



# TECHNICAL OPERATION MANUAL

FOR THE  
SUNDQUIST  
SCIENCE BUILDING  
AUSTIN PEAY  
STATE UNIVERSITY



For questions, problems, or maintenance requests regarding the operation of the multimedia systems and their components, please use the following contact information. All calls should be made here prior to calling MCSi.

HELP DESK  
AUSTIN PEAY STATE UNIVERSITY  
(931) 221-HELP (4357)

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# AUSTIN PEAY STATE UNIVERSITY

## MCSI – CONSOLIDATED MEDIA SYSTEMS

### AUDIO/VISUAL OPERATION MANUAL

#### STANDARD LECTURE AND LAB

#### Power up

A key is required to open the podium. They are all the same and any one of them will do. All locks on the podium take the same key. If a key has not been issued to you, you should check with your department chair for one.

If the podium you are using has a pull-out sliding shelf on one end, you will need to open the drawer under the keyboard shelf, otherwise open the waist level door under the writing area and remove the wireless touchpanel from its cradle. If the display is dark, touch the screen anywhere in the center of it to awaken it. You will be greeted with a welcome screen that has a picture of the University. It requests that you “touch screen to continue”, which will turn on the system. Please do so.

At this time, the projector should power on. While in standby, the projector has two indicator lights on, one red and one green, on the front under the lens. This is how you should find the projector while the system power is “off”. When the system initializes, the red light will extinguish and the green light will get brighter, indicating that the projector is powering up. After the lamp warms up, you will see the Eiki logo and a countdown from 30 seconds. The touchpanel will present a screen asking you to wait for the projector to power up. After the logo disappears, the projector is ready for use, and you may touch the screen to continue.

The system utilizes a power sequencer that provides power to the equipment. It is located in the lower portion of the left rack. While it is sequencing on, amber LED’s will illuminate on the front of it. After all six LED’s are on, the equipment is also ready for use. All of the items needed for a presentation will power up with the exception of the tower PC and the document camera, which will need to be activated using their individual power buttons after the system has powered up. If you choose to use the PC, you will need to log-on to the network as you normally would. This should complete the activation of the system.

#### Source Selection

When the system power-up is complete and you have touched the screen again, you will be taken to the main menu. There you will choose the source that you wish to view, as well as have access to the volume and video control pages. Once you have selected the source that you wish to view, you may be given further control options. The options available are PC, Laptop, Document Camera, VCR, Auxiliary Video, and FlexCam.

#### PC and Laptop

There are two computer interfaces built into the podium. After you have activated the PC using the power button on the front, you may choose it on the touchpanel. The PC interface

cable remains attached at all times and should require no action on your part except to select it on the touchpanel. This will route the PC to the projector via the Pointmaker Annotation Device, which will be discussed in a later section. We do not service or support the PC itself, only its connection to the A/V system. Please call the Help Desk if you have any problems with the PC or your network connection.

Also, by selecting the PC on the touchpanel, the audio from the PC will be routed to the overhead speakers and its volume adjusted by the Program level on the Volume Control page. Please keep in mind however that the volume will also depend upon the volume control used in the PC or application you are using.

If you wish to use a laptop during your presentation, you will be required to plug the VGA cable exiting the grommet on the top of the podium into the VGA connector on the laptop, and the audio connector into the line out or headphone jack. Please attach the cables to your laptop prior to turning it on. After the cables are attached and the laptop has booted up, you may select it on the touchpanel. This should route the picture from your laptop to the projector via the Pointmaker where you may annotate the picture.

If you do not see a picture, one further action of note may be required: PLEASE be aware that you may have to activate the VGA output of your laptop by utilizing a FUNCTION KEY SEQUENCE. Usually there will be an icon under one of the Function keys that resembles a monitor or screen. By holding down the Function, or Fn, key and pressing the icon key, you will toggle between three choices: Laptop screen only, Screen and VGA output, and VGA output only. If you do not do this step, you could have everything properly connected and still see nothing. If you are unfamiliar with this aspect of your laptop, please call the Help Desk for assistance. One other item to note is the “centering” knob, or “H-shift” on the interface, which is located in the area of the podium directly above the PC tower. In some instances, you may need to adjust this to assure that the full left to right image is viewed on the screen.

Also, by selecting the laptop on the touchpanel, the audio from the laptop will be routed to the overhead speakers and its volume adjusted by the Program level on the Volume Control page. Please keep in mind however that the volume will also depend upon the volume control used in the PC or application you are using.

After using the laptop, please select another source or power down the system before disconnecting the cables from the laptop. This may prevent any problems with viewing other sources through the Pointmaker.

### Document Camera

You may find the Document Camera in one of two places. In most rooms, it will be on a table adjacent to the podium. In a few instances, there will be a pullout drawer in the end of the podium that will need to be unlocked to gain access to the document camera.

