This classroom system can operate in two different projection modes:

**CLASSROOM PRESENTATION:**
- Using the Classroom Presentation mode allows dual projection from up to two different sources. This is the default setting of the room.

**VIDEO CONFERENCE:**
- Allows pre-arranged video conference functionality by pressing Video Conference mode.

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

The University of Minnesota is an equal opportunity educator and employer. This publication is available in alternative formats upon request. Direct requests to ocmhelp@umn.edu. Printed on recycled and recyclable paper with at least 10 percent postconsumer material.
**USING THE SYSTEM (CLASSROOM PRESENTATION MODE)**

1. Press any source button on the touch screen for both left and right projectors.
2. When a button is blinking, the system is warming up. Please be patient. From within any control menu, pressing Escape will return you to the main system menu.

---

### TO SWITCH BETWEEN SOURCES:

Press the source button of the item you wish to display (VGA Laptop, HDMI Laptop, Document Camera, DVD/VHS Combo). The source button will blink while that source warms up. When it stops blinking, the source is ready to use.

---

### 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 **IMAGE 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.

---

### DOCUMENT CAMERA CONTROLS:

Displays controls for the Document Camera.

---

### SCREEN CONTROLS:

Displays controls for the electric screens.

---

### IMAGE MUTE:

Press IMAGE MUTE to black-out the image. To un-mute the image, press the button again.

---

### PROGRAM VOLUME:

Use the up/down buttons to adjust the volume.

- **AUDIO MUTE:** Press AUDIO MUTE to mute only the sound. To un-mute the sound, press the button again.

---

### ROOM MODE:

Displays controls for changing the room projection mode and using Video Conference Mode.

---

### DVD/VHS CONTROLS:

Displays controls for the DVD and VHS players.
Using the System (Video Conference Mode)

1. Press the “Room Mode” button.
2. Press “Video Conference Mode.” There may be a short delay for the system to switch modes.
3. Remove microphone from charger in drawer and unmute it by pressing side button (see mic instructions on later page for details).
4. Select a camera preset (Audience Left, Audience Rear, Audience Right, Wide, or Podium). See next page for examples.
5. Confirm with distant participants that video and audio are working properly.
6. Select “Presentation On” to share a presentation source with distant participants. Choose the Local Presentation Source to share (VGA Laptop, HDMI Laptop, or Document Camera).
7. When finished sharing a presentation source, select “Presentation Off.” Only camera images will be shared when the presentation source is off.
8. When finished with the videoconference, return microphones to charging base in drawer. Select “Room Mode” then “System Power Off” to disconnect the videoconference and turn off the system.

Layout, Selfview: Arranges content on the projection screen and toggles instructor self-image on the screen (picture-in-picture or full screen)

Audience Left, Audience Rear, Audience Right, Wide, Podium: Selects a preset camera view to display (see next page for examples)

Volume Up/Down: Use the up/down buttons to adjust the volume of the room microphones and presentation source.

Mute Buttons: Select to toggle microphone mute on/off.

Presentation On/Off: Switches between presentation sources or camera image

Room Mode: Displays controls for changing the room projection mode.

Local Presentation Sources: Video sources that can be shared with distant participants and displays content on local screens.
CAMERA PRESET VIEWS

AUDIENCE LEFT

AUDIENCE RIGHT

AUDIENCE REAR

WIDE

PODIUM
**Connecting a Laptop**
The standard cables are located in the pocket of the instructor station. You may need to flip up the metal 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 port. **To use the projection system, you will 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.

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

3. Press the either the “VGA LAPTOP” or “HDMI LAPTOP” button on the touch panel. When the “button stops blinking, start the laptop.

4. 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.

---

### 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 Combo” on the touch screen (located on the instructor station). When the button stops blinking, the system is ready for use.

2. Insert your DVD, CD, or VHS tape.

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

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

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

6. 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 the input jacks on the front of the VHS/DVD combo player.

- 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.

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 DVD image is freezing or distorted:

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

If the display is distorted, employing aspect ratio controls may help correct the distortion:

- Press the button marked “Image Aspect” on the main touch screen control panel.
- Allow the system to adjust to a new setting. If the new display is still distorted, press the button again or use the “Auto Setup” option.
- More information is available in the Widescreen Aspect Ratio guide at: http://www.classroom.umn.edu/support/AspectRatio.html
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>
</tbody>
</table>

- If the microphone is not charged, (indicated by a blinking yellow/green light) return it to the charging base and use the second microphone.
- If the second microphone is not available, please call the Classroom Support Hotline at 612-625-1086 for assistance.
- Please note: the rechargeable microphones do not have volume adjustment.

- The LED indicator light on the top of the microphone will indicate its status:
  - If it is blinking red, press the side button to unmute it.
  - If it is solid green, the microphone is charged and on.
  - If it is blinking yellow/green, the battery is low.
  - If it is solid red, the microphone is not fully charged, but still able to be used.
  - If it is blinking with any other combination of colors, there is a problem with the microphone.

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. 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, located at the base of the arm. **While holding the catch open, unfold the camera head and lamps.**

2. The arm should move freely once the catch has been released. Be sure that the top of the camera head is aimed directly down.

3. Press the “Document Camera” button on the touch screen. The projector will take approximately 3 minutes to warm up. When the button stops blinking, the system is ready for use.

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

5. Place the object you wish to display on the document camera.

6. 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.

**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 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

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.