projector and lowers the screen
(**Warning:** 90 second warm up time; wait for ON button to stop blinking)

OFF - Turns off the projector and raises the screen

VOLUME: Turn the knob to the right to increase volume.
Turn it to the left to decrease volume.
(Green lights to the left of knob will light up as volume increases.)

PIC MUTE: Press the PIC MUTE button to blank the screen. The light illuminates red.

AUTO IMAGE: Press the AUTO IMAGE button if the computer or laptop display does not look normal on the projector screen.

CC ON/OFF: Press the CC button to turn on the closed caption decoder for the DVD/VHS player. Press again to turn off this feature. This does not decode closed captioned media on the computer.

SELECTING A DEVICE FOR PROJECTION: Press one of the following buttons to project that device.

1 - DOC Camera (document camera)

2 - LAPTOP

3 - PC

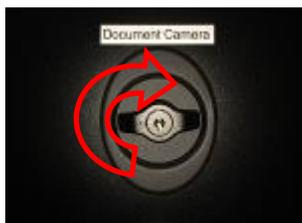
4 - VIDEO or DVD/VCR (to project the DVD/VHS player)

5 - AUX VIDEO. Press the AUX VIDEO button when you connect an external video device's RCA output to the external video ports on the hideaway.

6 - AUX S-VIDEO. Press the AUX S-VIDEO button when you connect an external video device's s-video output to the S-Video port on the hideaway.
The RCA audio output of the s-video device must be plugged into the RCA port on the hideaway if audio output is needed.

Elmo P30 HD Document Camera

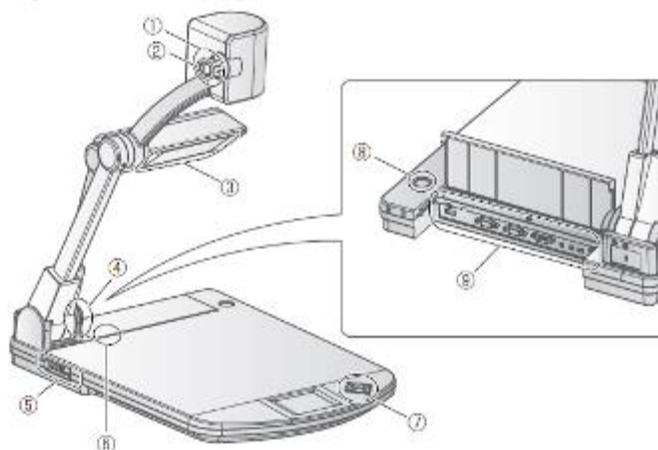
The document camera is located in a drawer on the left side of the podium. Turn the locking mechanism to the right to unlock the drawer and use the handle to pull out the drawer.



[CLICK HERE FOR THE ENTIRE ELMO MANUAL](#)

Part Names

Operation of the main unit: **▶▶▶**

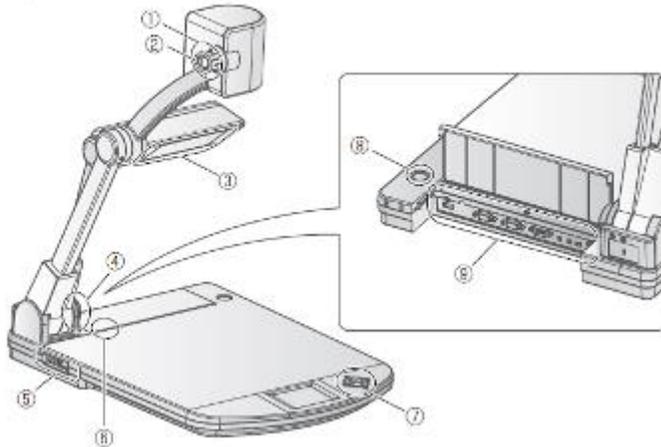


1	Zoom Dial	Use to zoom in and out
2	AF (Auto Focus Button)	Use to activate/deactivate auto focus
3	Illumination (Light Source)	Provides light to document table
4	Remote Control Sensor	Picks up signal from remote control
5	Side Panel	[Not Applicable]
6	Built in microphone	[Not Applicable]
7	Operating Panel	[See next page]
8	Main Switch	Powers on/off document camera
9	Rear panel	[Not Applicable]

Elmo P30 HD Document Camera

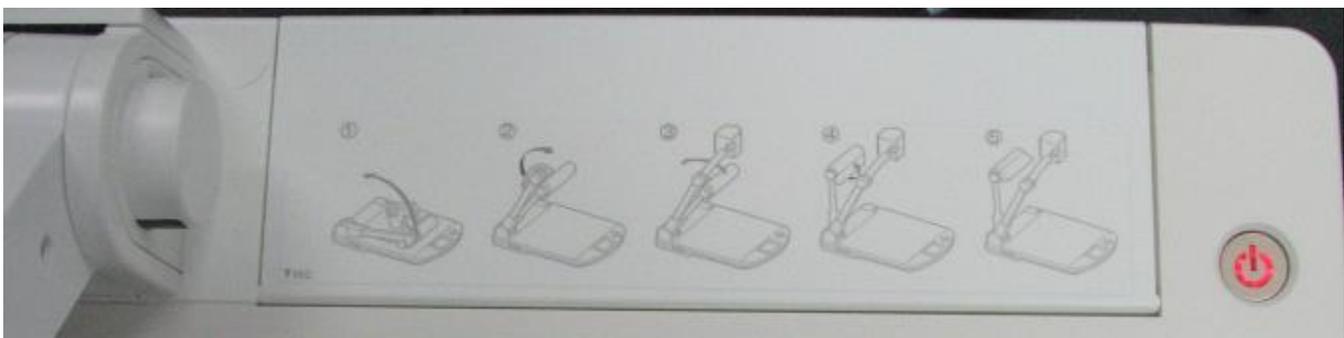
Part Names

Operation of the main unit: 



1	Zoom Dial	Use to zoom in and out
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5	Side Panel	[Not Applicable]
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7	Operating Panel	[See next page]
8	Main Switch	Powers on/off document camera
9	Rear panel	[Not Applicable]

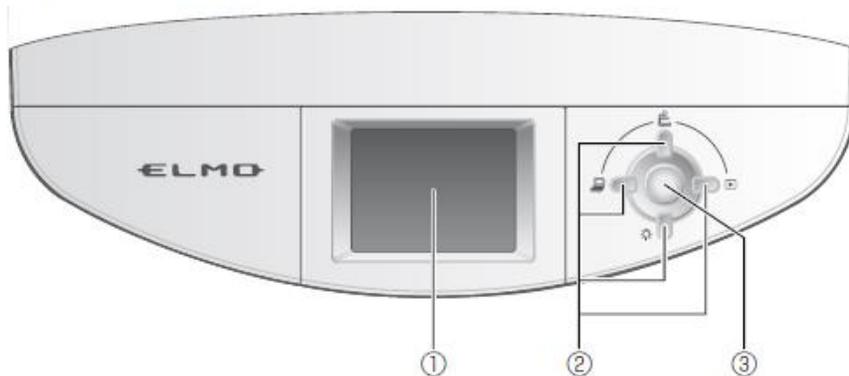
**Diagram on the Elmo illustrates how to unfold for operation.
Reverse action to put in resting position.**



Elmo P30 HD Document Camera Continued

Note: Page numbers in legend refer to Elmo manual.