If the camera is located inside the podium, it is already attached to the A/V system. However, if it is on a table adjacent to the podium, you may have to attach the camera to the system. This requires three connections. First, connect the AC power cable to a convenient outlet. Many podiums have these located on the same end as the input plate, which is located on

the top of the podium in the upper corner opposite the PC monitor. Second, you will need to connect the VGA out of the document camera to the DOC CAM VGA connector on the input plate. Finally, if you wish to control the camera via the podium PC, you will need to connect the USB connector on the camera to the DOC CAM USB on the input plate. This is an option only and not necessary for basic operation.

After locating the camera and attaching it to the system, if necessary, gently pull the camera arm release towards you to raise the arm to its in-use position. This release is located at the base of the arm on the left side. After raising the arm into the fully locked and upright position, raise the two light arms on either side of the camera and adjust for best coverage. At this time the camera may be powered on by pushing the large, green POWER button, and selected from the main page on the touchpanel. This will route the camera to the projector via the Pointmaker where you may annotate the picture.

All of the controls for the camera are located on the front panel of the unit, on the remote, or they may be accomplished by software, if the PC is in use and accessible. Please contact the Help Desk if you feel that the software has not been properly installed or is not active. Through the software you may capture and store the image on the screen.

To use the software, ensure that the Doc Cam USB is connected to the plate, and that the Doc Cam is turned on. To access the program, press the “Start” button in Windows, choose “Program”, select “SVP-6000 Windows Application Program” item, and click “BGVu” item. Please note that if you do not connect the Doc Cam to the PC or forget to turn on the Doc Cam, the program will shut itself. If you are unable to locate the program, or if you receive an error message relating to the installation of the Device Driver, please contact the Help Desk so that they may properly install the software.

After opening the program, you will see the User Interface View window. The top button on the right will Exit the program. The button below Exit that resembles a remote control will open the Control Window, from which you can mimic the front panel controls for image manipulation. In the Control Window, the large button with the up and down arrows will step through the available control options in the adjacent menu. The left or right arrows will manipulate the settings for the selected command. The other control options can be accessed directly from the buttons in the Control Window. The next button in the View window is the Twain button, which is used in capturing the image using the Twain driver in a graphics application.

The next button is the Save/Capture/Print button. Click the “Capture” button, which resembles a camera, to import the image from the camera into the PC. This will present a “Capturing...” message box. When capturing is over, the message disappears, and the color in the center of the icon changes from blue to red. Then by clicking the “Save” button, which resembles a floppy disk, the Save Dialog Box will appear. You may then save the file as either a JPG or BMP to the location you desire. After that it may be edited with almost any graphics software, as well as being inserted into any document that is able to utilize graphic images. When you are finished with the program, please exit it before turning off the Doc Cam.

When you are finished using the camera, please select another source or power down the system before disconnecting the cables from the camera or turning its power off. This may

prevent any problems with viewing other sources through the Pointmaker. You may put away the camera by refolding the light arms and gently restoring the camera arm to its down position.

## VCR

If you wish to use the VCR, please verify that it is on before selecting it on the touchpanel. It may appear to be active, but if its display shows dashes or is flashing “AUTO” you will need to press the power button. If the VCR does not sense a tape when it powers on, it may go to “sleep”. After the VCR is on, you may choose it on the touchpanel. This will route the VCR to the projector via the Pointmaker where you may annotate the picture.

Also, by selecting the VCR on the touchpanel, the audio from the VCR will be routed to the overhead speakers and its volume adjusted by the Program level on the Volume Control page.

Selecting the VCR will also bring up the transport control page. From here the VCR will operate as any other from the touchpanel, with the buttons activating corresponding functions on the touchpanel. Please be aware of several things regarding the VCR. First, if you insert a tape with the record protection tab removed, it will begin playing immediately though you may not see it. You should stop it using the STOP button on the face of the VCR. Second, if after selecting the VCR you select another source, the VCR will stop and need to be restarted after it is reselected. When you are finished using the VCR, please select another source before turning its power off. Another item of note, you will need to EJECT the tape using the button on the face of the VCR prior to powering down the system, or you will not be able to remove the tape.

## Auxiliary Video

The Auxiliary Video button on the touchpanel is for future expansion except in the case of the rooms where a DVD player has been already been placed. If you wish to use the DVD player, please verify that it is on before selecting it on the touchpanel by pressing the power button on the player. After the DVD player is on, you may choose it on the touchpanel. This will route the DVD player to the projector via the Pointmaker where you may annotate the picture.

In the rooms that have a DVD player, you may activate it to the screen by selecting the “Aux Video” and then the “S-Video” button on the touchpanel. No transport motor control has been provided for the DVD player. This should be accomplished via the player’s remote control or by using the front panel controls.

Also, by selecting the S-Video on the touchpanel, the audio from the DVD player will be routed to the overhead speakers and its volume adjusted by the Program level on the Volume Control page.

Finally, when you are finished using the DVD player, please select another source before turning its power off. Another item of note, you will need to EJECT the disc using the button on the face of the DVD player prior to powering down the system, or you will not be able to remove the disc.

