Multimedia Classroom Equipment Handbook
# TABLE OF CONTENTS

Projection System Identification ...................................................... 3
Classroom Listings—Panasonic system ............................................. 4
Identification of Equipment Available .............................................. 5
Projector Remote Control ................................................................. 6

Functions of the Projector Remote Control
- Selection of Inputs ........................................................................ 7
- Laser Pointer ............................................................................... 7
- Screen Blanking (blackout) .......................................................... 7
- Magnification of image ............................................................... 8
- Freezing Image on Screen ........................................................... 8

Power Up Procedure ........................................................................ 9
Using the Computer & the Projector ................................................. 10
Adjusting PC Audio Volume ............................................................... 11
Playing A Videotape ......................................................................... 12
Playing A DVD ................................................................................ 13
Operating Closed-Caption Decoder ............................................... 14
Operating A Canon Vizcam Document Camera .............................. 15
Operating An Elmo EV-4400AF Document Camera .................... 16
Power Down Procedure .................................................................... 17
Common Problems & Solutions ....................................................... 18
Assistance Numbers ........................................................................ 19
Classroom instructions are referenced to the type of projection system located in each classroom. Presently Oklahoma City Community College utilizes two types of projection systems, a Hitachi projection system and a Panasonic projection system.

This instruction booklet will detail step by step instructions for classrooms that utilize the Panasonic projection system.

The Panasonic projection system looks similar to this:
Panasonic Projectors are located in the following classrooms:

**Arts & Humanities Building**
1C1  1C2  1C3  1C5  1D1  2E3  2E5  3E4

**Main Building**
1A4  1B5  1B8  1C4  1C5  1C6  1C7  1C8  1D5  1G7  1X3  1X4  1X5  1G7  2N0  2N2  2N5  2N6  2PO  2P8  2R0  2R5  2R6  2N6  2R7  3K5  3N0  3N5  3P4  3P5

**SEM Center**
1C8

**Career Learning Center**
1C2  1D2  1N1  1R1

**Library**
101  120  121  122  201  206  211  213

**Health Professions**
1H1  1H2  1H5  1H7  1H8  1H12  1N1  1N2  1N4  1N5
Most multimedia classroom contain at least a PC, projection system, DVD/VCR combo and sound system. These pictures are provided to help you identify standard and optional equipment that may be available.

- **DVD/VCR Combo**
- **Amplifier**
- **AV Switchbox**
- **Closed Caption Decoder**
- **Elmo Document Camera**
- **Vizcam Document Camera**
Projector Remote Control

- Power Button
- Computer Source Selector
- Laser Pointer
- Digital Zoom
- Center Point Adjustment Buttons
- Freeze Button
- Digital Zoom Button
- Video Source Selector
- Return Button
- Blank Screen Button
Function of the Remote Control

The Panasonic Projector is easily controlled using the projector remote. You may aim the remote at the screen, lens or if you are behind the projector you may aim at the rear of the projector. Some of the common functions available are explained below.

**Selection of Inputs:**
To project the monitor image of the computer press the COMPUTER button.

To show a DVD or videotape press the VIDEO button on the remote.

**Laser Pointer:** (not available on some remotes)
To utilize the laser pointer feature press and hold the button labeled LASER.

**Screen Blanking:**
To temporarily hide the image being projected press the SHUTTER button. To return to image being projected press the SHUTTER button again.
Function of the Remote Control

Magnification of Image:
To enlarge an area of the projected image press the DIGITAL ZOOM +/- button. You can adjust the image size by pressing the DIGITAL ZOOM +/- button. To move the area being enlarged use the ▲, ▼, ►, ◄ buttons.

To exit the magnify mode press the RETURN button. You may also press the DIGITAL ZOOM +/- button until the image returns to normal size.

Freezing an image:
To freeze the image being projected press the FREEZE button. The freeze mode is cleared by pressing the FREEZE button again.
Projector Power Up Procedure

1. If you will be projecting a computer input turn on the computer prior to powering up the projector.

2. Located on the wall near the teaching station is a wall switch labeled Projector Power. Make sure that this switch is in the “on” position.

3. Locate the SURGE PROTECTOR on the teaching station and make sure that it is in the “on” position.

4. Power up the projector by aiming the projector remote at the screen, lens or if behind the projector the rear of the projector and pressing the POWER button one time.

You will hear the cooling fan come on and should see an image begin to appear on the screen within 30 seconds. If not, wait 30 seconds and repeat step 4. As the lamp warms up you will see a blue screen fade into view.

You may also wish to turn off the lights over the screen to increase image visibility. You may do that using the light switches located near the projector power switch.
Using the Computer & the Projector

1. Turn on the computer.
2. Following PROJECTOR POWER UP procedure, power up projector then select the computer input use the projector remote control and press the COMPUTER button until COMPUTER 1 is displayed on screen.

3. You may log on in either of two ways.
   
   A. When the login screen appears enter the ROOM NUMBER in username field and leave the password field blank. This method gives you access to only the files located on the computer and the ability to use the internet.
   
   B. College network access. You may logon as yourself using your username and password. This method allows you to access your network drive space as well as the internet.