■ Operating panel



	Mark	Function
①	LCD panel	To display the output video and the OSD.
②	Not displayed in the OSD. 	(up) button To switch the screen to camera image. The color of the front operating panel LED changes to blue. P20
		(down) button To turn ON/OFF the lamp. P19
		(right) button To switch the output image to images stored on the SD card. The color of the front operating panel LED changes to orange. P20
		(left) button To switch the output image to the image input to RGB IN. The color of the front operating panel LED changes to pink. P20
	OSD Menu 	(up, down, left, right) button To be used for selecting the menu item. P21
③	MENU/ENTER button	To show the OSD or select the menu item. P21

Note

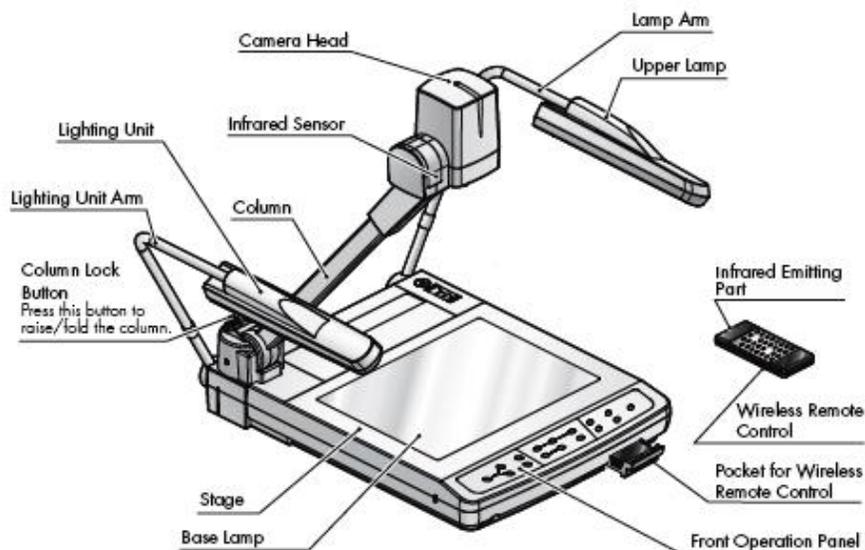
- The menu items displayed on the screen is called "OSD (On Screen Display)" and the status when the OSD is displayed is called "OSD menu".

CAUTION

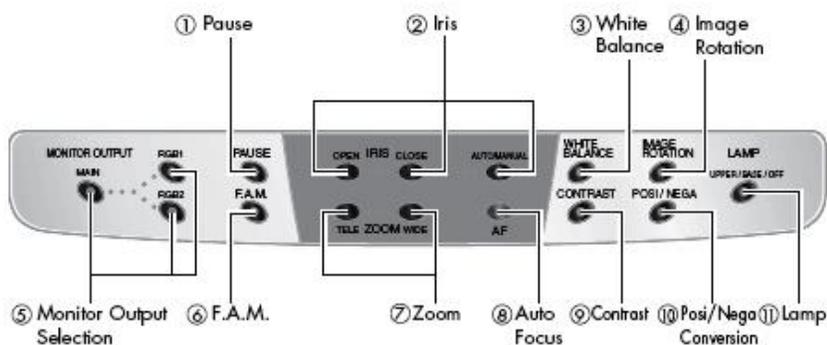
The LCD panel of this product is not a touch panel.

Do not push the LCD panel strongly or push it with a sharp object. Otherwise, the LCD panel may be damaged.

Elmo HV-5100XG Document Camera



Front Operation Panel

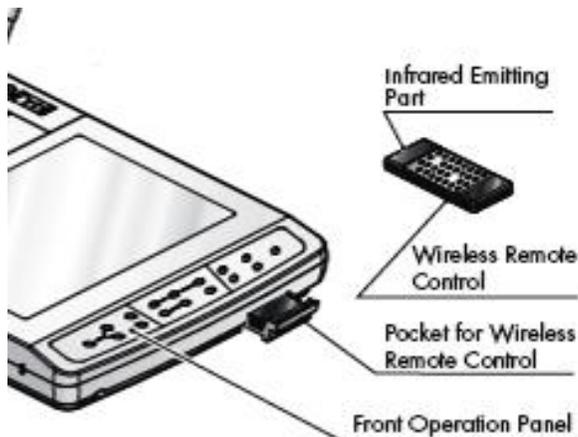


	Name	Function
①	Pause	To pause the image.
②	Iris	To adjust the brightness of the screen.
③	White Balance	To change the mode between AUTO and ONE-PUSH.
④	Image Rotation	To rotate the image. Every time this button is pressed, the image rotates counterclockwise by 90°.
⑤	Monitor Output Selection	To change the output line.
⑥	F.A.M. (Frame Accumulate Mode)	To select F.A.M.
⑦	Zoom	To zoom the object.
⑧	Auto Focus	To focus automatically.
⑨	Contrast	To make documents, etc. visible clearly.
⑩	Posi/Nega Conversion	To switch Posi/Nega.
⑪	Lamp	To switch the lighting.

Elmo HV-5100XG Document Camera

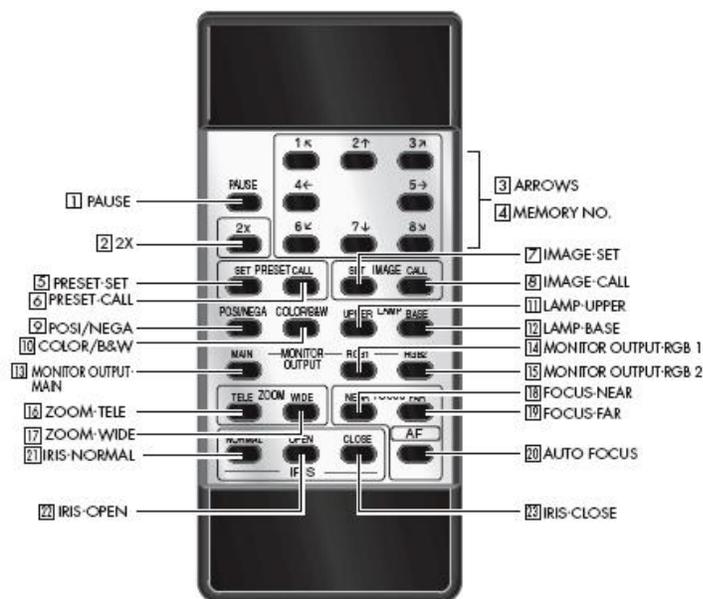
Elmo Remote Control

The Elmo remote control has all of the functions of the Front Operation Panel with added functions to make operation easier.

