

Computer And
Video Projection
In The Wright Theatre
Seminar Room

Library and Information Services

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Location of Equipment

Wright Theatre Seminar Room is equipped with a projection system which accepts input from your laptop computer, the Document Camera, the VCR, the DVD player, the Laser Disc player, the ¾" tape player, or auxiliary equipment and projects the output onto the screen at the front of the room for display. The relevant equipment is located at:

Equipment	Location
Projector	Hanging from the ceiling
Projection screen	In front of the blackboard
Remote control units	Should be on the window sill next to the equipment rack
Cables to connect a laptop	15-pin and audio cables emerge from the equipment rack between the Volume control knob and the DVD player
Power outlets and network jacks	On the front wall, just behind the equipment rack
VCR	In the equipment rack
DVD	In the equipment rack
Laser Disc player	In the equipment rack
¾' Tape player	In the equipment rack
Auxiliary connections	In the equipment rack
Document Camera	On top of the equipment rack

Using The Equipment In The Wright Theatre Seminar Room

Wright Theatre Seminar Room is outfitted with a wide variety of A/V equipment. There are a standard set of procedures to follow to use them effectively.

1. Pull down the projection screen at the front of the room.
2. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
3. Point the remote control at the projector and press the green power button (**I/O**). It will take a few seconds for the projector to warm enough to begin to project an image.
4. Point the remote control at the projector and press the **Input** button to select the input option appropriate to the device you want to use. The current selection will display on the screen. Press the **Input** button repeatedly until the selection you want appears:
 - **Input A** – to project from your laptop computer.
 - **Video** – to project from the VCR, DVD, LaserDisk player, ¾” tape player, auxiliary equipment, or the document camera
5. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
6. Select the input device on the switcher in the equipment rack. The buttons are marked VCR, DVD, LASER, AUX, ¾” COMP, and VISUAL (Document Camera). This switch selects the appropriate device for audio amplification. Use the **Volume** knob below the switcher to adjust sound levels.
7. Use the buttons on the device or the appropriate remote to operate the selected device.
8. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Remove all media from the devices used.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (**I/O**). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (**I/O**) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Projection From Your Computer

It is critical to the success of projecting a computer image that you follow this procedure in the order outlined below.









1. Connect your computer to the computer input cables that emerge from the equipment rack just above the DVD player.
Please note that your computer should be in *full shutdown mode* (not in Sleep mode) when you make cable connections.
 - Projection of the computer image requires the 15-pin cable.
 - Computer sound amplification requires the mini-stereo cable tethered to the above cable.
2. If you need network access, plug your network cable into one of the network jacks on the wall behind the equipment rack.
3. Pull down the projection screen at the front of the room.
4. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
5. Point the remote control at the projector and press the green power button (**I/O**). It will take a few seconds for the projector to warm enough to begin to project an image.
6. Point the remote control at the projector and press the **Input** button repeatedly until **Input A** appears on the projection screen.
7. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
8. Press the **Comp** button on the switcher in the equipment rack. This switch selects the computer for audio amplification. Use the **Volume** knob below the switcher to adjust sound levels.
9. Start your computer (*note that a Macintosh G3 must be started after the projection system*).
 - If the projection screen has an error message on it saying **INPUT A NO INPUT**, see the section *What To Do If Your Computer Doesn't Project*.
 - If your computer projects on the screen but you cannot access the network, see the section *What To Do If Your Windows Computer Can't Access The Network*.
10. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Toggle the **Master Power** switch to the **OFF** position.
 - b. Point the remote at the projector and press the power button (**I/O**). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (**I/O**) again to confirm.

- c. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
- d. Return all remote controls to the window sill.
- e. Raise the projection screen.

What To Do If Your Computer Doesn't Project


You may have to manipulate your computer so it will send its display to the projection system:

On A Windows Computer

Press and hold  and press the function key that controls monitor selection to cycle between input options. The function key is , , , , or  on most PCs — it will be marked with **CRT/LCD** or a monitor icon ( or ). The input options are:

- Video output going to the computer monitor only.
- Video output going to the computer monitor and to the projection screen.
- Video output going to the projection screen only.

On A Macintosh Computer Using OS X

1. Click  on the docking station. The **System Preferences** window opens.




2. Click . The **Color LCD** window displays.

3. In the **Resolution** field, you will see a variety of resolution options. Click to select one of the options.

Note: There may be several options including 640 x 480, 800 x 600, and 1024 x 768. Do not select anything larger than 1024 x 768, the larger the number, the smaller the image projected. Anything above 1024 x 768 will not be easily readable.

4. Click the close button to close the **Color LCD** window.


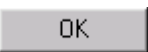



What To Do If Your Macintosh OS X Computer Can't Access The Network

1. Click  on the Dock. The **System Preferences** window opens.
2. Click . The **Network** control panel opens.
3. From the **Show** drop-down list, select **Built-in Ethernet**.
4. Click .
5. Close the System Preferences window.


What To Do If Your Windows Computer Can't Access The Network

TCP/IP based services (such as web access), require your laptop to have an **IP** address which it gets by querying Middlebury's DHCP server during startup. The server gives the querying computer a set of configuration parameters valid for the location of the computer called a **lease**, which it can use for a set period of time. When the lease expires, the Windows computer requests a new lease.

