

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.

To use a computer –

****Currently there are no computers in these classrooms, to use a computer you must either bring your own or check one out from the Catalyst.***

1. Connect the classroom system to the computer, there will be two connections:
 - a. **Laptop computer** 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. **Audio 2** 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 **Select PC 2** button is pressed on the Control System and that **Select PC 2** 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

Lowering the Screen

1. Make sure the screen has been lowered for this projection system.
2. If screen needs to be lowered, toggle the white switch to **Screen Down** next to the Control System on the wall.

Starting the Projector

1. On the Control System (found on the wall beside the cabinet), press **LCD - ON**. When the system starts it will default to **Select PC 1** (Document Camera).
Whichever connection you plan to use – DVD, VCR or Document Camera see the directions below.
2. 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 **Select DVD** button on the Control System. If it does not show up on the screen make sure that the **Select DVD** button was pressed and that **Select DVD** is highlighted on the Control System.
4. At this time the DVD should begin playing (if not press **Play** – on player, remote or Control System). 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, the remote or Control System, press **Play** to start the movie (or Enter on the remote). 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).

5. You may need to adjust the volume at this time, it can be done by pressing **Volume Up** or **Volume Down** on the Control System.
6. When finished with the movie press **Stop** from the remote control, player or Control System.
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 **Select VCR** button on the Control System. If it does not show up on the screen make sure that the **Select VCR** button was pressed and that **Select VCR** is highlighted on the Control System.
4. If this is a commercially produced video it should begin playing. If it has been taped from another source then from either the player, the remote or Control System, 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).
5. You may need to adjust the volume at this time, it can be done by pressing **Volume Up** or **Volume Down** on the Control System.
6. When finished with the video press **Stop** from the remote control, player or Control System.
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. Make sure the Document Camera is powered on.
2. Press the **Select PC 1** button on the Control System. If it does not show up on the screen make sure that the **Select PC 1** button was pressed and that **Select PC 1** is highlighted on the Control System.
3. 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.
4. There are many other features on the Document Camera – see handout on the Document Camera for more information.
5. When finished make sure to collect any materials from the stage and turn off the Document Camera.

You can switch between any of these four sources (Computer, DVD, VCR, or Document Camera) 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. Make sure that all the systems have been turned off (DVD, VCR and Document Camera) before turning off the projector.
2. Press the **LCD Off** button on the Control System to turn off the projector. The projector should begin its shut down process.
3. Make sure that you have collected all your materials, removed any disks or tapes from the players.
4. Raise the screen by toggling the white switch to **Screen Up** next the Control System on the wall.

Document Camera – Advanced Features

Mouse Options

Click the left button

- Brings up On Screen Display (OSD)
- When the image isn't in electronic enlargement or isn't rotated to 90 or 270 degrees, it is possible to display or clear the pointer and OSD menu by clicking

Drag with the left button down

- Scrolls the screen when the image is in electronic enlargement or is rotated 90 or 270 degrees

Click the mouse wheel

- Displays or clears the pointer and OSD menu alternatively by clicking

Roll the mouse wheel

- To scroll the screen up/down when the image is in electronic enlargement or is rotated to 90 or 270 degrees

Click the Right Button

- After clicking the right button the electronic image function is activated with the position indicated by the pointer as a center
- When the pointer is not displayed, electronically enlarge the center of the image is electronically enlarged

To combine the two classrooms together under one control

*Rooms 225 and 344 can act as main control to control both systems (225-217 and 344-345)
The main control will show whatever source to both projectors and sound systems.

When room combine is on it shuts down the controls in the B-Rooms (217 and 345) except for volume.

1. To combine the two rooms press and hold the **Room Combine- On** button on the Control System for 5 seconds (or until the red light comes on). * If either of the systems are on **prior** to pressing **Room Combine – On** then press the **LCD – On** button on the Control System to connect the systems.
2. Now any source that is on will be seen on the screens in both rooms and heard through both sound systems.
3. To shut down both projectors press **LCD – Off**, then press **Room Combine – Off** to disconnect the two classrooms. If the **Room Combine – Off** is not pressed then the two rooms will continue to be controlled by the main classrooms.

For BH 344 or 344-345 Room Combine ONLY

Using the Lip Microphone

1. Take the lip microphone from the box. Slip the headpiece behind the head and over the ear. Make sure adjust the microphone so that it is near the corner of the mouth (almost touching).
2. Turn the belt control for the 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 lip microphone is set to Mute and then switched to OFF. Return lavalier microphone to the bag.

If you happen to see any messages on the screen related to projector bulb life or other please contact someone in the Catalyst center to check the situation.

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