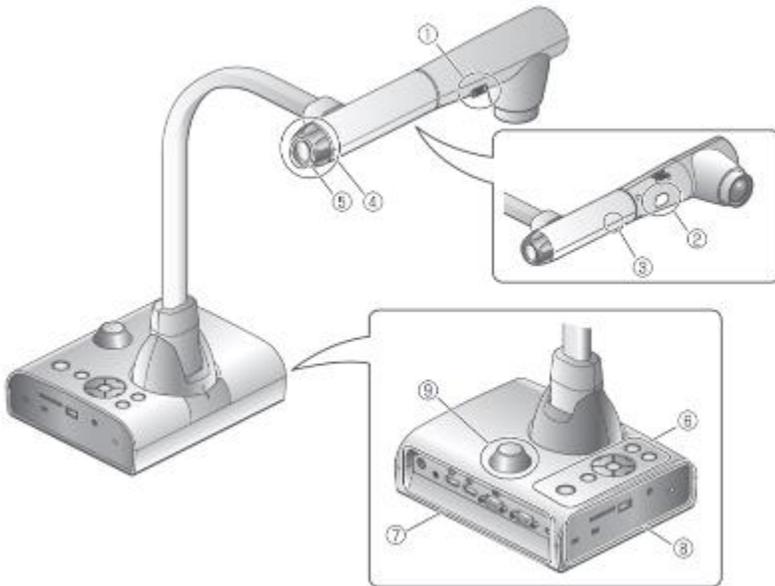


Button Name		Function
1	PAUSE	To pause the image.
2	ELECTRONIC ENLARGEMENT	2X To double the image size.
3		ARROWS To scroll the electronic enlargement screen. When the video pointer is displayed, this can also be used to move the video pointer.
4	MEMORY NO.	The memory No. Used with [5] to [8].
5	PRESET-SET	To store the operating condition of the equipment. Used with the memory No.
	PRESET-CALL	To call the stored operating condition then. Used with the memory No.
7	IMAGE-SET	To store images in the main unit memory. Used with the memory No.
	IMAGE-CALL	To call the image stored by [IMAGE-SET] button. Used with the memory No.
9	POSI/NEGA	To switch POSI/NEGA.
10	COLOR/B&W	To switch COLOR/B&W.
11	LAMP	UPPER To turn ON/OFF the upper lamp.
		BASE To turn ON/OFF the base lamp.
13	MONITOR OUTPUT	MAIN To change the output line.
		RGB1
		RGB2
16	ZOOM	TELE To zoom in.
		WIDE To zoom out.
18	FOCUS	NEAR To move the focus near.
		FAR To move the focus far.
		AUTO FOCUS To focus automatically.
21	IRIS	NORMAL To reset the AUTO iris to the initial value.
		OPEN To open the AUTO/MANUAL iris.
		CLOSE To close the AUTO/MANUAL iris.

Wireless Remote Control



Elmo TT-12iD Document Camera



1 - ILLUMINATION SWITCH

Move the switch to the right to turn on the light (#2 in drawing). Move it to the left to turn it off.

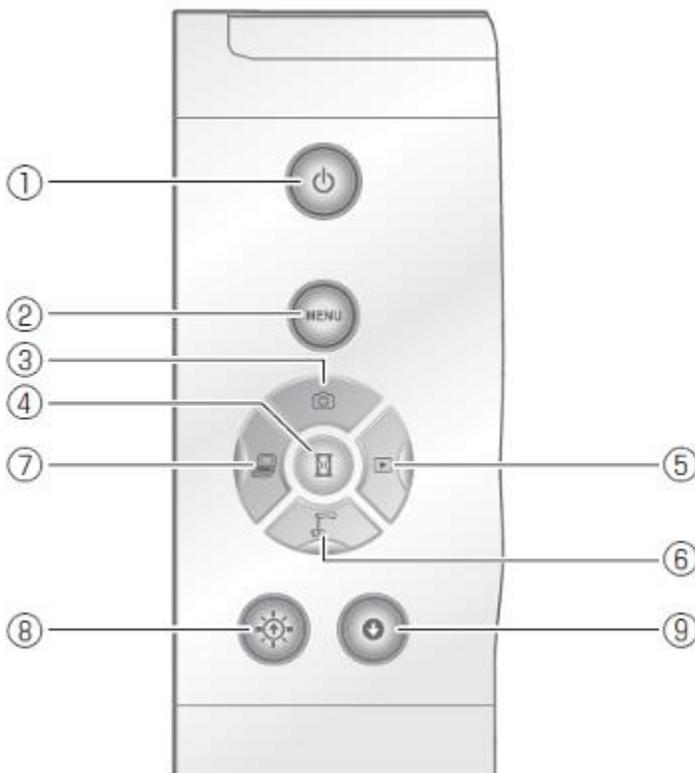
4 - ZOOM DIAL

Rotate the dial toward you to zoom in. Rotate the dial away from you to zoom out.

5 - AF (Automatic Focus)

6 - OPERATING PANEL

OPERATING PANEL



1 - POWER BUTTON

Press the power button once to turn on the document camera. The light around the button will turn blue.

Press and hold the power button for 2 seconds to turn the power off. The light around the button will turn red.

8 - BRIGHTNESS ADJUST

Press the button in increments to brighten the image.

9 - DARKNESS ADJUST

Press the button in increments to darken the image.

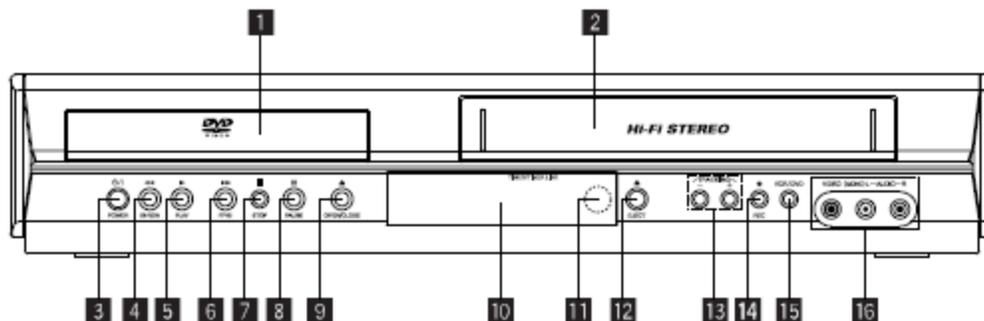
DVD/VHS Combination Player (Where still equipped)

The College uses two different brands of DVD/VHS player; JVC and LG. Each of these players functions basically the same, and are no different than a consumer model you may have at home. The DVD/VHS player is located inside the equipment cabinet.

Each unit has a remote control located in the teacher station drawer.



Front Panel

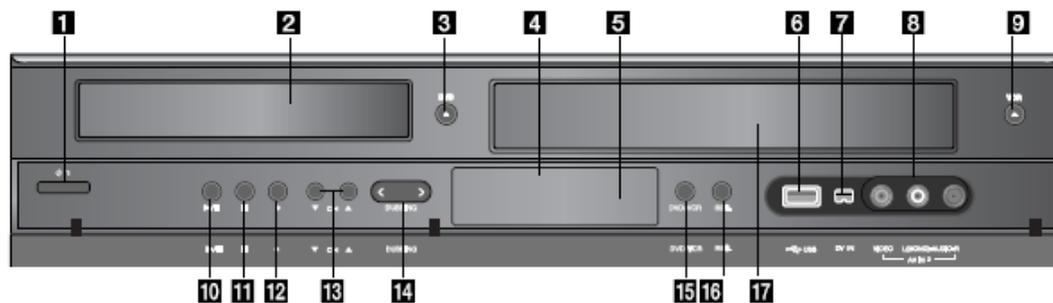


- | | |
|---|--|
| <p>1 Disc Tray (DVD deck)
Insert a disc here.</p> <p>2 Cassette Compartment (VCR deck)
Insert a video cassette here.</p> <p>3 POWER 
Switches the unit ON and OFF.</p> <p>4 REW 
- DVD: Skip to beginning of current chapter or track, press twice in quick successions to go to previous chapter or track. Press and hold button for about two seconds to search backward.
- VCR: Rewinds the tape during the stop mode or for fast reverse picture search.</p> <p>5 PLAY 
Starts playback of a disc or tape.</p> <p>6 FF 
- DVD: Skip to next chapter or track. Press and hold for two seconds for a fast forward search.
- VCR: Advances the tape during the STOP mode or for fast forward picture search.</p> <p>7 STOP 
Stops playback of the disc or tape.</p> | <p>8 PAUSE 
Pause playback or recording. Press repeatedly for frame-by-frame playback.</p> <p>9 OPEN/CLOSE 
Opens or closes the disc tray.</p> <p>10 Display Windows</p> <p>11 Remote Sensor
Point the unit Remote Control here.</p> <p>12 EJECT 
Ejects the tape in the VCR deck.</p> <p>13 TRACKING \pm
To adjust tracking.</p> <p>14 REC 
To record normally or to activate One-touch Timer Recording by repeated presses. Press REC  for more than 3 seconds to set the unit to standby mode for Timer-Link recording.</p> <p>15 VCR/DVD (output select)
Select one of your output sources to view on the TV screen between DVD and VCR.</p> <p>16 LINE2 (VIDEO/AUDIO (L/R) input)
Connect to the audio/video output of an external source (Audio system, TV/Monitor, Another VCR).</p> |
|---|--|

