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Identification of Equipment

Most multimedia classrooms contain at least a PC, projector, DVD/VCR combo and sound system. These pictures are provided to help you identify the major components.

![DVD/VCR Combo](image1.png) ![Amplifier](image2.png)

![Presentation Switcher](image3.png) ![Closed Caption Decoder](image4.png)
Projector Remote Control
with laser pointer

- Power Button
- Computer Source Selector
- Laser Pointer
- Digital Zoom Center Point Adjustment Buttons
- Freeze Button
- Digital Zoom Button
- Return Button
- Blank Screen Button
Functions 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:

**Note:**
For this type of classroom the projector's input should not change

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.
Functions 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.
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 green light on the projector. If not, wait 30 seconds and repeat step 3. 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

On the Presentation Switcher, located in the desk,

Select the **PC** button.

1. Turn on the computer.
2. You may log on in either of two ways.

   A. When the login screen appears enter the Building Abbreviation (located on Page 18) & 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.
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 computer taskbar.

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

3. Make sure the PA AMPLIFIER is on.
4. Adjust sound to desired level using the MASTER VOLUME knob on the PA AMPLIFIER.
Using Laptop & the Projector

On the Presentation Switcher, located in the desk, select the Laptop button.

1. Connect VGA cable, from Laptop Access Panel.
2. Turn on the Laptop

   - Mini Audio Plug to Laptop Headphone Jack
   - Network Cable to Laptop Network Jack
Connecting Laptop Audio

1. Insert 1/8” (mini) jack located in Laptop Access Panel into laptops headphone Jack.
2. Un-mute volume in Laptop’s operating system.
3. Make sure the PA AMPLIFIER is on.
4. Adjust sound to desired level using the MASTER VOLUME knob.
Playing a Videotape

On the Presentation Switcher, located in the desk, select the DVD/VCR button.

1. Insert a videotape into the VCR
2. Adjust volume using the MASTER VOLUME knob on the PA AMPLIFIER.
Playing a DVD

On the Presentation Switcher, located in the desk, select the DVD/VCR button.

1. Place a DVD on the DVD tray and use the remote labeled DVD/VCR to control the DVD.
2. Adjust volume using the MASTER VOLUME knob on the PA AMPLIFIER.
Operating Closed Caption Decoder

Oklahoma City Community College
Policy #3063 States:
Captions for any multimedia presentations shall be synchronized with the presentation.

To enable Closed Captions simply flip the switch on the decoder either left to CC1 or right to CC2.

Center the switch to stop closed captions from appearing
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, on the projector remote, 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. *Press the PC button on the Presentation Switcher.*
  C. *Call ext. 7107 for assistance.*

• The projector is not displaying the DVD/VCR.
  A. *Press the DVD/VCR button on the Presentation Switcher.*
  B. *Press the COMPUTER button on the remote.*
  C. *Call ext. 7107 for assistance.*

• There is no sound from any source.
  A. *Verify the PA AMPLIFIER is on.*
  B. *Verify the correct button is illuminated on the Presentation Switcher.*
  C. *Call ext. 7107 for assistance.*
Assistance Numbers

IVS Mobile Phone..............................................7107
A/V Specialist..................................................7714
A/V Support Technician.................................7144
Video Broadcast Engineer.........................7393
Coordinator of IVS........................................7349
Microcomputer Technical Support......7777
(hours Monday through Friday 8am—5pm)
Building Abbreviations

Arts & Humanities Center — AH
Family & Community Education Center — FACE
Health Professions Center — HP
John Massey Center — JMC
Keith Leftwich Library Building — LB
Main Building — MB
Todd Science, Engineering, & Math Center — SEM
Social Science Center — SSC
Transportation Technologies Center — TTB
Visual & Performing Arts Center — VPA
SMART Boards

The SMART board is a common collaborative learning technology that allows an instructor or student to interact with media on the computer.

Smart boards allow you to draw on, highlight, save, and edit presentations.
Getting started with the SMART Board

OCCC Center for Learning and Teaching provides training for SMART boards.

Instructional Video Services strongly recommends users to receive training to maximize efficiency.

- To begin using the SMART Board power up the computer and turn on the projector.
- Using the SMART Board or your mouse locate and select the SMART notebook application icon.
- Check to insure the board is in correct alignment.
- Open new project.
Recalibrating the SMART Board

Occasionally the SMART Board or Projector may get out of alignment. These are the steps to recalibrate when needed.

- Using the SMART Board or your mouse locate and select the SMART notebook application icon.
- Select Orient from the menu pictured above.
- Using a smart marker press the center of the icon following it around the edges of the screen.