*** If you login as yourself be sure to log off after using computer..
Adjusting PC Audio Volume

1. Make sure that sound is enabled and adjusted to a moderate level by clicking on the speaker icon on the taskbar.

![Speaker Icon]

2. Double clicking the speaker icon will open a mixer panel, where you may select and adjust each PC device.

![Mixer Panel]

3. Select button labeled PC SOUND on the AUDIO/VIDEO SWITCHBOX.

4. Make sure the RADIOSHACK PA AMPLIFIER is on.

5. Adjust sound to desired level using the MASTER VOLUME knob on the RADIO SHACK PA AMPLIFIER.
Playing a Videotape

1. With the Projector on press the VIDEO button on the projector remote control to select the VIDEO input. You will see VIDEO displayed on screen.

2. On the AUDIO/VIDEO SWITCHBOX press the button labeled DVD/VCR.

3. Insert a videotape into the VCR and use the remote labeled DVD/VCR to control the VCR.

4. Adjust volume using the MASTER VOLUME knob on the RADIO SHACK PA AMPLIFIER.
Playing a DVD

1. With the Projector on press the VIDEO button on the projector remote control to select the VIDEO input. You will see VIDEO displayed on screen.

2. On the AUDIO/VIDEO SWITCHBOX press the button labeled DVD/VCR.

3. Place a DVD on the DVD tray and use the remote labeled DVD/VCR to control the DVD.

4. Adjust volume using the MASTER VOLUME knob on the RADIO SHACK PA AMPLIFIER.
Operating Closed Caption Decoder

My Cap Jr.

To display captions
1. Press Power button.
2. Press Caption/Text button to illuminate the CAPTION LED.
3. Press L1/L2 button until L1 LED is illuminated.

To Turn off Captions press CAPTION/TEXT button.

TV Guardian

1. To enable CLOSED CAPTIONS press the orange TVG button until Off/CC1 is displayed.
2. To disable CLOSED CAPTIONS press the orange TVG button until OFF is
Operating a Canon Vizcam Document Camera

1. With the projector powered up press the VIDEO button until VIDEO is displayed on screen.
2. Turn the document camera ON using the power switch located on the right side of the base toward the back.
3. If needed you may use the desk lamp to illuminate your source material.
4. On the AUDIO/VIDEO SELECTOR BOX located on the desk, press the button labeled DOCUMENT CAMERA.
5. Position the document you wish to display beneath the camera. To zoom in/out, simply move the camera head up/down, and twist the lens to focus.
Operating an Elmo EV-4400AF Document Camera

1. With the projector powered up press the VIDEO button until VIDEO is displayed on screen.
2. On the AUDIO/VIDEO SELECTOR BOX located on the desk, press the button labeled DOCUMENT CAMERA.
3. Turn the document camera ON using the power switch located on the rear of the unit.
4. To view transparencies, press the LAMP BASE button located on the front of the unit.
5. To view paper or objects, press the LAMP UPPER button located on the front of the unit.
6. Position the document or object you wish to view beneath the camera head on the viewing platform.
7. Use the ZOOM TELE or ZOOM WIDE button located on the front of the unit to frame the document or object correctly.
Power Down Procedure

This procedure must be followed correctly to ensure that the multimedia equipment is available for all to use. Incorrectly following these steps leads to unnecessary and costly repairs.

1. When finished with the equipment press the POWER button twice to begin the shutdown process.

2. The lamp will shut off immediately, but the projector fan will continue to run for 2-3 minutes to cool the lamp and projector housing. The fan will automatically shut off when the projector has cooled adequately.

3. Use the PROJECTOR POWER switch on the wall to turn the projector off only after the projector has cooled for 2 to 3 minutes.

**DO NOT UNDER ANY CIRCUMSTANCES** turn the projector off using only the PROJECTOR POWER switch on the wall. Failure to allow the lamp to cool down properly will greatly reduce the lifespan of the lamp or cause it to burn out immediately. Replacement requires the projector to be taken out of the classroom for an extended period of time.
Common Problems & Solutions

• The projector will not power up.
  A. Turn the Projector Power wall switch on.
  B. Check the batteries in the projector remote.
  C. Call ext. 7107 for assistance.

• I cannot connect to the internet.
  A. Verify network cable is attached to computer.
  B. Call help desk at ext. 7777

• The projector is not displaying the computer.
  A. Press the COMPUTER button on the remote.
  B. Check the batteries in the projector remote.
  C. Call ext. 7107 for assistance.

• The projector is not displaying the DVD/VCR.
  A. Press the VIDEO button on the remote.
  B. Check the batteries in the projector remote.
  C. Call ext. 7107 for assistance.

• There is no sound from any source.
  A. Verify the RADIO SHACK PA AMPLIFIER is on.
  B. Verify the correct source has been selected on the AUDIO/VIDEO SWITCHBOX.
  C. Call ext. 7107 for assistance.


Assistance Numbers

IVS Mobile Phone................................................................. 7107
A/V Media Technician ............................................................. 7714
A/V Delivery Technician ....................................................... 7144
Video Broadcast Engineer ...................................................... 7393
Coordinator of IVS ................................................................. 7349
Video Production Specialist ................................................... 7465
Administrator of Extended Services........................................ 7553
Microcomputer Technical Support ......................................... 7777

(Monday through Friday 8am—5pm)