DVD/VHS Combination Player—LG Model (Where still equipped)



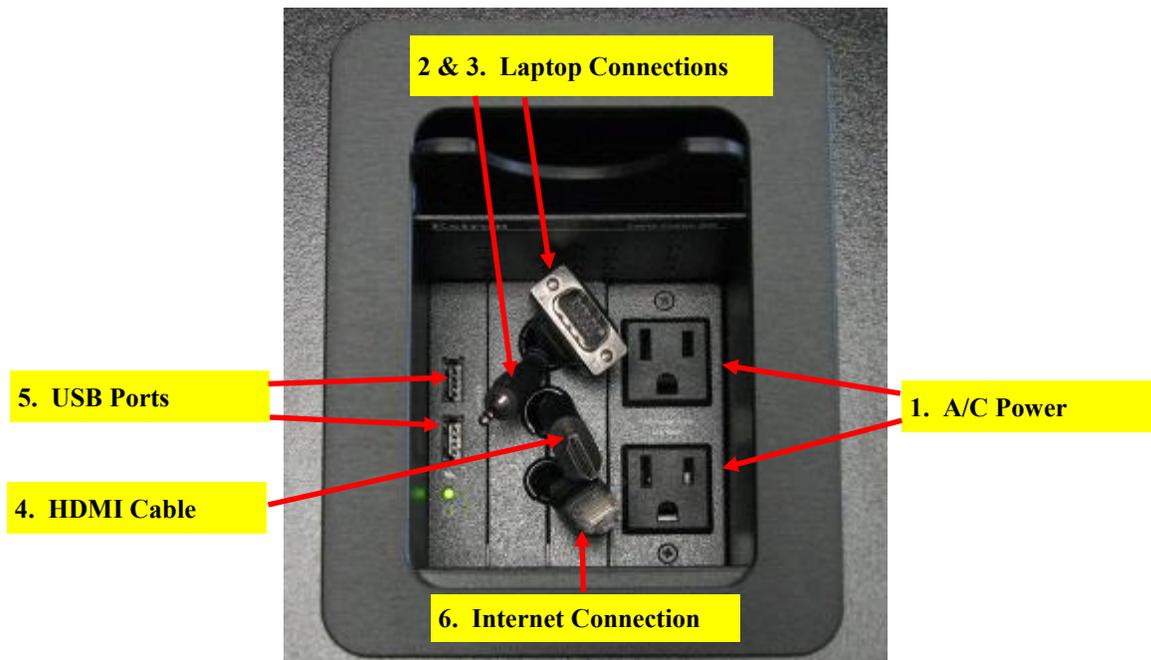
Front Panel



- | | |
|-----|---|
| | Lights when a disc is in the DVD deck. |
| DVD | The DVD deck is selected. |
| | Lights when the Recorder is in playing mode or flashes when search mode. |
| VCR | The VCR deck is selected. |
| | Indicates when the recorder is in timer recording or a timer recording is programmed. |
| | A Video tape is inserted in the VCR deck. |
| REC | The Recorder is recording. |
| PM | Indicates PM time. (AM is not displayed.) |
- 1** / I (POWER)
Switches the Recorder ON and OFF.
- 2** Disc Tray (DVD deck)
Insert a disc here.
- 3** DVD
Opens or closes the disc tray.
- 4** Display window
Shows the current status of the Recorder.
- 5** Remote Sensor
Point the recorder Remote Control here.
- 6** USB Port
Connect an USB Flash Drive.
- 7** DV IN
Connect the DV output of a digital camcorder.
- 8** AV IN 2 (VIDEO /AUDIO (Left/Right))
Connect the audio/video output of an external source (Audio system, TV/ Monitor, VCR, Camcorder, etc.).
- 9** VCR
Ejects the tape in the VCR deck.
- 10** (PLAY / PAUSE)
Starts playback.
Pause playback or recording temporarily, press again to exit pause mode.
- 11** (STOP)
Stops playback
- 12** (REC)
Starts recording.
Press repeatedly to set the recording time.
- 13** CH ()
Scans up or down through memorized channels.
- 14** DUBBING
Press to copy DVD to VCR (or VCR to DVD).
Lights when the Recorder is dubbing.
- 15** DVD/VCR
Toggles control between the DVD deck and the VCR deck.
- 16** RES.
Sets the output resolution for HDMI and COMPONENT OUTPUT jacks.
- HDMI: 1080p, 1080i, 720p, 480p, 480i
- COMPONENT: 480p, 480i
- 17** Cassette Compartment (VCR deck)
Insert a video cassette here.

Extron Cubby (External USB ports, and Laptop Connections)

The Extron Cubby provides external connections for the PC's USB ports, laptop connection, and other mobile devices (I-Pads, I-pods, MP3 players, and etcetera).