Although there is a “Composite” button on the touchpanel, at this time there are no such sources in the system, and therefore no control included. This is for future expansion of the systems.

## FlexCam

Another vendor provides the FlexCams and at this time we are not supporting them other than their connection to the A/V system. As with other sources, it is asked that you connect and power the unit prior to selecting it.

The FlexCam cable is the light blue cable with the s-video connector exiting the grommet on the top of the podium. Simply plug it into the corresponding jack on the flexcam and operate normally. In some instances, a proprietary breakout cable may be provided with the FlexCam. This may require an S-Video barrel. The University should provide these. Please call the Help desk if you have any questions.

Finally, when you are finished using the FlexCam, please select another source or power down the system before turning its power off.

## Volume and Video Control

By selecting the “Volume Control” button available on all source pages you will be given two choices for volume control. One is Program volume, which will adjust the overall volume of the previously mentioned sources that involve an audio signal. The other is the microphone volume, which adjusts the level of the microphone plugged into the mount on the top of the podium. Both of these have full up and down motion, as well as a full mute that may be utilized.

In addition to the touch screen volume controls, the small buttons around the panel may be used to control the volume. They are oriented the same as the buttons on the screen, i.e. top left is speech up and bottom right is program down. When you press any of these buttons the corresponding volume page will pop up on the screen. These are always active regardless of the control screen you are viewing.

There is also a button on the source page labeled “Video Control”. This allows you to blank the projector image on the screen (i.e. “Mute) or restore the projector image on the screen (i.e. “Unmute”). Here you may also adjust the power to the projector independently from the rest of the system by pressing the “Power On” or “Power Off” buttons. Please keep in mind that if you inadvertently turn off the projector, you will be required to wait approximately three minutes for the projector to cool down before it may be turned back on. During this time the green LED on the projector will extinguish and the red LED will flash. When both the green and red LED’s are on again, you may safely power the projector.

## Pointmaker Annotation Device

The small electronic pad on the top of the podium is the write pad for the Pointmaker system. All video signals pass through the Pointmaker on their way to the projector. As previously mentioned, it may be used to annotate the image on the screen as a video telestrator, similar to what is used in sports broadcasting. You may do this with a variety of symbols and colors, all chosen from the pad. Its video source should be switched automatically at the time that you choose one of the seven different video sources.

The pad may only be written on with the attached digital pen. Only after applying the proper amount of pressure with the pen to the pad will the image appear on the screen. Also, place the pen to the pad before pressing either of the buttons on the pen itself. Otherwise your markings may not be visible at the time you make them.

The Pointmaker has two operating modes. The first mode is the Video mode. This is the mode that the Pointmaker will enter after it is powered up and it senses a video source. It is only in the Video mode that the image you wish to see will appear on the screen. This allows you to make marks over the top of the image as you might on an overhead.

The other mode is the Chalkboard mode. This is the mode that the Pointmaker will enter after it is powered up and it does not sense a video source. If the device selected has not been turned on or is not connected to the system, this condition will occur. If after powering the device in question, you still do not see the video image, you may be required to press the "Video" button on the Pointmaker pad. This activates the video through-put when a valid source is present. Conversely, if you wish to use the Pointmaker as a digital white board, you may mute the underlying video by pressing the "Chalkboard" button on the Pointmaker pad.

You may change the line depth, as well as the color and brightness of the line, by selecting the appropriate function on the Pointmaker pad. You may also change the appearance of the pointer that is displayed on the screen when the pen nears the pad. You may also elect to turn the pointer off (or on) by pressing the "Pointer On/Off" button on the Pointmaker pad. If you have the pointer turned on, you may "drop" a pointer on the screen by placing the pen close to the pad, hovering over the location you wish the pointer to appear, and pressing the larger button on the pen.

**AT NO TIME** should you use the pen to touch any part of the line of buttons on the top portion of the pad. These are labeled beginning with "Composite" and so on. Touching these forces the Pointmaker to select only that type of video signal, thus making it inoperable for any other type. This requires a call to the HELP desk and a visit from a field technician.

## **Power Down**

When you are finished with your presentation, you will want to power down the system unless you know that another presentation will be following immediately after yours. To do this, you should first shut down the PC, as well as the laptop, if it is connected to the podium power system, using the method prescribed for those machines. After they are shut down, remove the tape from the VCR (and the disc from the DVD, if applicable).

You may power down the system by pressing the “EXIT” sign in the lower right corner of the main source select screen. This will take you to the verification screen where you will be asked to select “Yes” or “No”. If you are prepared to shut the system down, press “Yes”. The power sequencer will then power down the system in the reverse order it was powered up. Please note, after you select “Yes” on the power down option screen, NO OTHER buttons need to be pushed. You will immediately be taken to the welcome screen where you may power the system. If you push this, the system will reinitialize. This will require you to re-exit the system.

