Pioneer Technology Classroom
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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**
- **Amplifier**
- **Presentation Switcher**
- **Closed Caption Decoder**
- **Elmo Document Cam**
- **Vizcam Document Camera**
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:

There are multiple inputs for Video and Computer viewing, sometimes pressing the input button just once, won’t do.

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

Select the PC Audio button. on the Presentation Switcher

Remember to select the Computer 1 Input on the projector

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.
Playing a DVD or Videotape

Select the DVD/VCR button on the Presentation Switcher.

Remember to select the Video 1 Input on the projector

1. Insert a Videotape or DVD into the DVD/VCR combo
2. Adjust volume using the MASTER VOLUME
Operating a Canon Vizcam Document Camera

Select the Doc Cam button on the Presentation Switcher.

Select the Video Input on the projector

1. Turn the document camera ON using the power switch located on the right side of the base toward the back.
2. If needed you may use the desk lamp to illuminate your source material.
3. 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

Select the Doc Cam button on the Presentation Switcher.

Select the Video Input on the projector

1. Turn the document camera ON using the power switch located on the rear of the unit.
2. To view transparencies, press the LAMP BASE button located on the front of the unit.
3. To view paper or objects, press the LAMP UPPER button located on the front of the unit.
4. Position the document or object you wish to view beneath the camera head on the viewing platform.
5. Use the ZOOM TELE or ZOOM WIDE button located on the front of the unit to frame the document or object correctly.
Operating Closed Caption Decoder

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

MyCap Junior

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 displayed.
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 — AHC
Family & Community Education Center — FACE
Health Professions Center — HPC
John Massey Center — JMC
Keith Leftwich Library Building — LIB
Main Building — MB
Todd Science, Engineering, & Math Center — SEM
Social Science Center — SSC
Transportation Technologies Center — TTC
Visual & Performing Arts Center — VPA