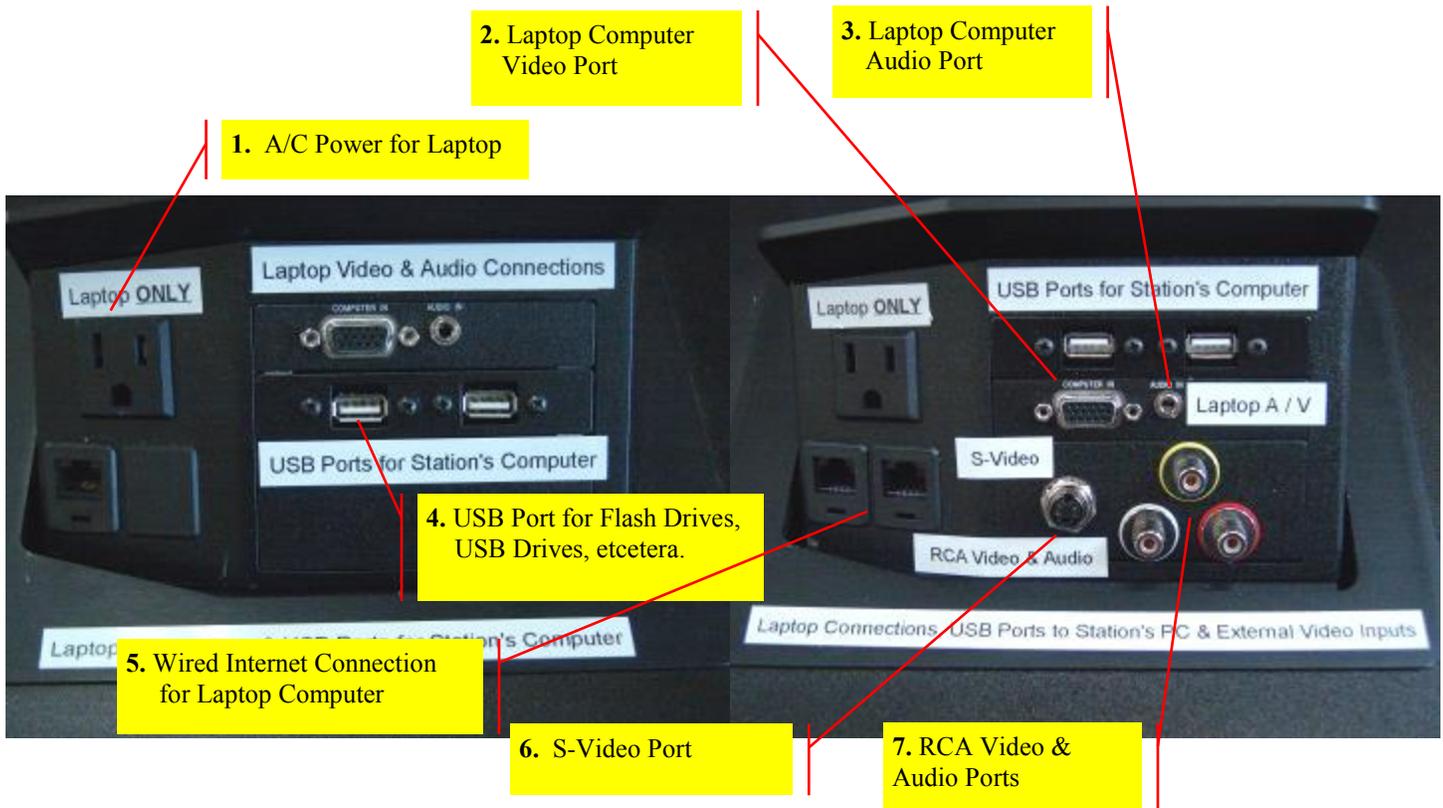


1. **A/C Power** for Laptop and other mobile devices provides 110V power.
2. **Laptop Computer Video Port.** Connect the VGA Cable into a similar looking port on your laptop. Press *DISPLAY ON* to lower screen and power on projector. Select *Laptop* on the control panel and tap the icon of the cable on the touch screen to see the device's video on projection screen.
3. **Laptop Computer Audio Port.** Plug the mini audio jack into headphone port on your laptop. You can also plug an I-Pod or MP3 player into this port. Select *Laptop* on the control panel and tap the VGA cable icon on the touch screen to hear the audio.
4. **HDMI Cable for Laptop Connection and other mobile devices.** HDMI (High-Definition Multimedia Interface) is a digital replacement for existing analog audio/video standards. Many newer computer, audiovisual, and mobile devices use this type of interface to transmit audio and video data to displays such as projectors and televisions. Plug the HDMI cable into the device, select *Laptop* on the control panel, and tap the icon of the HDMI cable on the touch screen to project and/or hear the device.
5. **USB Port for Flash Drives, USB Drive, etcetera.** Connect your USB device here for the teacher station's PC.
6. **Wired Internet Connection for Laptop Computer.** Connect the internet cable to the similar looking port on your laptop computer.

Extron Hideaway (External USB ports, and Laptop Connections)

The Extron Hideaway provides external connections for the PC's USB ports, laptop connection, and external audio/visual devices (cameras, I-pods, MP3 players, and etcetera).

Notice in the pictures below that one type of hideaway has more capabilities, but each essentially provide the same basic functions.



1. **A/C Power** for Laptop provides 110V power.
2. **Laptop Computer Video Port.** Connect one end of VGA Cable into this port and the other end into a similar looking port on your laptop. Press ON to lower screen and power on projector. Select Laptop on the control panel to see the laptop computer's video on projection screen. TIP: If the video looks "cut off" on the screen, press AUTO IMAGE on the control panel.
3. **Laptop Computer Audio Port.** Plug one end of mini audio jack into this port and the other end into a similar looking port on your laptop. You can also plug an I-Pod or MP3 player into this port. Select Laptop on control panel to hear the audio. TIP: Use the volume knob on the control panel to adjust the audio level.
4. **USB Port for Flash Drives, USB Drive, etcetera.** Connect your USB device here for the teacher station's PC.
5. **Wired Internet Connection for Laptop Computer.** Connect one end of your internet cable to this port and the other to a similar looking port on your laptop computer.
6. **S-Video Port.** Connect one end of your S-Video cable to your camera or external video device and the other end to the S-Video port on the hideaway. Press AUX S-Video or S-VIDEO on the control panel to project.
7. **RCA Video & Audio Ports.** Connect the yellow video wire to the yellow port, the white left channel audio wire to the white port, and the red right channel audio wire to the red port. Press VIDEO or AUX VIDEO on the control panel to project.

Having difficulties with equipment in the classroom?

The following troubleshooting guide may help to solve the problem. Further assistance, including a personal tutorial session, may be arranged by sending an e-mail to Media Services at mediaservices.columbiastate.edu.

Cabinet doors locked?

- The keys should be next to the computer keyboard or in the drawer.

None of the equipment is working!

- Is the master power switch, located inside the cabinet, on?
- Are all the components inside the cabinet turned on?

Projector Problems

- Have you turned on the projector using the control panel or touch screen? It is a black box mounted on the countertop. Look for the "ON" or "DISPLAY ON" button .
- Have you selected the correct input source? Press the button on the control panel that corresponds with the device you are using.

Screen Problems

- The screen will automatically lower when you press the "ON" or "DISPLAY ON" button on the countertop control panel.
- Try pressing the "ON" or "DISPLAY ON" button again after the projector is on and the button stops blinking.

Computer Problems

- Have you turned the computer power on?
- Have you turned on the power to the monitor?
- Have you "logged on" to the network?
- Is the computer not projecting? Check to see if the projector is turned on and the correct input source (PC) is selected on the control panel.
- Volume problem? Use the control panel's volume knob to adjust the sound.
- Double-click the speaker icon on the computer's taskbar to adjust the output volume and un-check the mute box.

Document Camera/Visual Presenter (Elmo)

- Is the power turned on? On some models, the power switch is located in the rear of the document camera near the power cord.
- Is the document camera not projecting? Check to see if the projector is turned on and the correct input source (DOC CAM) is selected on the control panel.
- Is the document dark? Check to see if the upper lamps are turned on. Also, you may need to adjust the iris.
- Is the document bright? Try turning off the upper lamps and/or adjusting the iris.
- Is the transparency dark? Check to see if the base lamp is turned on and try adjusting the iris. If your document camera does not have a base lamp, check to see if the upper lamps are on and/or try adjusting the iris.
- Is the transparency bright? Try turning off the base lamp or the upper lamp and adjusting the iris.
- Is the document or transparency out of focus? Try pressing auto-focus or manually adjusting the focus.
- Is the remote control's batteries dead? Contact Media Services for new batteries.

TROUBLESHOOTING CONTINUED

VHS Machine (Where equipped)

- Is the power turned on?
- Is there a tape in the machine?
- The machine will not play the tape. Have you tried another tape?
- Did you press VHS on the remote control or front of the machine?
- Is the VHS machine not projecting? Check to see if the projector is turned on and the correct input source (VIDEO or DVD/VCR) is selected on the control panel.
- Is the remote control's batteries dead? Contact Instructional Technology Support Services for new batteries.
- Volume problem? Use the control panel's volume knob to adjust the sound.

DVD Player (Where equipped)

- Is the power turned on?
- Is there a DVD or CD in the machine?
- The machine will not play the disc. Have you tried another disc?
- Did you press DVD on the remote control or front of the machine?
- Is the DVD machine not projecting? Check to see if the projector is turned on and the correct input source (VIDEO or DVD/VCR) is selected on the control panel.
- Is the remote control's batteries dead? Contact Instructional Technology Support Services for new batteries.
- Volume problem? Use the control panel's volume knob to adjust the sound.

