TO TURN ON THE SYSTEM:

PRESS ANY PRESENTATION SOURCE BUTTON ON THE TOUCH SCREEN.

When a Source 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.

**CONTROL PANEL TIPS**

**TO SWITCH BETWEEN SOURCES:**
Press the Presentation Source button of the item you wish to display.

When the button 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 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.

**VIDEO & 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.

**VOLUME:**
Use these buttons to adjust the volume up or down.

*It may take up to three minutes for the system to warm up. Please be patient.*
**WEST BANK AUDITORIUM, ROOM 20**

**CONNECTING A LAPTOP**

1. 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.

2. 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 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 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.

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

4. Press the “LAPTOP” source button on the touch 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.

<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**

<table>
<thead>
<tr>
<th>IF YOU NEED TO ADJUST THE LAPTOP VOLUME:</th>
<th>IF THE IMAGE IS DISTORTED, OR YOU SEE AN ERROR MESSAGE THAT INDICATES “FREQUENCY OUT OF RANGE”:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the system volume by using the volume up/down buttons on the touch screen.</td>
<td>You may need to adjust the monitor resolution.</td>
</tr>
<tr>
<td>✓ If you cannot hear any audio, verify that the &quot;Audio Mute&quot; button on the system control panel is not on. When this button is selected, the audio will not play.</td>
<td>✓ 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.</td>
</tr>
<tr>
<td>✓ 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.</td>
<td>✓ 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.</td>
</tr>
</tbody>
</table>
West Bank Auditorium, Room 20

Using the DVD and VHS Players

1. Press either the “DVD Player” or “VHS VCR” button on the main touch screen control panel (located on the instructor station).

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

3. Insert your DVD, CD, or VHS tape. Press either the “DVD Controls” or “VHS Controls” button to access and use the transport controls (play, fast forward, stop, menu, etc.). For additional DVD navigation options use the DVD Navigation controls (on the right side of the touch screen).

4. To return to the main menu, press Escape.

Note: If the DVD image is freezing or distorted, remove the disc, check it for damage, and clean it.

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 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 “VHS VCR” 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 on the side or the auto set up at the bottom.

✔ Press the Escape button to return to the main screen.

✔ More information is available in the Widescreen Aspect Ratio guide at: http://www.classroom.umn.edu/support/AspectRatio.html

To use Closed Captioning:

To activate the closed captioning, locate the “Closed Captioning” switch near the VHS and/or DVD player. Flip the switch to the “ON” position.

Please note: When playing a DVD, if the captions do not appear, you may need to activate the closed captioning on the DVD’s menu of options.

Using the DVD Navigation

- Press either the “DVD Player” or “DVD Controls” button.
- Use the navigation buttons on the touch screen to navigate the menu.
- Press the “Escape” button to return to the main screen.

Using the VHS Transport Controls

- Press either the “VHS VCR” or “VHS Controls” button.
- Use the transport buttons on the touch screen to control playback.
- Press the “Escape” button to return to the main screen.

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Note: If the DVD image is freezing or distorted, remove the disc, check it for damage, and clean it.
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 main touch screen. When the button stops blinking, the source 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.
- **Image: Auto-White Balance:** Place a white piece of paper in the viewing area and press the “Auto-White Balance” button. Colors will adjust based on the color of the white paper.

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 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.

**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.