After the system has completed its power down sequence, turn off and put away the document camera and FlexCam, if they were used. If they were opened, you may close and lock the lower doors. Finally, put away the touchpanel by placing it back in its cradle where you found it. The feet from the touchpanel should rest in the two depressions on either side of the upper portion of the cradle. This will also cause an amber LED to illuminate at the base, indicating that the touchpanel battery is charging. You may now close and lock the location from which the touchpanel was taken.

This should conclude the operational use of the standard lecture and lab multimedia podium. You are encouraged to experiment within the confines of these instructions as to what methods of presentation best suit your course material. Any questions should be forwarded to the Help Desk, and through them to MCSi.

# LARGE LECTURE HALL (E106)

## Basic Usage

In most respects, E106 performs very similar to the Standard rooms discussed above. Much of the equipment is the same and the same terminology has been used in both halves of this room. The primary difference lies in the fact that there are two halves to the room, and therefore two podiums, and that there are six projectors to which you may route discrete signals. Additionally, there are several pieces of equipment that are different from a Standard room, and will be discussed in length. However, the core equipment in E106 is chosen and operated the same as that in the Standard rooms.

## Power up

As in the Standard room, you will need to locate the touchpanel and awaken it by touching the screen. You will then be given the choice of “Independent” or “Combined” modes of operation. As you may imagine, with the dividing wall closed, “Independent” mode is preferable. In this mode both room’s touchpanels operate only the equipment dedicated to that room. In “Combined” mode, the dividing wall should be fully open, and you will need to determine whether the A side or the B side will serve as the primary presentation location. It will be this location’s equipment and microphones that will be used for the presentation. After the determination is made, press either “Independent” or “Combined” on the “master” rooms touchpanel and the power up process will begin.

As in the other rooms, a power sequencer is utilized to activate the system. If you open the lower doors in the A side, you will find that some of the equipment is already on. This is necessary so that both rooms will work independently from each other. Activating the power sequence will engage those components needed for each separate room. Again you will be greeted by the “Eiki” logo and a countdown during which the projectors will warm up. After the power sequence is complete, you will need to independently activate the document camera as well as the podium PC as described above. At this point, all system components should be operational and ready for use.

## Source Selection

As in the other rooms you have several options for your presentation sources. The laptop and podium PC interfaces work exactly as described above, as do the document camera and VCR. These rooms also utilize the Pointmaker for image annotation, but this image will ONLY appear on the center screen in each room. Also, any source with audio will have to be routed to the center screen as well. In “combined” mode, after the master room is chosen, the source selection made to the center screen of the master room will be routed to the center screen in both rooms. This is done so that the Pointmaker and audio from the master podium reaches both halves of the room. The outer screens do not have audio or Pointmaker capability. The additional source in

these rooms is a slide to video converter for use with 35mm slides. The other additions to these rooms are two additional projectors, which will be addressed later.

An additional difference between this and the Standard Lecture/Lab room is in the behavior of the VCR. As opposed to the Standard room, the VCR in E106 will not stop when another source is selected. This is done so that a VCR tape may continue to be shown on any of the outer screens even if it is not on the center screen with audio. You will be required to stop it manually using the VCR control pop up.

## Slide Converter

The slide converter is designed to work with a standard tray of 35mm slides. Its controls are similar to those of any standard slide projector, but its presentation format is achieved by converting the signal to a video source that may be routed to the LCD projectors. By selecting "Slides" on the touchpanel, the operational options for the converter are presented. These will allow you to advance or reverse the slide. Also an "Advanced Controls" button will call up the buttons to adjust the focus, zoom, and iris.

The cables connecting the converter to the system have been made long enough that it may either remain in the podium or it may be placed on the podium top or tabletop adjacent the podium. The slide tray may be removed by returning to slide 0 and press the removal tab in the center of the carousel. After using the converter, please return it to its original location. Its power is operated as part of the power sequencer and will power down with the rest of the system. If it goes for long periods of non-usage you may find that the power switch on the unit has been turned off. You may locate the rocker switch on the area of the unit where the connections are made. A solid line depressed indicates power on.

## Projector Setup

In both of the E106 halves you will find three projectors. When both rooms are used in a combined fashion, there are six available for routing via the main control page. In individual mode, there are three. After choosing the source you wish to view, it is necessary to choose its projector destination. If you are standing at the podium looking into the audience, the projectors are labeled one, two, and three as you look at them from left to right in each half of the room.

When you select independent mode, all three projectors will power up. If you wish to turn off any of the projectors after this, select the "Video Control" button on the right of the Main page. This will bring up a page that allows you to mute or unmute the video and adjust power to the individual projectors. To turn them off, you must press "Power off" twice, as the first press will ask you for verification by a second press.

In combined mode, all six projectors will turn on simultaneously. The "master" podium for the presentation is determined by which touchpanel you use to enter the combined mode. That podiums equipment will be used for the presentation and its audio routed to both sets of speakers.

As stated above, the projectors may be powered off individually using the Video Control page in “independent” mode, or all three (six in “combined” mode) will power down during the system power down sequence.

