TO TURN ON THE SYSTEM:

PRESS ANY PRESENTATION SOURCE BUTTON ON THE TOUCH SCREEN.

- When a button is blinking, the system is warming up.*
- The screen will lower when a source button is pressed.
- When a 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.

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


**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 or HDMI 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 to not bend the pins.

*Please note:* Some Apple laptops have a DVI (or mini-DVI) port, rather than the standard VGA or HDMI port. To use the projection system, you may need to use an 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 “VGA LAPTOP” or “HDMI LAPTOP” source button on the touch panel (depending on which cable you use).

4. 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.

<table>
<thead>
<tr>
<th>Type of PC Laptop</th>
<th>Keys to Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer or Aspire</td>
<td>Fn+F5</td>
</tr>
<tr>
<td>Asus eee mini</td>
<td>Fn+F8</td>
</tr>
<tr>
<td>Dell</td>
<td>Fn+F8</td>
</tr>
<tr>
<td>Gateway</td>
<td>Fn+F3</td>
</tr>
<tr>
<td>HP or Compaq</td>
<td>Fn+F4</td>
</tr>
<tr>
<td>HP Mini</td>
<td>Fn+F2</td>
</tr>
<tr>
<td>Lenovo (IBM)</td>
<td>Fn+F7</td>
</tr>
<tr>
<td>Sony Vaio</td>
<td>Fn+F7</td>
</tr>
<tr>
<td>Toshiba</td>
<td>Fn+F5</td>
</tr>
</tbody>
</table>

**LAPTOP TIPS**

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

Increase the system volume by using the volume up/down buttons on the touch screen.

☑️ 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 DVD/VHS COMBINATION UNIT**

1. Press the button marked “DVD/VHS Player” on the main touch screen (located on the instructor station).

2. When the button stops blinking, the system is ready for use.

3. Insert your DVD or VHS tape.

4. Press the “DVD/VHS Controls” button (on the main touch screen) to access the standard controls (play, stop, fast forward, scan, etc.).

5. From the “DVD/VHS Controls” screen, press the appropriate source button (“Select VHS” or “Select DVD”).

6. Use the Transport Controls on the touch screen to control the player. To activate the closed captioning, press the “Closed Captioning” button.

7. To return to the main menu, press “Escape.”

**Using the Auxiliary Video (for External Devices)**
To connect an external video playback device, you will need to provide the appropriate AV cable (with yellow, white, and red connectors). Connect the AV cables to the output jacks on the device and to either the input jacks on the front of the VHS/DVD combo player or the jacks on the equipment rack under “Auxiliary Input.”

- If using the jacks on the VCR/DVD combo:
  - Use the channel up/down buttons on the front to set it to “Line Input.” The VHS player display should read "F-1" or "L-1.” Select the “DVD/VHS Player” source.
- If using the jacks on the equipment rack: Select the “Auxiliary Video” source.

**USING PROJECTOR ASPECT RATIO CONTROLS**
The aspect ratio controls offer several different options to display content on the classroom’s widescreen projector.

If you do not select any aspect ratio options:

- When displaying a computer screen, the projector will attempt to match the computer display settings.
- When displaying a video,

  - VCR: the projector will display standard 4:3;
  - DVD: projector will attempt to match settings encoded on the DVD.

**IF THE DISPLAY IS DISTORTED, EMPLOYING ASPECT RATIO CONTROLS MAY HELP CORRECT THE DISTORTION:**

- Press the button marked “Projector Aspect Ratio Controls” on the main touch screen (located on the instructor station).
- Follow the guidelines describing the type of signal to be displayed and choose a setting or “Auto Set Up.”
- Press the Escape button to return to the main screen.
**Using the Wireless Rechargeable Microphone**

1. Remove the mic from the charging base and clip the microphone mouthpiece to your shirt, about 3 inches directly below your chin.

2. Unmute the microphone by pressing the side button. *The microphone is ready to use when the light is green.*

**RETURN THE RECHARGEABLE MICROPHONE TO THE CHARGING BASE AFTER USE.**

**Wireless Rechargeable Microphone Tips**

<table>
<thead>
<tr>
<th>If the Microphone is not Working:</th>
<th>Microphone Indicators and Alerts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First try using the second microphone.</td>
<td>✓ If the microphone leaves the immediate vicinity of the classroom, the unit will turn off and emit an alarm beep to alert you to return the microphone to its charging base.</td>
</tr>
<tr>
<td>✓ If the microphone is not charged, (indicated by a blinking yellow/green light) return it to the charging base and use the second microphone.</td>
<td>✓ The LED indicator light on the top of the microphone will indicate its status:</td>
</tr>
<tr>
<td>✓ If the second microphone is not available, please call the Classroom Support Hotline at 612-625-1086 for assistance</td>
<td>✓ If it is blinking red, press the side button to unmute it.</td>
</tr>
<tr>
<td>✓ Please note: the rechargeable microphones do not have volume adjustment.</td>
<td>✓ If it is green, the microphone is charged and on.</td>
</tr>
</tbody>
</table>

**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 Document Camera**

1. Press the “Document Camera” source button on the main touch screen. When the button stops blinking, the system is ready for use.

2. Aim the camera directly at the item you wish to project.

3. Press the “Document Camera Controls” button (on the main touch screen) to access the standard document camera controls.

4. To return to the main touch screen menu, press “Escape.”

**Document Camera Tips**

- **Zoom:** Use “Wide” to reduce or “Tele” to enlarge the image size.
- **Focus:** Use the “Auto-Focus” button to automatically focus the image.
- **Iris:** Use to adjust the image brightness.
- You can also use the buttons on the document camera device to make image adjustments.

**Using the U of M Network**

**To Connect to the Wired Network:**

Simply connect the Ethernet cord (in the pocket of 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.

**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/

**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.

**Wireless Network Tips**

**If the Connection is Slow or Does Not Work Properly:**

- Verify that you are connected to the “UofM” 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

**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.**