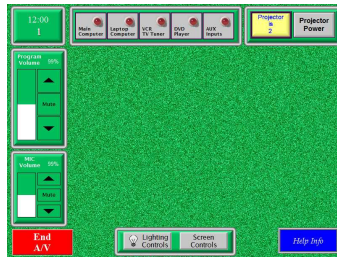


How to Use Classroom Presentation Equipment

Turn System On: The touch panel controls the AV system. The touch panel is the large black device on the top of the podium. It is unnecessary to touch any other piece of equipment to control the system. If the screen is blank touch it and the screen will light up displaying the Babson Logo. Touching anywhere on this screen will bring you to the Main Menu Screen. The source equipment in this room includes a computer connected to the network, VHS VCR, and DVD Player. The VGA cable extending from the podium allows a laptop to be connected to the system. Any additional equipment, including laptop computers, must be connected to the system before turning the system and device on. To have additional equipment delivered to the room call **Media Services at x6333**



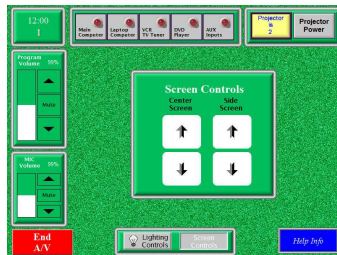
Main Menu: The main menu allows you to turn on the video projector, select a display source, and adjust volume. The projector in this room is an LCD projector which takes time to warm up. Once warmed up, an image will be visible no matter what the lighting setting. To turn on the projector press the “Power” button under the word projector or press one of the source buttons. This will also lower the video projection screen and set the lights to a projector notetaking level. Pressing “Blank Screen” mutes the video image. **Please wait at least one minute before pressing On again or turning off the projector.**



Lighting Controls: Pressing “Lighting Controls” displays the lighting menu.
 “Full On” – All lights on
 “Projection” – Room almost dark
 “Projection Note Taking” – Just enough light for taking notes
 “Projection Overhead” – Fluorescent lights on, chalkboard lights off
 “Projection Side Board” – Incandescent lights on and board light behind podium on
 “Projection Boards” – Incandescent lights on and side board lights on
 “Full Off” – All lights off
 Individual banks of lights can also be controlled.

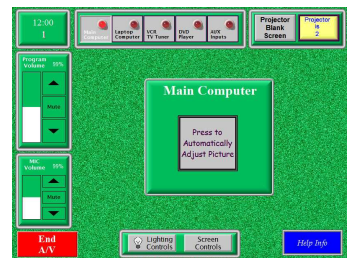


Screen Controls: Pressing the “Screen Control” button allows one to manually raise and lower the screens and shades. Press the appropriate arrow.

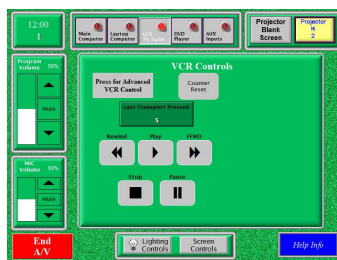


Program Volume: Pressing the up arrow raises the volume, the down arrow lowers the volume and “Mute” sound off. Pressing “Mute” again returns sound to previous level.

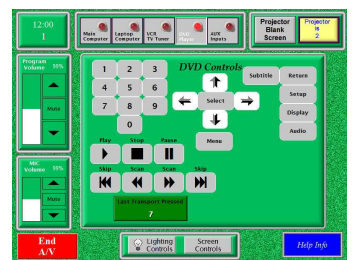
Computer Sources: Selecting either “Main Computer” to display the desktop computer in the room or “Laptop Computer” to display a laptop adds the “Auto Picture Adjust” button to the main menu. Pressing “Auto Picture Adjust” will re-sync the projector to the computer input. The PC has an **active Screen Saver** press any key on the keyboard or move the mouse to use the PC.



VCR Controls: Pressing “VCR TV Tuner” selects the VHS VCR and adds the VCR controls to the main menu. Pressing Rewind “◀” or Fast Forward “▶” while playing a tape will put the vcr in the appropriate search mode. If the VCR is not in play mode these buttons Rewind and Fast Forward the tape. **Please Note:** The VCR has an auto play feature. Tapes that are write protected will play upon insertion.



DVD Controls: Pressing “DVD” selects the DVD Player and adds the DVD controls to the main menu. The DVD player can also be used to play audio cd's. Press “Blank Screen” to mute the video image or if you will not be using the projector turn it off by pressing the “Power Button”



Turn System Off: *Please turn system off when done.* Press the “End A/V” button. Then press “Turn Off Projector and Reset Presentation System” if you really want to turn off the system. This will turn off the projector, raise the screens and set the lights to the General light setting. Please wait two minutes before turning the projector back on. If you only want to turn off the projector press the “Turn Off Projector” Button.



For assistance call the **ITSD Support Center x4421.**

Trouble Shooting Equipment in Room

Projector will not turn on.

Press "End AV" and select yes when it asks if you are sure. Wait two minutes. Turn system back on. Turn on projector.

Projector is on, but no picture.

Make sure projector mute is not selected.

Make sure proper source is selected.

If connecting a laptop make sure signal is being sent to the VGA port on the laptop.

Picture but no sound

Make sure audio mute is not selected.

Make sure volume is turned up. If using PC make sure volume is not lowered or muted on PC.

PC not functioning properly

Reboot PC. On the new Dell's pressing the power button for a second will shut down PC properly. If machine has locked up, hold power button for five seconds. The machine will turn off.

For further assistance call the ITSD Support Center at **x4421**.