## Volume Control

As in the other rooms, speech and program volumes are controlled separately. By pressing the Speech button on the touchpanel, you may turn the volume up or down or mute it completely. By pressing the Program button on the touchpanel, you may turn the volume up or down or mute it completely. As stated above, the program source to which you wish to listen must be routed to the center screen in each room.

In E106, in addition to the podium microphone, there is also a wireless lavalier microphone that may be used. It is operated via the same volume control as the podium mic, and two switches on the top of the unit control its power and audio. This microphone requires a 9-volt battery to operate. Each new battery used should give you between 4 and 6 hours of continuous usage. To activate the unit, turn the “power” switch to the “ON” position. This provides power to the transmitter. To activate the audio, turn the “audio” switch to the “ON” position. If you wish to have a private conversation, return this switch to the “OFF” position. This acts as the mute for this microphone. Please deactivate the power to the unit before returning it to the storage drawer so the next user will have a fresh battery. The microphone uses a standard 9V battery. There is a battery door on the side of the unit that slides down and flips open. The old battery may be removed and replaced with a fresh one. Insertion instructions are diagrammed inside the door.

In addition to the touch screen volume controls, the small buttons around the panel may be used to control the volume. They are oriented the same as the buttons on the screen, i.e. top left is speech up and bottom right is program down. When you press any of these buttons the corresponding volume page will pop up on the screen. These are always active regardless of the control screen you are viewing.

An additional feature of the system is the utilization of an assisted listening system for the hearing impaired. This system will automatically receive the same signal as room A on its first channel, and the same as room B on its second channel. It has an independent volume control on each unit, but there is no provision for level control to the transmitter. Each of these units will fit into a base for recharging two AA NiCad batteries.

## Power Down

When you are finished with your presentation, you will want to power down the system unless you know that another presentation will be following immediately after yours. To do this, you should first shut down the PC, as well as the laptop, if it is connected to the podium power system, using the method prescribed for those machines. After they are shut down, remove the tape from the VCR.

You may power down the system by pressing the “EXIT” sign in the lower right corner of the main source select screen. This will take you to the verification screen where you will be asked to select “Yes” or “No”. If you are prepared to shut the system down, press “Yes”. The power sequencer will then power down the system in the reverse order it was powered up. Please note, after you select “Yes” on the power down option screen, NO OTHER buttons need to be pushed. You will immediately be taken to the welcome screen where you may power the system. If you push this, the system will reinitialize. This will require you to re-exit the system.

After the system has completed its power down sequence, turn off and put away the document camera, if it was used. If they were opened, you may close and lock the lower doors. Finally, put away the touchpanel by placing it back in its cradle where you found it. The feet from the touchpanel should rest in the two depressions on either side of the upper portion of the cradle. This will also cause an amber LED to illuminate at the base, indicating that the touchpanel battery is charging. You may now close and lock the location from which the touchpanel was taken.

This should conclude the operational use of the lecture hall multimedia podium. You are encouraged to experiment within the confines of these instructions as to what methods of presentation best suit your course material. Any questions should be forwarded to the Help Desk, and through them to MCSi.

# Video Conference Room (E118)

## Basic Usage

In most respects, E118 performs very similar to the Standard rooms discussed above. Much of the equipment is the same, and the same terminology has been used in this room. The primary difference lies in the fact that you may use dedicated videoconferencing equipment here, and that in addition to two projectors to which you may route discrete signals, there are two television monitors as well. Additionally, there are several pieces of equipment that are different from a Standard room, and will be discussed in length. However, the core equipment in E118 is chosen and operated the same as that in the Standard rooms.

## Power up

As in the Standard room, you will need to locate the touchpanel and awaken it by touching the screen. You will then be given the choice of “Standard Teaching” or “Video Conference” modes of operation. In the “Standard Teaching” mode, you may utilize this room as any other, but with the added benefit of two screens on which images may be viewed. In the “Video Conference” mode, you may use expanded routing options to view and control the options necessary to have a two-way interactive conference call.

As in the other rooms, a power sequencer is utilized to activate the system. Activating the power sequence will engage those components needed for the room to operate in each mode. Again you will be greeted by the “Eiki” logo and a countdown during which the projectors will warm up. After the power sequence is complete, you will need to independently activate the document camera as well as the podium PC as described above. At this point, all system components should be operational and ready for use.

## Standard Teaching Mode

### Source Selection

As in the other rooms you have several options for your presentation sources. The laptop and podium PC interfaces work exactly as described above, as do the document camera and VCR. The DVD/CD player is available for routing, but all controls are accessed via its remote or front panel. This room also utilizes the Pointmaker for image annotation, but this image will ONLY appear on Projector 1. Also, any source with audio will have to be routed to Projector 1 as well. Projector 2 does not have audio or Pointmaker capability.

