Operation of the In-Room Presentation Systems
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• In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch (See Figure 2.1).

• The TV screen should be left on all the times. If the TV is not on, press the power button on the front of the unit.

• Press any button on the remote to leave the screen saver. This brings you to the main menu where the “Dial” button is at the top right of the screen (Fig. 2.2).

• Make sure the Dial button is selected [in the yellow rectangle] (use ‘up/down’ arrow keys on the remote, if necessary), then press the Enter button on the remote.

• Highlight “NTID Help Line” from the menu (use ‘up/down’ arrow keys on the remote, if necessary).

• Press “Enter” on the remote.
  - A connection will be made to the Help Desk.

• When you are finished with the call, hang up by pressing Enter on the remote.
• In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch.

• The resident computer should be left on all the time.

• Using the wireless remote (“NEC”), turn on the LCD projector by pointing the remote at it and holding down the POWER-ON button until the amber status light goes out [about two seconds]. As the lamp warms up, the green status light will blink. Once the lamp is on full, the green status light will be solid.

• If the flat panel display on the smart cart is not on, press the power button on the lower right of the panel. Note that the display on the cart displays the computer all the time.

• If you will be using the large flat panel display for visually impaired (VI) students, press the power button on the VI unit (Fig. 3.1).

• Login to your regular computer account using your username and password.

• To project the computer, select “1” on the lower row of buttons on the Extron remote console. To display the computer on the monitor [for VI students], select “1” on the top row of buttons.

• **If your computer application has sound**, adjust the master volume level using the knob on the right front of the smart cart. If you would like to use the computer speakers, adjust the volume of the computer speakers on the smart cart by turning the “volume” knob on the speaker on the right of the display panel.

• When finished, turn off the projector by pointing the wireless remote at it and holding down the POWER-OFF button until you see a message projected at the bottom of the screen “Please Wait a Moment” [about 3 seconds].

• **BE SURE TO LOG OFF OF YOUR COMPUTER ACCOUNT.**

To Shut Down the System
• In the equipment cabinet, press the “SYSTEM” – “POWER DOWN” switch.
Using the White Boards

- There are three white dry marker boards connected to give a continuous writing surface of 4 feet by 24 feet. The surface is considered a “semi-gloss” which is a trade-off that allows projection onto the surface with a minimal hot-spot and still erases. Please be sure to use a marker that is designed for dry marker boards. Also, the erasers are designed for dry marker boards and should not be used to erase chalk.

Controling Room Lighting

- There are three separate lighting controls:
  - One controls the single large fluorescent fixture in the rear of the room and is on a dimmer plus an on-off button below the dimmer.
  - The second controls the smaller fluorescent fixtures in the middle and front area. They are also on a dimmer plus an on-off button below the dimmer.
  - The third is a dimmer that controls the incandescent spotlights that are aimed at the dry marker boards.
Projecting the VHS/DVD Player

• In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch.

• If you will be using the large flat panel display for visually impaired (VI) students, press the power button on the VI unit.

• Using the wireless remote, turn on the LCD projector by pointing the remote at it and holding down the POWER-ON button until the amber status light goes out [about two seconds]. As the lamp warms up, the green status light will blink. Once the lamp is on full, the green status light will be solid.

• To project the player, select “3” on the lower row of buttons on the Extron remote console. To display the player on the monitor [for visually impaired students], select “3” on the top row of buttons (Fig.5.1).

• Adjust the master volume level using the knob on the right front of the smart cart.

• If the VHS tape or DVD is closed-captioned, to open up the captions, make sure the LINK caption decoder power is ON. **If you wish to show a DVD with subtitles or, not display closed captions, flip the XDS switch to OFF.**

• Select “DVD” or “VIDEO” on the front of the unit depending on what you plan to show. The unit has the standard PLAY, PAUSE, STOP, REWIND [SHUTTLE BACKWARD] and FAST FORWARD [SHUTTLE FORWARD] controls. There is also a wireless remote available.

• When finished, turn off the projector by pointing the wireless remote at it and holding down the POWER-OFF button until you see a message projected at the bottom of the screen.

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To Shut Down the System

• In the equipment cabinet, press the “SYSTEM” – “POWER DOWN” switch. “Please Wait a Moment” [about 3 seconds].
Projecting the Resident Visualizer

• In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch (Fig. 6.1).

• Turn on the visualizer by pressing the POWER button.

• If you will be using the large flat panel display for visually impaired (VI) students, press the power button on the VI unit.

• Using the wireless remote, turn on the LCD projector by pointing the remote at it and holding down the POWER-ON button until the amber status light goes out [about two seconds]. As the lamp warms up, the green status light will blink. Once the lamp is on full, the green status light will be solid.

• To project the visualizer, select “2” on the lower row of buttons on the Extron remote console. To display the visualizer on the monitor [for VI students], select “2” on the top row of buttons.

• The buttons on the top head of the unit control auto-focus on-off, zoom in and zoom out. (Fig. 6.2)  If you prefer to use the ambient room lighting instead of the built-in lamp, turn it off by pressing the LIGHT button [next to the power button].

