To turn on the system, press any button on the Control Panel (other than the “System Off” button).

When a “Sources” button is blinking, the system is warming up.*
When the button stops blinking, that source is ready to use.

*It may take up to three minutes for the system to warm up. Please be patient.

Laptop Connection Pocket

Document Camera

VHS/DVD Player

Control Panel

Please remember to turn off the system when you are done using it.

✓ Once the system is turned off, it will take approximately 3 minutes for the cool-down cycle to complete.
✓ Since it is not possible to restart the system until this cycle is complete, use VIDEO MUTE if you plan to use the system again during your class period.
✓ To ensure that the auto-shutdown feature does not interrupt your class, press any source button at the start of your class. The auto-shutdown feature shuts the system off after 4 hours without a system selection.

To switch between sources:
Press the Source button of the item you wish to display.
When the light stops blinking, the source is ready to use.

To switch between sources:

VIDEO and AUDIO MUTES:
Press VIDEO MUTE to black-out the image and mute the sound. Press AUDIO MUTE to mute only the sound.
To un-mute the image or sound, simply press the respective button again.

For additional assistance or to set up an equipment training session, please call the Classroom Support Hotline at 612-625-1086.

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**CONNECTING A LAPTOP**

✓ The standard cables are located in the pocket of the instructor station. You may need to flip up a cover to access the cables.

1. Connect the VGA cable to the laptop before you turn on the laptop. Be sure to align the cable with the port and push it in straight, taking care not to bend the pins.

   *Please note:* Some Apple laptops have a DVI (or mini-DVI) port, rather than the standard VGA port. To use the projection system, you will need to use a VGA adapter to connect your computer to the laptop cable. If you do not have an adapter, you can purchase one at the U of M Bookstore. OCM does not supply adapters in classrooms.

2. Connect the thin audio cord into the headphone jack of your laptop (not the microphone jack).

3. Press the “LAPTOP” source button on the control panel. When the button stops blinking, start the laptop.

✓ If the laptop image does not appear, activate the external display:

   **For PC (Windows-based) Laptops:** To activate the external display, you must press and hold the Function key (labeled “Fn”); while holding down the “Fn” key, press the appropriate secondary key (as noted in the chart at right). The image should appear on the screen.

   **For Mac (Apple) Laptops:** To activate the external display, open “System Preferences” on your laptop. Click on “Displays,” then “Detect Displays.” The image should appear on the projection screen.

   ![DVI-to-VGA Adapter](image)

### LAPTOP TIPS

**IF YOU NEED TO ADJUST THE LAPTOP VOLUME:**

Increase the system volume by using the volume up/down buttons on the control panel.

✓ If you cannot hear any audio, verify that the "Audio Mute" button on the system control panel is not on. When this button is selected, the audio will not play.

✓ You can also increase the volume by adjusting the volume on the laptop itself (using the laptop’s control panel). If that does not work, verify that the laptop’s mute button is not selected.

**IF THE IMAGE IS DISTORTED, OR YOU SEE AN ERROR MESSAGE THAT INDICATES “FREQUENCY OUT OF RANGE”:** You may need to adjust the monitor resolution.

✓ **For PC Laptops:** From the Start Menu, open the Control Panel and double-click on the “Display” icon. Select the “Settings” tab, and adjust the screen resolution to **1024 by 768 pixels**.

✓ **For Mac Laptops:** Open “System Preferences” on your laptop. Click on “Displays,” and in the “VGA Display” window select “**1024 x 768, 60.0 Hz**” from the list.
**Using the VHS-DVD Player**

1. Press the button marked “VHS” or “DVD” on the control panel (located on the instructor station).
2. When the button stops blinking, the system is ready for use.
3. Insert your videotape, DVD, or CD and use the buttons on the front panel of the player to control the player.

**Using the Auxiliary Video (for External Devices)**

The data/video projector is capable of displaying audio and video from a variety of user-provided external devices (including portable DVD players, iPods, and more) using the VHS player. To connect an external video playback device, you will need to provide the appropriate AV cable (with yellow, white, and red connectors).

1. Connect the AV cables to the output jacks on the device and to the input jacks on the front of the VHS player.
2. Use the channel up/down buttons on the front of the VHS player to set it to “Line Input.” The VHS player display should read "F-1" or "L-1."

**DVD Player Tips**

**If the DVD Image is Freezing or Distorted:**

- Remove the disc from the player.
- Check the disc for damage.
- Clean the disc (to remove smudges or fingerprints).

**Using the Hearing Assistance Equipment**

1. Remove a headset from the charging cradle located in the instructor station drawer.
2. Put on the headset. **Please note:** For best reception, put the headset in front of your face with the earphones on top and the company logo on the bottom, facing outward.
3. Adjust the volume to desired level using the volume knob.
4. Return the headset to the charging cradle when you are finished using it.