APPENDIX

The following pages contain instructions for specialized equipment for:

- ***Columbia Campus - WLHB 121***
- ***Williamson Campus - FHUM 109***
- ***Williamson Campus - FHUM 111***
- ***Williamson Campus - FADM 221 (Community Room) - Room A Only***
- ***Williamson Campus - FADM 223 (Community Room) - Room A & B Combined or Room B Only***



EQUIPMENT INSTRUCTIONS FOR WLHB 121

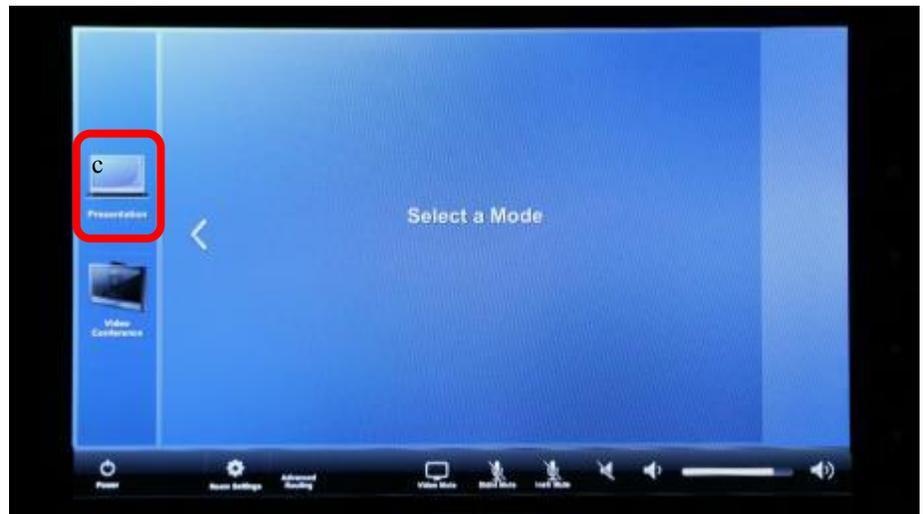
The following instructions explain the functions of the Crestron control panel.

Presentation mode - used when lecturing in the room only - are on this page.

The next page explains *Video Conference* mode - used for Desktop Video Conference (DVC).

PRESENTATION MODE

- 1) Tap the Creston screen to wake it up and follow instruction to begin
- 2) Select Presentation mode
- 3) The screen will change to the Presentation control page



- 4) Select a source to display by tapping the corresponding icon

NOTE: *This is an Extended Desktop Display system. Programs other than PowerPoint (i.e., Internet Explorer or You Tube) will need to be “dragged” from monitor 1 to monitor 2 to display on the room’s TV screens. Place the cursor on the bar at the top of the program. Using the left click on the mouse, hold down the left click key and drag the program to the second monitor.*



- 5) Power off the system by tapping the power icon and answering the question. You can mute the video by tapping the Video Mute icon. Volume is controlled by tapping the speaker icons.



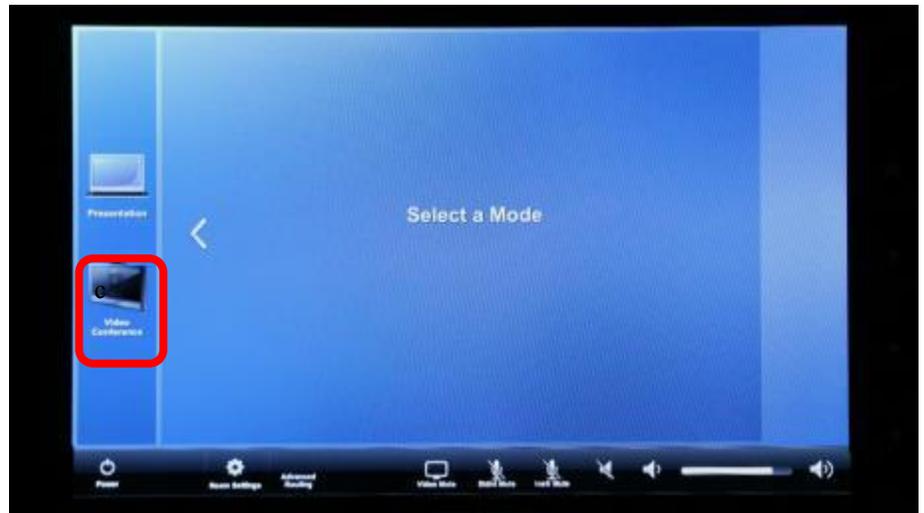


EQUIPMENT INSTRUCTIONS FOR WLHB 121

The following instructions explain the *Video Conference* mode - used for Desktop Video Conference (DVC). This is used when using the Vidyo software.

VIDEO CONFERENCE MODE

- 1) Tap the Creston screen to wake it up and follow instruction to begin
- 2) Select Video Conference mode
- 3) The screen will change to the Video Conference Control page



NOTE: This is an Extended Desktop Display system. When using the PC, programs other than PowerPoint (i.e., Internet Explorer or Online Campus—you can't play a video when in DVC mode) will need to be "dragged" from monitor 1 to monitor 2 to display on the room's TV screens. Place the cursor on the bar at the top of the program. Using the left click on the mouse, hold down the left click key and drag the program to the second monitor. You will need to share the 1280x720 monitor in the Vidyo share list. You have shared the incorrect monitor if you see a mirror effect.

The touch screen is used to control the system as follows.

- **VC Displays:** tap the PC icon to display the computer. Tap the Document Camera icon to display the document camera. (NOTE: Please stop sharing your screen so that the far site can see the doc cam full screen.)
- **In/Out:** tap *In* to zoom the camera in and tap *Out* to zoom the camera out
- **Instructor/Student:** tap Instructor icon to broadcast the instructor camera. Tap the Student icon to broadcast the student camera. Icons P1, P2, P3, P4, & P5 are preset views for each camera.
- **Black Circle with Dots:** tap one of the dots to move the selected camera (up, down, left, or right)
- **Power Icon:** tap the Power icon to turn off the system. Tap Shutdown to power off. Tap Cancel to return to previous page.
- **Video Mute:** you can mute the video by tapping the Video Mute icon. Nothing will display. Tap again to display video.
- **Stdnt Mute:** tap the icon to silence the student microphones in Hickman 121. Tap again to un-silence.
- **Instr Mute:** tap the icon to silence the instructor microphone in Hickman 121. Tap again to un-silence.
- **Speaker Icons:** Mute, Decrease Speaker Volume, and Increase Speaker Volume. Tap the appropriate icon to control Hickman 121 speaker volume.



ADVANCED EQUIPMENT INSTRUCTIONS FOR FHUM 109

Microphone Instructions

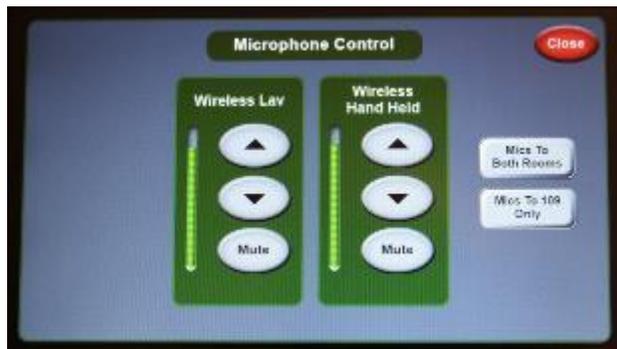
Note: Microphones are stored in soft cases inside the presentation station. There is one hand held microphone and one lapel (lavaliere) microphone.

Each microphone has a MUTE button. Press the button once. A green light will indicate that it is ON. Press and hold MUTE button 3 seconds to turn it OFF.



