



APSU MULTI-MEDIA CLASSROOM

Training Tutorial



+ THREE THINGS TO KNOW ...

- The system was designed with “EASE OF USE” in mind.
- There are NO remote controls to lose or batteries to go dead.
- All controls are located on the desktop.





BEGINNING YOUR SESSION

Press ON button on Desktop Controls.

Power Up the Computer, if not already on.

Turn on Document Camera, if needed.



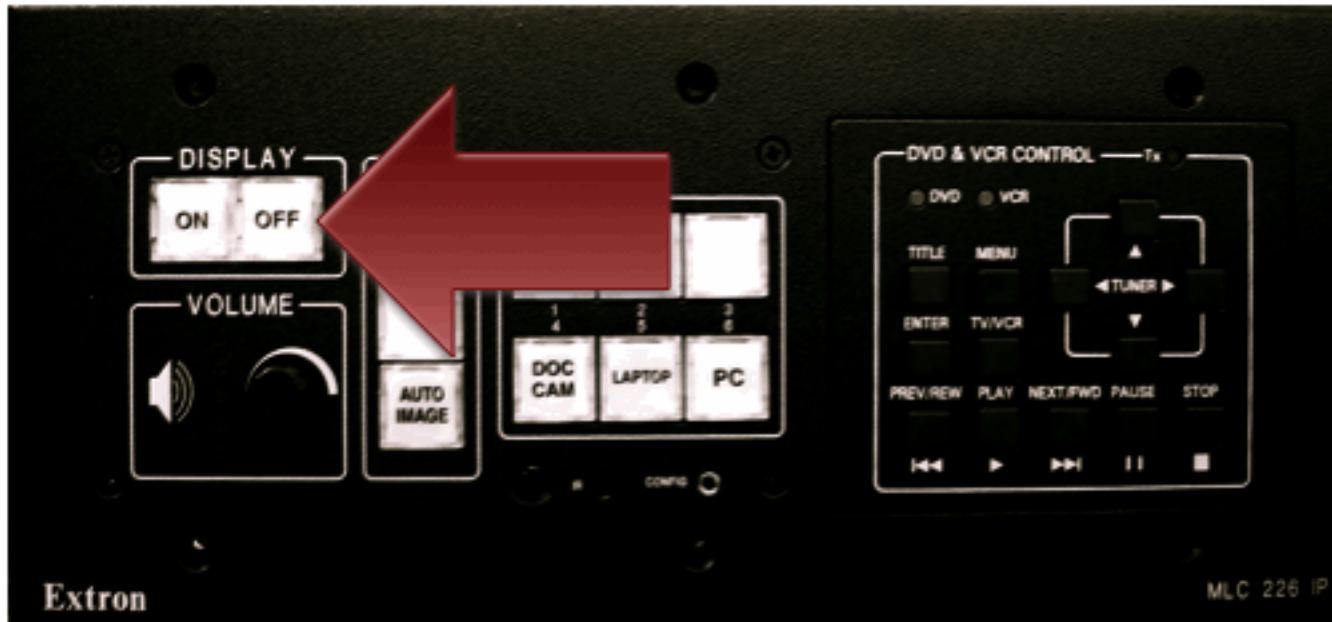


CONTROL SYSTEM

This is the control system for the entire unit.

The following pages will go through the different functions.





+ PROJECTOR ON/OFF

Press these buttons to turn projector ON or OFF. Warm up and cool down times will be indicated by flashing button.



+ VOLUME

All volume for the equipment is controlled with this button. Lights indicate Level. If you do not hear anything when PC is selected, please check volume level on the computer.