**NOTE: DO NOT** place or store any liquid or metal objects near the hearing assist charging cradle. This will cause possible interference, electrical shorting, or shock.

**Hearing Assistance Equipment Tips**

- Any sound that is coming through the classroom system (such as audio from the DVD/VHS player, laptop, and instructor microphone) should be audible on the headsets.
- If you experience interference or static, try moving to a different location. Also, be sure that you are facing the front of the auditorium.

If you experience problems with the hearing assistance equipment or have any other questions, please call the Classroom Support Hotline at 612-625-1086.
**Using the Wireless Microphone**

1. Clip the microphone mouthpiece to your shirt, about 3 inches directly below your chin.

2. Turn on the microphone transmitter. The ON/OFF switch will be on either the top or the front of the transmitter (depending on the model).

**PLEASE REMEMBER TO TURN OFF THE WIRELESS MICROPHONE AFTER USE.**

**Wireless Microphone Tips**

**IF THE MICROPHONE IS NOT WORKING:**
First try changing the batteries.

- Spare batteries are kept in either the drawer with the microphone, or in the pocket of the instructor’s podium.
- If you use the last set of spare batteries, or if changing the batteries does not solve the issue, please call the Classroom Support Hotline at 612-625-1086.

**IF THE VOLUME IS TOO LOW/HIGH:**
Adjust the placement of the mouthpiece on your shirt.

- The microphone volume is optimized for the classroom and is not user adjustable.
- The “AUDIO MUTE” button will not mute audio from the microphone. To mute the microphone audio, simply turn the microphone off.

**Using the Document Camera**

1. If the camera head (containing the lens) and lamps are folded, you will first need to unfold these items using the camera’s release catch.

2. The release catch for the camera head is located at the base of the arm. While holding the catch open, unfold the camera head and lamps. The arm should move freely once the catch has been released.

3. Be sure that the top of the camera head is aimed directly down. There is a diagram next to the camera that shows the proper way to set up the unit.

4. Press the “DOCUMENT CAMERA” button on the control panel. When the button stops blinking, the system is ready for use.

**Document Camera Tips**

**Showing Transparent vs. Opaque Materials:**

- Use the “LAMP” button to adjust the light source. Each time you press the button, it cycles through these settings: upper lamps on, lightbox on, and all lightings off.
- When using transparencies or slides, change the light source to “lightbox on” (this will backlight the object from the white box in the center of the document camera).
- When using opaque objects, change the light source to “upper lamps on.” Adjust lamps so the light is directed at the object.

**To re-size the image:**

- Use the “ZOOM +/−” button to reduce or enlarge the image size.

**If the Image Color or Brightness is Imbalanced:**

- You can automatically adjust the color by placing a white piece of paper under the lens and pressing the “AWC” (Auto White Color) button on the document camera.
- Use the “IRIS +/−” buttons on the document camera to adjust brightness.

**If the Image is Blurry:**

- Use the “APERTURE” button to control image sharpness. For images with mostly text, turn the aperture ON. For images with many pictures or colors, turn aperture OFF.
- Use the “AF” button to automatically focus the image.
**Using the U of M Network**

**To connect to the wired network:**
Simply connect the Ethernet cord (near the instructor station) to the Ethernet jack on your laptop.*

*Please note: You will need to register and setup your computer for DHCP Service (Dynamic Host Configuration Protocol) prior to using the Ethernet connection.

**To connect to the wireless network:**
Simply open a web browser (e.g., Internet Explorer, Firefox, Safari). You will be prompted to log in with your U of M Internet ID (X.500) and password.

**Wired Network Tips**

**Understanding DHCP:**

- Once registered and set up, DHCP allows you to automatically connect to the network on any campus classroom Ethernet jack.
- DHCP registration should be done in advance of the time you need to use the network, as the registration confirmation process may take several minutes.

DHCP registration can be done online at: [http://www.oit.umn.edu/network/setup-guides/](http://www.oit.umn.edu/network/setup-guides/)

**Wireless Network Tips**

**If the connection is slow or does not work properly:**
Verify that you are connected to the “UofM Wireless” connection.
- There may be other wireless network connections within range of the classroom. Connecting to a non-U of M network may cause the connection to be slow or not work properly.

**If you do not have a U of M Internet ID:**
Guests to campus may use the "UofM Guest" network for free.

For more information about obtaining guest access to the U of M network, please visit the following website:
[http://www.oit.umn.edu/wireless/guest-access/index.htm](http://www.oit.umn.edu/wireless/guest-access/index.htm)

Data network service and support is provided by the Office of Information Technology. For further assistance with the wireless or wired network connection, please call the 1-HELP Technology Helpline at 612-301-4357.

For additional assistance, call or email the Classroom Support Hotline: 612-625-1086 or ocmhelp@umn.edu