### Projector Setup

In E118 you will find two projectors. When the room is used in a “standard teaching” mode, all sources may be routed via the main source selection page. In this mode, after choosing the source you wish to view, it is necessary to choose its projector destination. If you are standing

behind the podium looking at the classroom, Projector 1 is on the left, and Projector 2 is on the right.

When you select either mode, both projectors will power up. If you wish to turn off either of the projectors after this, select the “Video Control” button on the right of the Main page. This will bring up a page that allows you to mute or unmute the video and adjust power to the individual projectors.

## Volume Control

As in the other rooms, speech and program volumes are controlled separately. By pressing the Speech button on the touchpanel, you may turn the volume up or down or mute it completely. By pressing the Program button on the touchpanel, you may turn the volume up or down or mute it completely. As stated above, the program source to which you wish to listen must be routed to Projector 1.

In E118, in addition to the podium microphone, there is also a wireless lavalier microphone that may be used. It is operated via the same volume control as the podium mic, and two switches on the top of the unit control its power and audio. This microphone requires a 9-volt battery to operate. Each new battery used should give you between 4 and 6 hours of continuous usage. To activate the unit turn the “power” switch to the “ON” position. This provides power to the transmitter. To activate the audio, turn the “audio” switch to the “ON” position. If you wish to have a private conversation, return this switch to the “OFF” position. This acts as the mute for this microphone. Please deactivate the power to the unit before returning it to the storage drawer so the next user will have a fresh battery. The microphone uses a standard 9V battery. There is a battery door on the side of the unit that slides down and flips open. The old battery may be removed and replaced with a fresh one. Insertion instructions are diagrammed inside the door.

In addition to the touch screen volume controls, the small buttons around the panel may be used to control the volume. They are oriented the same as the buttons on the screen, i.e. top left is speech up and bottom right is program down. When you press any of these buttons the corresponding volume page will pop up on the screen. These are always active regardless of the control screen you are viewing.

Furthermore, there are ten available student microphones for tabletop placement in the room for audio and video conferencing use. These may be placed on the table and plugged into the floor box around each table. You will need to open the trap door in the floor box and plug the microphone connector into the mating connector in the floor. This will route the microphone to the automixer and from there to the audio conferencing unit.

## Audio Conference

An additional feature of the “Standard Teaching” mode is that you may make an audio conference call using either of the podium microphones or any of the available student microphones. To do this, select the “Audio Conference” button on the main source selection page. This will call up a numbered pad as well as several additional buttons.

To place a call, press the numbers representing the telephone number that you wish to call. As you press the numbered buttons, they will appear in the window at the top of the screen. When all numbers have been entered, press “Dial” to complete the call. When you are finished, press “Hang Up” to terminate the call.

The incoming call volume may be controlled via the program volume control on the touchpanel.

## Power Down

When you are finished with your presentation, you will want to power down the system unless you know that another presentation will be following immediately after yours. To do this, you should first shut down the PC, as well as the laptop, if it is connected to the podium power system, using the method prescribed for those machines. After they are shut down, remove the tape from the VCR (and the disc from the DVD, if applicable).

You may power down the system by pressing the “EXIT” sign in the lower right corner of the main source select screen. This will take you to the verification screen where you will be asked to select “Yes” or “No”. If you are prepared to shut the system down, press “Yes”. The power sequencer will then power down the system in the reverse order it was powered up. Please note, after you select “Yes” on the power down option screen, NO OTHER buttons need to be pushed. You will immediately be taken to the welcome screen where you may power the system. If you push this, the system will reinitialize. This will require you to re-exit the system.

After the system has completed its power down sequence, you may turn off and put away the document camera, if it was used. If they were opened, you may close and lock the lower doors. Finally, put away the touchpanel by placing it back in its cradle where you found it. The feet from the touchpanel should rest in the two depressions on either side of the upper portion of the cradle. This will also cause an amber LED to illuminate at the base, indicating that the touchpanel battery is charging. You may now close and lock the location from which the touchpanel was taken.

This should conclude the operational use of the videoconference multimedia podium in “standard teaching” mode. You are encouraged to experiment within the confines of these instructions as to what methods of presentation best suit your course material. Any questions should be forwarded to the Help Desk, and through them to MCSi.

## Video Conference Mode

### Source Selection

As in the other rooms you have several options for your presentation sources. The laptop and podium PC interfaces work exactly as described above, as do the document camera and VCR. The DVD/CD player is available for routing, but all controls are accessed via its remote or front panel. This room also utilizes the Pointmaker for image annotation, but this image will ONLY

appear on Projector 1. Also, any source with audio will have to be routed to Projector 1 as well. Projector 2 does not have audio or Pointmaker capability.

## Projector Setup

In E118 you will find two projectors and two television monitors. When the room is used in the “video conference” mode, all standard sources may be routed via the main source selection page. In this mode, choosing the source you wish to view and the pressing the “Projector 1” button will send that source to Projector 1. If you are standing behind the podium looking at the classroom, Projector 1 is on the left, and Projector 2 is on the right. Any image sent to Projector 1 will also be sent to the far end video call by placing it in window 1 of the PIP generator. This will also allow you to annotate the image using the Pointmaker and have that image viewed by the far end. The television monitors, as well as Projector 2, may be routed using the video control page for video conferencing.

