

ROOM 104 - CONTROL TABLE OPERATION

Please contact Performing Arts and Media (5-5517) for booking and technical assistance.



Room 104 now contains technology similar to that found in other classrooms on campus. The control table consists of the following features.

1. Height-adjustable table
2. Fully-integrated table-top control panel
3. 22-inch screen with stylus and annotation software
4. Surround sound
5. Dual-boot computer (choose between WINDOWS and MAC)
6. DVD, videocassette, and Blu-Ray players
7. Hook-ups for personal laptop and MP3 players
8. Dual USB ports on monitor
9. Ladibug document camera
10. Two power outlets, HDMI, RCA, and RGB hookups

In general, use of media within the room requires the following activities:

1. Powering the control panel (turns on projector and lowers projection screen)
2. Choosing an input for selected equipment
3. Powering on and operating selected equipment
4. Logging onto computer
5. Logging off the computer (please do not shut the computer down)
6. Powering down control panel (turns off projector and retracts projection screen)

To Power the Control Panel:

1. Press ON button on top left of control panel.
2. Projection will automatically turn on and projection screen lowers.

To Control Projector and Lower/Raise Screen:

The projector and the screen work together, when the projector is powered on, the screen is lowered – when the projector is powered down, the screen moves up.

1. To lower screen and start projector, press ON button on top left of control panel. Allow a few minutes for the projector to come on.
2. To turn off projection momentarily, press the BLANK button on the bottom center of the control panel. Press once more to return the image to the screen.
3. To raise or lower screen manually, use the up and down arrows on the bottom left of the control panel.

To Shut Down Projector and Control Panel

1. Remove media from any component equipment.
2. Log off the computer and power down any component equipment.
3. Remove any personal devices such as laptops or MP3 players.
4. Press OFF button for 4 seconds. The projector will go into sleep mode and the screen will rise.

To Change Volume

1. Volume is controlled using the two semi-circular buttons on the left of the control panel. Volume level will be indicated by the lights ringing these buttons.
2. To mute all sound, press the MUTE button on the bottom center of the control panel.
3. If no sound is heard make sure Marantz receiver, located on the bottom shelf, is powered on.

USING WINDOWS

1. Press COMPUTER button on control panel.
2. Computer defaults to WINDOWS mode. If currently in MAC mode, restart computer by clicking on the Apple icon in the top left corner and selecting RESTART. When restarted, choose WINDOWS mode.
3. Login with UA username and password. Non-university users should be logged in by staff using the following username and password:

<p>Login name: MULN104-01\room102 Password: 201moor01</p>

4. Volume is controlled from control panel.
5. USB ports can be found on each side of the monitor.
6. Discs may be inserted into the drive on the MAC mini (small silver box) located on the shelves. To eject disc, press EJECT button on keyboard.
7. To temporarily block image on projector, press the BLANK button on the bottom center of control panel.
8. If no image appears on the screen, make sure the MAC Mini is on. A light will show if powered on; power button is located on the back right corner.

USING THE MAC

1. Press COMPUTER button on control panel.
2. Computer defaults to WINDOWS mode. To switch to MAC mode, restart computer by clicking the START MENU at the bottom left corner, click SHUT DOWN, and select RESTART from the drop-down menu. When restarted, choose MAC mode.
3. Choose GUEST profile to access desktop.
4. Volume is controlled from control panel.
5. USB ports can be found on each side of the monitor.
6. Discs may be inserted into the drive on the MAC mini (small silver box) on the shelves. To eject disc, press EJECT button on keyboard.
7. To temporarily block image on projector, hit the BLANK button on the bottom center of control panel.
8. If no image appears on the screen, make sure the MAC Mini is on. A light will show if powered on; button is located on the back right corner.

ANNOTATING

1. Click on the Pointer icon on the screen.
2. Use your cursor to pull down the menu of annotation tools.
3. Use your cursor to scroll over and identify the tools. Click on the tool.
4. For a one-time annotation, click the desired function once. Click twice to hold the function.
5. To change properties (color, line, etc.) of Pointer software, make a mark or arrow on the screen and right-click the mark.
6. To erase the annotation, right click it or select a broom tool from the icon list

DOCUMENT CAMERA

1. Press DOCUMENT CAMERA button control panel.
2. Power on Ladibug document camera on the right side of the desk.
3. Use controls on Ladibug to adjust focus and zoom.
4. Power off when finished.

ALL-REGION DVD PLAYER

1. Press DVD button control panel.
2. Power on DVD player and insert disc.
3. Use remote or DVD player to control the viewing (e.g. playing, selecting scenes).
4. Volume is controlled from control panel.
5. DVDs may also play in computer disc drive or Blu-Ray player (with PowerDVD program).
6. When using remote, point towards DVD player.

HDMI

1. To use equipment with HDMI ports, press the HDMI button on control panel.
2. HDMI cable is found on the left-hand side of the desk, in a small recess.
3. Volume is controlled from control panel.

BLU-RAY

1. Press COMPUTER button on control panel.
2. Place Blu-Ray DVD in Blu-Ray player to the right of the MAC mini.
3. PowerDVD program will automatically open. If program does not open, choose the program from the START MENU.
4. Operate Blu-Ray with controls on screen.
5. Volume is controlled from control panel.

LAPTOP

The VGA connector and audio cord are found on the left-hand side of the desk, in a small recess. Due to the variety and quickly-changing data cables on laptops, users are asked to bring adaptors for their personal laptops. HDMI equipment may be used with the HDMI input. If you are not familiar with connecting your laptop to a projector, it is recommended that you bring the instruction manual for your specific computer.

1. Press LAPTOP button on top left of control panel.
2. Connect VGA connector and audio cord.
3. To project a laptop screen through the projector, use the process unique to your computer.
 - PCs: Control+F8, or Control+ Function key with LCD/CRT or a monitor icon on it (somewhere between F4 and F8). The computer may take a couple of seconds to react. This keystroke should toggle the screen image through a cycle like this:
 - Image on Laptop Screen > Image on Projector > Image on Both
 - MACs: Adjust DISPLAY and MIRRORING preferences. Screen resolution may need adjusting for PowerBooks. Try either 1280x960 or 1024x768.

VHS PLAYER

VHS tape must be formatted NTSC (North American standard). Please ask desk staff if you have any questions concerning the tape format. International players are available on request.

1. Press VCR button on top left of control panel.
2. Power on VCR.
3. Insert VHS tape and use player to control film.
4. Volume is controlled from control panel.

MP3 PLAYER

1. Press MP3 button on control panel.
2. Audio connector is found on the left-hand side of the desk, in a small recess.
3. Connect into audio jack on portable device.
4. Volume is controlled on control panel.

SOURCE (alternate audio and video equipment)

For alternate equipment (turntable, laserdisc, etc.) please ask staff for assistance. 24 hour advance notice is required to clean, test, and set up equipment.

TROUBLESHOOTING

- If screen does not appear on monitor when projector is turned on, toggle green switch on box to the left.
- If still experiencing problems, make sure MAC Mini is powered on (a small light should be visible) and properly plugged in. The "on" button is on the back of the computer on the right upper corner.
- If no sound is heard on DVD or VCR, **do not try to change input** on the Marantz receiver, but press the desired source's button on the control panel once more to reset it. Volume control buttons may take many presses to reach desired level.
- To change between MAC and WINDOWS modes, the computer must be restarted.
- If nothing on control table will turn on, check that black power switch on front is not off.
- The Marantz receiver's settings should not be changed when changing sources. Pressing the button on the control panel automatically changes the source.