The microphones may be used without using the presentation equipment. The following instructions are used whether or not the projector is used.

1. Press the *Mic Control* button.
2. The Microphone Control page opens.



- Tap *Mics To Both Rooms* icon if using the large space or *Mics to 109 Only* icon if using the smaller space (room partition is closed).

- Tap the *UP arrow* icon to increase volume or the *DOWN arrow* icon to decrease volume. Tap *Mute* icon to mute the microphone.

-Tap the *Close* icon to exit the page

Web Camera System Instructions

Note: This is the system used for Desktop Video Courses (DVC). The following instructions guide the operation of the camera system.

1. Tap the *Web Stream* icon.
2. The *Streaming System* page opens.



-Tap *Stream* to begin broadcasting the room cameras and microphones

-Tap *Stop* to stop broadcasting

-Tap *Stdnt Cam* icon to broadcast a view of the audience

-Tap *Instr Cam* icon to broadcast view of presenter

-Tap the *Vid Mute* icon to shut off the camera. Tap again to turn back on.

-Tap the *Audio Mute* icon to shut off the microphones. Tap again to turn back on.

-Tap the *UP or DOWN arrows* to adjust the microphone volume.

-Tap the *Close* icon to exit the page.

-Tap the *Camera Controls* icon for camera control



BASIC PRESENTATION EQUIPMENT INSTRUCTIONS FOR FHUM 111

1. Move your hand in front of control panel to wake it up. Then tap the *Press Logo to Begin* icon.



2. The home control screen will appear after system warm up.



3. Tap one of the icons to project that device on the screen.



The *Laptop Digital* cable and *Laptop Analog* cable is located in a cubby to the left of the control panel.

The buttons on the sides of the control panel have the same function as the icons.

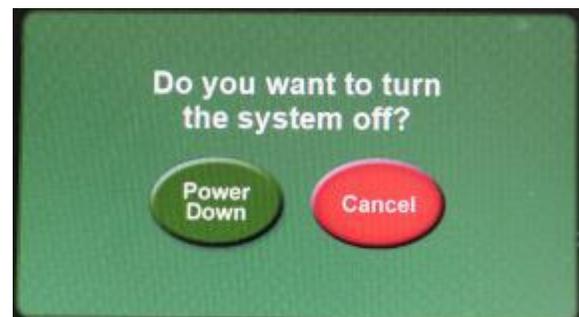
Use the *volume control knob* to adjust room volume.



4. Tap the *System Off* icon to shutdown the system
Tap the *Power Down* icon to turn the system off or *Cancel* to continue using the system.



IMPORTANT NOTE: You will not be able to use the system if a user in Room 109 accidentally or purposely placed the system in combined mode. Room 109 is the “control room” when room 109 & 111 are combined.





ADVANCED EQUIPMENT INSTRUCTIONS FOR FHUM 111

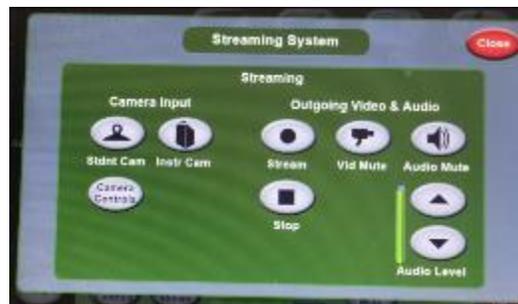
Web Camera System Instructions

Note: This is the system used for Desktop Video Courses (DVC). The following instructions guide the operation of the camera system.

1. Tap the Web Stream icon.



2. The Streaming System page opens.



-Tap *Stream* to begin broadcasting the room cameras and microphones

-Tap *Stop* to stop broadcasting

-Tap *Stdnt Cam* icon to broadcast a view of the audience

-Tap *Instr Cam* icon to broadcast view of presenter

-Tap the *Vid Mute* icon to shut off the camera. Tap again to turn back on.

-Tap the *Audio Mute* icon to shut off the microphones. Tap again to turn back on.

-Tap the *UP* or *DOWN* arrows to adjust the microphone volume.

-Tap the *Close* icon to exit the page.

-Tap the *Camera Controls* icon for camera control



BASIC PRESENTATION EQUIPMENT INSTRUCTIONS FOR FADM 221 – ROOM A

1. Move your hand in front of control panel to wake it up. Then tap the *Press Logo to Begin* icon.



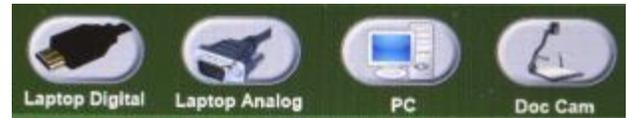
2. The home control screen will appear after system warm up.



IMPORTANT NOTE: You will not be able to use the system if a user in Room 223 accidentally or purposely placed the system in combined mode. Room 223 is the “control room” when room 221 & 223 are combined.



3. Tap one of the icons to project that device on the screen.



The *Laptop Digital* cable and *Laptop Analog* cable is located in a cubby to the left of the control panel.

The buttons on the sides of the control panel have the same function as the icons.

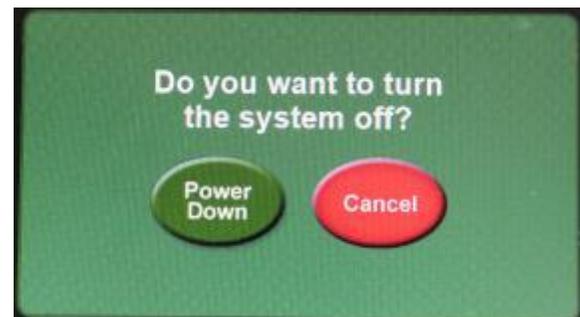
Use the *volume control knob* to adjust room volume.



4. Tap the *System Off* icon to shutdown the system



5. Tap the *Power Down* icon to turn the system off or *Cancel* to continue using the system.





ADVACNED EQUIPMENT INSTRUCTIONS FOR FADM 221 – ROOM A

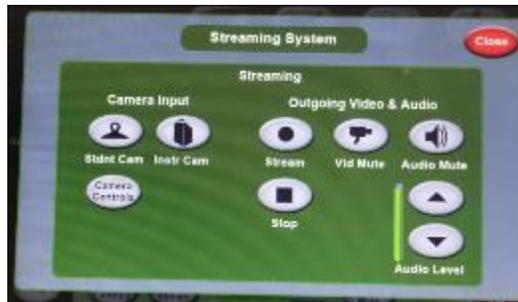
Web Camera System Instructions

Note: Web conferences must be set up in advance with Media Services. The following instructions guide the operation of the camera system.

1. Tap the Web Stream icon.



2. The *Streaming System* page opens.



-Tap *Stream* to begin broadcasting the room cameras and microphones

-Tap *Stop* to stop broadcasting

-Tap *Stdnt Cam* icon to broadcast a view of the audience

-Tap *Instr Cam* icon to broadcast view of presenter

-Tap the *Vid Mute* icon to shut off the camera. Tap again to turn back on.

-Tap the *Audio Mute* icon to shut off the microphones. Tap again to turn back on.

-Tap the *UP* or *DOWN* arrows to adjust the microphone volume.

-Tap the Close icon to exit the page.

-Tap the *Camera Controls* icon for camera control



BASIC PRESENTATION EQUIPMENT INSTRUCTIONS FOR FADM 223—ROOM B or A & B

1. Move your hand in front of control panel to wake it up. Then tap the *Touch here to begin* icon.



2. Choose **Individual Mode** if you are presenting to a small group in Room 223 only. The room partition will be closed splitting the community room in half.

