

When using the systems in these classrooms there are several options available. Do you want to project a computer screen, show a DVD or Video tape or just show objects, you can do any or all from this system.

If you are planning on using a computer and not the Document Camera (if you want to use the Document Camera or Document Camera and computer see Document Camera section of these directions) –

1. Connect the classroom system to the computer, there will be two connections:
 - a. the monitor connection – allows the computer screen to be viewed. Plug into the monitor jack on the computer (there should be extra cables for different connections.
 - b. and the speaker connection – allows the sounds from the computer to be heard through the system. Plug the cable into the speaker or headphone jack on the computer.
2. Power on the computer
3. Once the projector is started (see below) make sure the Computer button is pressed on the Control System and that Computer is highlighted.
4. When finished with the computer, power off the system and disconnect the two cables from the computer.

If you are not using a computer for the projection system go to Starting Projector

Starting the Projector

1. Make sure the screen has been lowered for this projection system.
2. On the Control System (found on top of the cabinet), under Projector – press ON. When the system starts it will default to whatever was the last connection used by the system. Whichever connection you plan to use – DVD, VCR or Document Camera see the directions below.
3. The button that is selected on the Control System should now be projected on the screen.

To Play a DVD

1. Make sure the DVD player is on by pressing Power.
2. Open the player and insert the DVD you wish to play.
3. Press the DVD button on the Control System. If it does not show up on the screen make sure that the DVD button was pressed and that DVD is highlighted on the Control System.
4. You may need to adjust the volume at this time, it can be done by pressing up or down on the Volume control on the Control System.
5. At this time the DVD should begin playing. It should go to a Menu System that has choices that allow you to jump to other scenes, see additional information and also an option to Play Movie. From either the player or the remote, press Play to start the movie (or Enter on the remote if Play Movie is highlighted). If you choose you can also select certain scenes and only show that part of the movie (this should be done prior to showing the movie in class to know where the scene is on the disk).
6. When finished with the movie press Stop from the remote control or player.
7. Make sure to remove the disk from the player and make sure the player has been powered off.

To Play a Video tape

1. Make sure the Video player is on by pressing Power.
2. Insert the Video tape you wish to play.
3. Press the VCR button on the Control System. If it does not show up on the screen make sure that the VCR button was pressed and that VCR is highlighted on the Control System.
4. You may need to adjust the volume at this time, it can be done by pressing up or down on the Volume control on the Control System.
5. If this is a commercially produced video it should begin playing. If it has been taped from another source then from either the player or the remote, press Play to start the tape. You can also show certain scenes or only part of the video (this should be done prior to showing the movie in class to have it set up and ready).
6. When finished with the video press Stop from the remote control or player.
7. Make sure to remove the tape from the player and make sure the player has been powered off.

To use the Document Camera

1. Connect the white cable (in the cabinet with the Document Camera on top) to the cable with the blue end for the computer connection (next to the main cabinet).
2. Decide where you want to locate the Document Camera cabinet then plug in the power from this cabinet.
3. Make sure the Document Camera is powered on.
4. Press the Computer button on the Control System. If it does not show up on the screen make sure that the Computer button was pressed and that Document Camera is highlighted on the Control System.
5. For different objects being presented on the Document Camera, different lights need to be used. For transparencies, make sure that the base (or stage light) is on. For papers, text or three-dimensional objects have the upper lights on.
6. There are many other features on the Document Camera – see handout on the Document Camera for more information.
7. When finished make sure to collect any materials from the stage and turn off the Document Camera.

To use the Computer with the Document Camera

1. First, connect the document camera as listed above.
2. Connect the computer to the cable with the blue end attached to the Document Camera.
3. To see the computer screen press the RGB1 button on the document camera (left side next to Input).
4. To switch between the computer and Document Camera press the Main button on the Document Camera (left side next to Input), the image on the Document Camera will be visible. To switch back press RGB1.

You can switch between any of these four sources (Computer – both computer and Document Camera, DVD, VCR) while presenting. Just press the source on the Control System that you want and the projector will change to that source.

When finished with the system

1. Press the Off button under Projector on the Control System. The projector should go blank and show: Shutting Down Please Wait on the screen.
2. Make sure that you have collected all your materials, removed any disks or tapes from the players. Check that all the systems have been turned off.

For BH 021 ONLY

Using the Microphone

1. Take the microphone from the bag.
2. Turn the microphone from OFF to PWR*
3. When ready to use, turn from Mute to ON. At this point the microphone is live. You can use the microphone even if there is sound coming from another source. Turn back to Mute when not using.
4. When finished make sure the microphone is set to Mute and then switched to OFF. Return microphone to the bag.

Using the Lavalier Microphone

1. Take the lavalier microphone from the bag.
2. Turn the lavalier microphone from OFF to ON under POWER*
3. When ready to use, turn from Mute to ON. At this point the microphone is live. You can use the microphone even if there is sound coming from another source. Turn back to Mute when not using.
4. When finished make sure the lavalier microphone is set to Mute and then switched to OFF. Return lavalier microphone to the bag.

*If the light flashes once when turning on then battery is ok. If the light stays solid when turned on the batteries need to be changed (the longer it takes for the light to come on the more drained the batteries are).

For Technical Support contact:

Catalyst Help Desk – 532-5926, coetech@ksu.edu

For Instructional Support contact:

Mike Ribble – 532-2758, mribble@ksu.edu

Tweed Ross – 532-5991, twross@ksu.edu