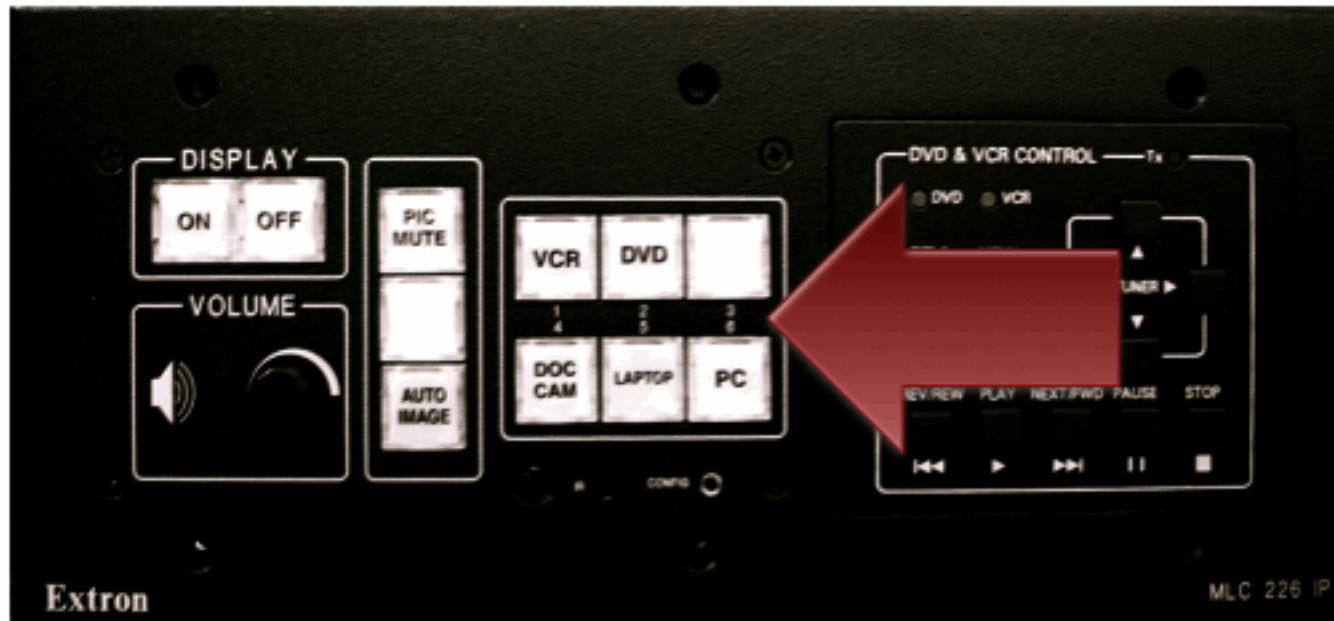
+ PIC MUTE

Used to show blank display screen. Use this when you don't want students attention to be on the screen. The button will be lit if activated.



+ AUTO IMAGE

Used only to correct image problems when hooking up a laptop.



+ DISPLAY CHOICE

Make sure device is turned on then push button to activate the display to show that device. If device is not showing make sure it is on and push button again. Button will light up.



+ DVD/VCR CONTROLS

Use these to control play/pause/stop and association features. DVD or VCR light will be lit to show which device is being controlled.



LAPTOP CONNECTION

Press down on panel to open or close the laptop connection. Power, video, and audio are available. Use wireless for the network.

This should mainly be used as a alternative to the installed computer if that one is not working, or by your students who would like to use their own laptop.





PODIUM

Besides the computer, these items are also installed in podium. The keyboard and mouse are located on a pull out shelf and the monitor is in the flip top panel.





+ DVD/VCR COMBINATION

Make sure this power is on. Insert tape or DVD and use controls on top of the podium to access this unit.



+ POWER CONDITIONER

Leave power on to the system. Power is filtered and must be left on.



+ MULTI-MEDIA CONTROLLER

This is the control unit for the system. The same Controls are located on the desktop. Please use those controls to operate the system.



DOCUMENT CAMERA

Turn on the camera using the button in the top right corner.

Using the controls on the front of the camera, you can zoom in and out using TELE and WIDE.

Press the AF button to utilize Auto-Focus.

You can use IMAGE ROTATION button to rotate vertically printed pages.

If you have transparencies, you can press the LIGHT button to turn off the overhead lights and turn on the lights underneath. Please restore back to overhead lights when finished.





SMARTBOARD

Use only stylus provided. The board can be written on only when using the computer. You can also control the computer from the SmartBoard.

Anything written on the board can be saved and printed out or emailed to your students.

This is not a whiteboard – Do not use dry erase markers. If you accidentally mark on these, please erase immediately.



For more information on operating the SmartBoard technology, please visit <http://smarttech.com/Trainingcenter/>. There are online tutorials, instructions to print out, as well as online webinars that you can register for and attend.



MICROPHONE

An extendable gooseneck microphone is included in most of the Multi-Media Classrooms.

This unit has a separate button to press on the base that turns it on and off.

The unit is pitched to be slightly louder than the input you have pressed, so your voice will be heard.





ENDING YOUR SESSION

Log off of the computer. Leave running.

Turn of Document Camera, if used.

Press OFF button on the Desktop Controls.





ADDITIONAL INFORMATION

A sheet should be in every podium with these directions.

You can obtain additional information or training by contacting the University Helpdesk at 4357.