Choose **Combined Mode** if you are presenting to the larger space. The room partition will be open.



3. The home control screen will appear after warm up.



4. Tap one of the icons to project that device on the screen.



The *Laptop Digital* cable and *Laptop Analog* cable is located in a cubby to the left of the control panel.

The buttons on the sides of the control panel have the same function as the icons.

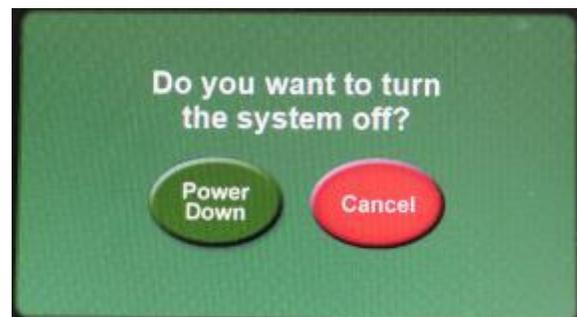
Use the *volume control knob* to adjust room volume.



5. Tap the *System Off* icon to shutdown the system



Tap the *Power Down* icon to turn the system off or *Cancel* to continue using the system.





ADVANCED EQUIPMENT INSTRUCTIONS FOR FADM 223 — ROOM B

Microphone Instructions

Note: Microphones are stored in soft cases inside the presentation station. There is one hand held microphone and one lapel (lavalier) microphone.

Each microphone has a MUTE button. Press the button once. A green light will indicate that it is ON. Press and hold MUTE button 3 seconds to turn it OFF.

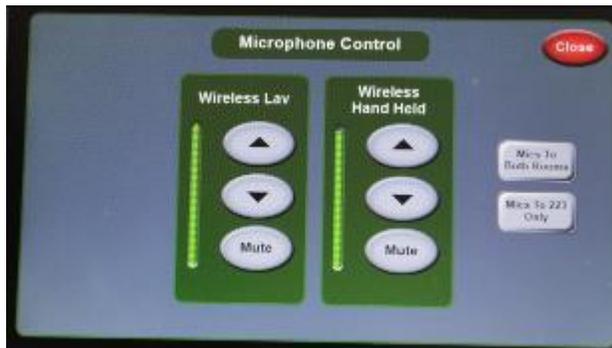


The microphones may be used without using the presentation equipment. The following instructions are used whether or not the projector is used.

1. Press the *Mic Control* button.



2. The Microphone Control page opens.



- Tap Mics To Both Rooms icon if using the large space or Mics to 223 Only icon if using the smaller space (room partition is closed).

- Tap the *UP arrow* icon to increase volume or the *DOWN arrow* icon to decrease volume. Tap *Mute* icon to mute the microphone.

-Tap the *Close* icon to exit the page

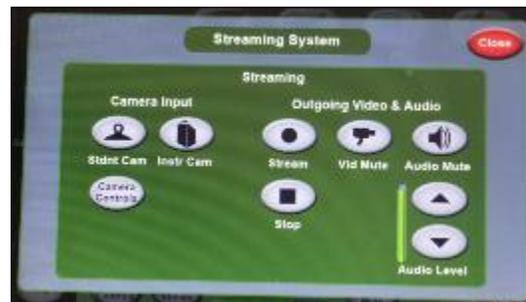
Web Conference Instructions

Note: Web conferences must be set up in advance with Media Services. The following instructions guide the operation of the camera system.

1. Tap the *Web Stream* icon.



2. The *Streaming System* page opens.



-Tap *Stream* to begin broadcasting the room cameras and microphones

-Tap *Stop* to stop broadcasting

-Tap *Stdnt Cam* icon to broadcast a view of the audience

-Tap *Instr Cam* icon to broadcast view of presenter

-Tap the *Vid Mute* icon to shut off the camera. Tap again to turn back on.

-Tap the *Audio Mute* icon to shut off the microphones. Tap again to turn back on.

-Tap the *UP or DOWN arrows* to adjust the microphone volume.

-Tap the *Close* icon to exit the page.

-Tap the *Camera Controls* icon for camera control



LOCAL PRESENTATION - WARF 105 CLASSROOM ONLY

The following instructions are for presenting to the local classroom only. DVC (Desktop Video Conference) operation instructions are on the opposite side of this instruction card.

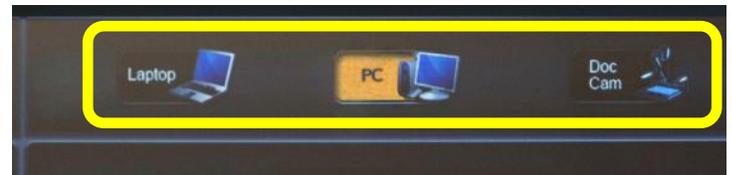
1. Wave your hand in front of Extron panel to wake it up.
2. Touch screen to begin.
3. Tap **Local Presentation**



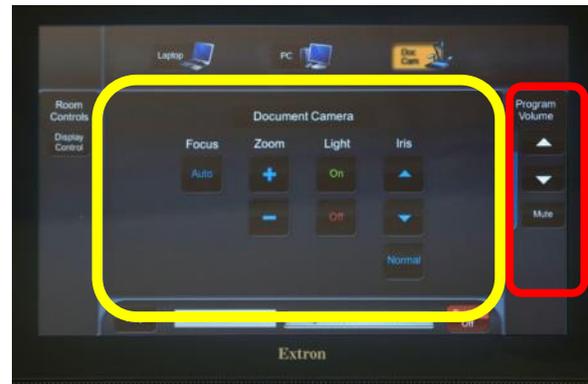
NOTE: If you find it in the Video Conference mode, tap System Off and then tap **Swap Modes** to select the Local Presentation mode.



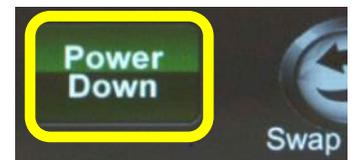
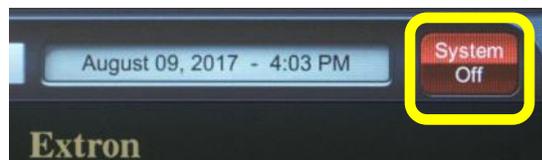
4. There are three icons at the top of the screen. Tap the icon of the device you want displayed on the TV screens.



NOTE: Selecting **Laptop** or **Doc Cam** will give you additional controls. Follow the instructions on the screen. **Program Volume** controls sound levels in the room.



5. Tap **System Off**, then tap **Power Down** on the next screen to turn off system.





DESKTOP VIDEO CONFERENCE (DVC) - WARF 105 CLASSROOM ONLY

The following instructions are for DVC (Desktop Video Conference). Local presentation operation instructions are on the opposite side of this instruction card.

1. Wave your hand in front of Extron panel to wake it up.
2. Touch screen to begin.
3. Tap **Video Conference**



NOTE: If you find it in the Local Presentaion mode, tap System Off and then tap **Swap Modes** to select the Video Conference mode.



4. There are four icons at the top of the screen. Tap the icon of the device you want to broadcast. **NOTE:** The PC is automatically broadcast in Video Conference mode.



NOTE: Selecting **Laptop**, **Doc Cam**, or one of the **Cameras** will give you additional controls. **PC Volume** controls sound levels in the room. The microphones can be silenced by tapping **Mute** under the appropriate microphone label (Podium Mic and/or Ceiling Mic). Camera angles can be adjusted by tapping one of the **Preset** icons, or one of the **Arrows**. The **Zoom** control, **+** and **-**, can be used to widen or shorten the field of view.

5. Tap **System Off**, then tap **Power Down** on the next screen to turn off system.