When you select either mode, both projectors will power up. If you wish to use the television monitors it will be necessary to turn them on locally at the monitor with the power switch.

## Volume Control

As in the other rooms, speech and program volumes are controlled separately. By pressing the Program button on the touchpanel, you may turn the volume up or down or mute it completely. As stated above, the program source to which you wish to listen must be routed to Projector 1.

The microphone volume is separated into two different controls, the “near” end and the “far” end. These terms represent the basis of your control over the audio levels for video conferencing. The “near” end is the end you are on. This control will adjust the level of your microphones to the sound system. The “far” end is the other end of the call. This control will adjust the level of their microphones into the sound system. By pressing the corresponding button on the touchpanel, you may turn the volume up or down or mute it completely. Additionally you may use the slider located adjacent to the buttons as a graphical interface. By touching the slider you may set the level to match the volume level desired.

In E118, in addition to the podium microphone, there is also a lavalier microphone that may be used. It is operated via the same volume control as the podium mic, and two switches on the top of the unit control its power and audio. This microphone requires a 9-volt battery to operate. Each new battery used should give you between 4 and 6 hours of continuous usage. To activate the unit turn the “power” switch to the “ON” position. This provides power to the transmitter. To activate the audio, turn the “audio” switch to the “ON” position. If you wish to have a private conversation, return this switch to the “OFF” position. This acts as the mute for this microphone. Please deactivate the power to the unit before returning it to the storage drawer so the next user will have a fresh battery. The microphone uses a standard 9V battery. There is a battery door on the side of the unit that slides down and flips open. The old battery may be removed and replaced with a fresh one. Insertion instructions are diagrammed inside the door.

In addition to the touch screen volume controls, the small buttons around the panel may be used to control the volume. They are oriented the same as the buttons on the screen, i.e. top left is speech up and bottom right is program down. When you press any of these buttons the corresponding volume page will pop up on the screen. These are always active regardless of the control screen you are viewing.

Furthermore, there are ten available student microphones for tabletop placement in the room for audio and video conferencing use. These may be placed on the table and plugged into the floor box around each table. You will need to open the trap door in the floor box and plug the microphone connector into the mating connector in the floor. This will route the microphone to the automixer and from there to the video codec.

## Codec Control

By pushing the “Codec Control” button on the main source selection page, you will be presented with a keypad that allows you to operate the codec and make video calls. This may be done using the following procedure. The routing necessary to view your menu selections should already be in place for Projector 2, as well as TV 2, but in the event it has been changed, you will need to choose “Far End Camera” on the Video Control page prior to attempting to place a call.

1. On the main screen, use the arrow keys to highlight the Video Call icon and press the “select” button.
2. Select the “keypad” button, and on the new page use the numeric keypad on the remote control to enter the number you want to dial. The number will appear on the screen for verification.
3. Use the arrow buttons on the remote control to highlight the Speed icon on the screen and select the speed of your call from the list that appears.
4. Press the green CALL/HANG-UP button on the remote control to place your call. The number and the speed that you are dialing appear at the top of the screen. The call progress indicators on the lower left side of the screen indicate that the call is going through. They will change progressively to blue, yellow, orange, and green as your call completes.
5. When the call completes, the party you are calling will appear on the main monitor, and you will appear on the second monitor. If the call does not complete, you will get an error message. If you receive an error message, press the INFO button on the remote control for an explanation.
6. To end your call, press the CALL/HANG-UP button on the remote control. The following screen appears. Highlight the Disconnect Video Call icon and press the “select” button on the remote. If the call was made with a number that is not in your address book, a dialog box gives you the opportunity to add the number. If you select Yes, the system will take you to the address book where you can enter the information. If you select No, the main screen will appear on your monitor.

## Note

If you stay in this screen for 60 seconds without pressing the “select” button to stay in the call or hang up, the call will be disconnected. You can also place a video call using the Address Book or Speed Dial. For more information, refer to the *Address Book* section of Chapter 2 of the Polycom manual.

## Answering a Video Call

The VS4000 is set by default to automatically answer incoming calls. You can disable this option on the General Setup screen by selecting

### **System Info>Admin Setup>General Setup**

To answer an incoming video call manually, highlight Yes when the VS4000 asks you if you want to answer the call and press the “select” button on the remote control.

## Camera Control

By selecting the camera control button on the main page, you can choose to recall two presets for each of the wall-mounted cameras in the room. The camera mounted adjacent to the projectors on the rear wall is for viewing the instructor, and the camera mounted on the front wall is for viewing the students. If you wish to present a view other than the options given by the two presets given for each camera, you may choose the “custom” button. This will give you motion control and zoom control for the camera you select. This will allow you to adjust your view to something more specific.