• There is also a wireless remote available.

• When finished, turn off the visualizer power: Turn off the projector by pointing the wireless remote at it and holding down the POWER-OFF button until you see a message projected at the bottom of the screen “Please Wait a Moment” [about 3 seconds].

To Shut Down the System
• In the equipment cabinet, press the “SYSTEM” – “POWER DOWN” switch. “Please Wait a Moment” [about 3 seconds].
Connecting a Brought-in Laptop Computer

- In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch

- Connect the laptop to the sound cable, video cable, and network cable (Shown in Fig. 7.1 from left to right) on the smart cart. The connection from the laptop is controlled through the visualizer.

- Turn on the visualizer by pressing the POWER button. Turn off the built-in light by pressing the LIGHT button.

- If you will be using the large flat panel display for visually impaired (VI) students, press the power button on the VI unit.

- Using the wireless remote, turn on the LCD projector by pointing the remote at it and holding down the POWER-ON button until the amber status light goes out [about two seconds]. As the lamp warms up, the green status light will blink. Once the lamp is on full, the green status light will be solid.

- To project the laptop, select “2” on the lower row of buttons on the Extron remote console. To display the laptop on the monitor [for VI students], select “2” on the top row of buttons.

- Using the visualizer wireless remote, press EXT/INT.

- Now you can boot the laptop. Make sure the laptop video settings are set for both external and on-board display. Adjust the projected image using the PICTURE CONTROLS on the Extron panel (Fig. 7.2).

- If your computer application has sound, adjust the master volume level using the knob on the right front of the smart cart.

- When finished, first power-down the laptop, and then turn off the visualizer power. Turn off the projector by pointing the wireless remote at it and holding down the POWER-OFF button until you see a message projected at the bottom of the screen “Please Wait a Moment” [about 3 seconds].

To Shut Down the System
- In the equipment cabinet, press the “SYSTEM” – “POWER DOWN” switch. “Please Wait a Moment” [about 3 seconds].
Projecting the Video Phone

• In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch.

• If you will be using the large flat panel display for visually impaired (VI) students, press the power button on the VI unit.

• You can project the image from the video phone by selecting “4” on the lower row of buttons on the Extron remote console. To display the video phone on the monitor [for VI students], select “4” on the top row of buttons.

• The TV screen should be left on all the times. If the TV is not on, press the power button on the front of the unit.

• Press any button on the remote to leave the screen saver. This brings you to the main menu where the “Dial” button is at the top right of the screen.

• Make sure the Dial button is selected [in the yellow rectangle] (use ’up/down’ arrow keys on the remote, if necessary), then press the Enter button on the remote.

• Use the ’up/down’ arrow keys to highlight the remote contact on the address list you wish to call.

• Press “Enter” on the remote. - A connection will be made to the remote location. that was highlighted.

• When you are finished with the call, be sure ‘Hang Up’ is selected and then press Enter on the remote.

To Shut Down the System

• In the equipment cabinet, press the “SYSTEM” – “POWER DOWN” switch. “Please Wait a Moment” [about 3 seconds].

If you wish to have additional remote contacts added to the address list, please contact the TSS Help Desk for assistance.

If you wish to connect to a remote site for the purpose of displaying a “guest lecturer,” please contact the TSS Help Desk for assistance.
Using a Wireless Microphone

• In the equipment cabinet, press the “SYSTEM” – “POWER UP” switch.

• Retrieve the microphone and transmitter from the drawer in the equipment cabinet.

• Clip on the lapel microphone no more than six inches below your mouth. Turn on the transmitter by moving the power switch to ON. The battery status lights show: GREEN = OK, AMBER = Replace the battery as soon as you can or RED= Replace the battery now; it is about to die.

• Extra “AA” batteries are stored in the drawer in the equipment cabinet.

• Adjust the sound level by turning the ROOM MASTER control on the smart cart. It is suggested you start with the dial in the “12:00PM” position.

• When finished, turn off the remote transmitter first and then the SHURE receiver. Store the transmitter and mic in the drawer in the equipment cabinet.

To Shut Down the System
• In the equipment cabinet, press the “SYSTEM” – “POWER DOWN” switch. “Please Wait a Moment” [about 3 seconds].

Using the FM Listening System

If the use of FM receivers is requested, please contact the TSS Help Desk for assistance in arranging the logistics of distributing the receivers and accessories.
Using the “Freeze” Image Feature

• Select a source to display via the projector and/or the large flat panel display for visually impaired (VI) students.

• On the Extron remote console, press the “FREEZE” button on either [or both] of the rows. (Fig. 10.1)

• Freezing the bottom row source will hold the image currently being projected to remain on the projection screen. Freezing the top row source will hold the image currently being displayed on the VI monitor to remain on the VI monitor screen.

• While the image is frozen, you can change what the source device [computer, visualizer, DVD/VHS or videophone] is capturing but the displayed image will remain the previous capture.

• To go back to live mode to display what the source device is currently capturing, press the “FREEZE” button again.

Fig. 10.1