## Picture-in-Picture Control

By selecting the PIP control button on the main page, you may pre-configure the output of the window generator to be one of the four options presented on the screen. This choice will then route to the videoconferencing unit for sending to the far end viewers. As an example, to send a full screen image to the far end, you can select Preset 3, and then route the PC to “Window 1”, which is the default selection for that Preset. Additionally, you can send this feed to either of the television monitors to preview the image that the other end is viewing. After selecting which window preset you prefer, you will be able to assign inputs to the particular windows as described below.

## Video Control

By selecting the “video control” page, you can assign the various sources to any of the four available window generator inputs. First select the source that you wish to assign. Next, pick the window in which you wish for this source to appear. If your PIP preset has more than one active window, you may continue filling the windows by repeating this process until all available windows are filled.

## Power Down

When you are finished with your presentation, you will want to power down the system unless you know that another presentation will be following immediately after yours. To do this, you should first shut down the PC, as well as the laptop, if it is connected to the podium power system, using the method prescribed for those machines. After they are shut down, remove the tape from the VCR (and the disc from the DVD, if applicable).

You may power down the system by pressing the “EXIT” sign in the lower right corner of the main source select screen. This will take you to the verification screen where you will be asked to select “Yes” or “No”. If you are prepared to shut the system down, press “Yes”. The power sequencer will then power down the system in the reverse order it was powered up. Please note, after you select “Yes” on the power down option screen, NO OTHER buttons need to be pushed. You will immediately be taken to the welcome screen where you may power the system. If you push this, the system will reinitialize. This will require you to re-exit the system.

After the system has completed its power down sequence, turn off and put away the document camera, if it was used. If they were opened, you may close and lock the lower doors. Finally, put away the touchpanel by placing it back in its cradle where you found it. The feet from the touchpanel should rest in the two depressions on either side of the upper portion of the cradle. This will also cause an amber LED to illuminate at the base, indicating that the touchpanel battery is charging. You may now close and lock the location from which the touchpanel was taken.

This should conclude the operational use of the videoconference multimedia podium in “videoconference” mode. You are encouraged to experiment within the confines of these instructions as to what methods of presentation best suit your course material. Any questions should be forwarded to the Help Desk, and through them to MCSi.

## Basic System Usage

- Remove touchpanel from cradle and start system by following on-screen instructions
- 
- System components should power up and projector should come on to its logo screen
- 
- PC, document camera, and flex-cam will need to be activated after system has powered up
- 
- Setup system components for presentation, such as document camera arm and lights, or inserting tape into VCR
- 
- Select source needed for presentation
- 
- Popup page will appear temporarily with additional instructions or operating options
- 
- If source has audio associated with it, adjust the program audio level control for comfortable listening level
- 
- Adjust speech level control to alter the level of the podium microphone
- 
- If additional sources are required, select them using the appropriate buttons
- 
- After presentation, return all items to original location and select the “Exit” button
- 
- Verify that the system has powered down and the projector has turned off
- 
- Close and lock cabinet doors and all sliding drawers

## **Troubleshooting Guide**

If these instructions or the Operators Manual do not answer your questions, please contact the Help Desk.

Q. Touchpanel will not wake up

A. Make sure that the battery is properly inserted. If it is, replacing it in the charger should give you an amber charging LED. The touchpanel battery may need charging. Be sure it is properly seated in the base during each charging cycle.

Q. System does not power up as expected when button on touchpanel is pushed correctly

A. Check the Main Power switch on the Middle Atlantic power sequencer. It should be lit red and turned on. This will cause the system to not work. Also, if the control processor loses power, it will cause the system to not work.

Q. The system is on, but nothing is on the screen

A. Check the “Video” and “Chalkboard” button on the Pointmaker. If “Chalkboard” is selected, you will only see a white screen and no video image. Press the “Video” button with the pen to activate that signal.

Q. Laptop will not display on the screen

A. Ensure that the correct cable is plugged into the VGA connector on your laptop, and that you have selected “Laptop” on the touchpanel. If so, check that the VGA output is correctly assigned using the Function key sequence.

Q. I have the Document Camera turned on, but I can not see it

A. Make sure that it is plugged into the Podium plate with the VGA cable for the image, and the USB cable if you wish to control it with the PC in the Podium.

Q. Everything is attached correctly, but the Document Camera control software will not work

A. Check the PC Desktop to see if the shortcut for the program BGVu is present. If it is not, the software needs to be re-installed on this computer.

Q. A tape has been inserted in the VCR, but I do not see or hear anything

A. You need to select the VCR on the touchpanel. After this, if you do not see an image, touch the “Video” button on the Pointmaker. To hear the VCR, adjust the Program Volume Control.

Q. I am in E106 and want to watch a video

A. Insert the tape into the VCR and assign it to the center projector. Only the center projector has audio capability.

Q. I had to turn off the projector, but it will not come back on

A. You must wait until the ready lights, both the Green and Red, are on before the projector lamp will refire.