When you move a laptop with a valid lease from one sub-network to another it will not request new data from the server **and** the data may be invalid for your new location. For instance, in Bicentennial Hall, each floor is in a different subnet and computers must have different configuration parameters. **So you should perform the following procedure whenever you move your computer from one location to another even if you think you have not changed sub-networks.**

1. Click  and select **Run** from the pop-up menu; the **Run** dialog box will open.
2. In the **Open** text box, type **command**.
3. Click . The **command.com** window opens.
4. Release and renew IP information for all adaptors on a Windows NT, Windows 2000, or Windows XP computer:
 - a. At the prompt, type **ipconfig /release** and press .
 - b. At the prompt, type **ipconfig /renew** and press .
 - c. At the prompt, type **exit** and press . The **command.com** window closes.


Projection From The DVD Player

1. Pull down the projection screen at the front of the room.
2. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
3. Point the remote control at the projector and press the green power button (**I/O**). It will take a few seconds for the projector to warm enough to begin to project an image.
4. Point the remote control at the projector and press the **Input** button repeatedly until **Video** appears on the projection screen.
5. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
6. Press  to load your media.
7. Press the **DVD** button on the switcher in the equipment rack. This switch selects the DVD player for audio amplification.
8. Use the buttons on the DVD or the remote to operate it.
9. Use the **Volume** knob below the switcher to adjust sound levels.
10. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Remove the media from the DVD player.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (**I/O**). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (**I/O**) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Projection From The VCR

1. Pull down the projection screen at the front of the room.
2. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
3. Point the remote control at the projector and press the green power button (I/O). It will take a few seconds for the projector to warm enough to begin to project an image.
4. Point the remote control at the projector and press the **Input** button repeatedly until **Video** appears on the projection screen.
5. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
6. Press the **VCR** button on the switcher in the equipment rack. This switch selects the VCR for audio amplification.
7. Load your tape into the VCR.
8. Use the **Volume** knob below the switcher to adjust sound levels.
9. Use the buttons on the VCR or the remote to operate it.
10. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Remove the media from the VCR.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (I/O). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (I/O) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Projection From The Laser Disc Player

1. Pull down the projection screen at the front of the room.
2. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
3. Point the remote control at the projector and press the green power button (**I/O**). It will take a few seconds for the projector to warm enough to begin to project an image.
4. Point the remote control at the projector and press the **Input** button repeatedly until **Video** appears on the projection screen.
5. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
6. Press the **Laser** button on the switcher in the equipment rack. This switch selects the Laser Disc player for audio amplification.
7. Press  to load your media.
8. Use the buttons on the Laser Disc player or the remote to operate it.
9. Use the **Volume** knob below the switcher to adjust sound levels.
10. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Remove the media from the Laser Disc player.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (**I/O**). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (**I/O**) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Projection From The 3/4" Tape Player

1. Pull down the projection screen at the front of the room.
2. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
3. Point the remote control at the projector and press the green power button (**I/O**). It will take a few seconds for the projector to warm enough to begin to project an image.
4. Point the remote control at the projector and press the **Input** button repeatedly until **Video** appears on the projection screen.
5. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
6. Press the **3/4"** button on the switcher in the equipment rack. This switch selects the 3/4" tape player for audio amplification.
7. Load your media into the 3/4" tape player.
8. Use the buttons on the 3/4" tape player to operate it.
9. Use the **Volume** knob below the switcher to adjust sound levels.
10. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Remove the media from the 3/4" tape player.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (**I/O**). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (**I/O**) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Projection From An Auxiliary Device

1. Connect the auxiliary device to the ports provided just below the audio switch in the equipment rack.
2. Pull down the projection screen at the front of the room.
3. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
4. Point the remote control at the projector and press the green power button (**I/O**). It will take a few seconds for the projector to warm enough to begin to project an image.
5. Point the remote control at the projector and press the **Input** button repeatedly until **Video** appears on the projection screen.
6. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
7. Press the **AUX** button on the switcher in the equipment rack. This switch selects the auxiliary device for audio amplification.
8. Operate the auxiliary device according to the instructions in the Operators Manual for the device.
9. Use the **Volume** knob below the switcher to adjust sound levels.
10. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Remove any media from the auxiliary device.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (**I/O**). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (**I/O**) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Projection From The Document Camera

1. Pull down the projection screen at the front of the room.
2. Turn on the Sony remote control for the projector by sliding the **Command** switch to **ON**.
3. Point the remote control at the projector and press the green power button (I/O). It will take a few seconds for the projector to warm enough to begin to project an image.
4. Point the remote control at the projector and press the **Input** button repeatedly until **Video** appears on the projection screen.
5. Flip the **Master Power** toggle switch to the **ON** position. The Master Power switch is in the top-right corner of the equipment rack.
6. Press the **Visual** button on the switcher in the equipment rack.
7. Raise the lighting unit arms.
8. Press the **UNLOCK** button and raise the camera arm on the Document Camera, adjust the camera head.
9. To turn the power to the Document Camera on.
10. Use the buttons on the Document Camera to operate it. See the next section on using these controls.
11. When you are finished with your presentation follow the procedure below to return the room to its former condition:
 - a. Turn the Document Camera off and return the camera head and the lighting arms to retracted positions.
 - b. Toggle the **Master Power** switch to the **OFF** position.
 - c. Point the remote at the projector and press the power button (I/O). The system will prompt you on the screen to confirm that you want to power the projector off. Press the power button (I/O) again to confirm.
 - d. Turn off the Sony remote control for the projector by sliding the **Command** switch to **OFF**.
 - e. Return all remote controls to the window sill.
 - f. Raise the projection screen.

Manual Controls For The Document Camera

- Image quality is affected by the light source; press **UPPER** or **BASE** buttons under **LAMP** to toggle between lighting sources to see the effect on the image you want to project. Base lighting works best for transparencies. Upper lighting enhances display of paper documents and 3-dimensional objects.
- The **INPUT** controls allow selection of auxiliary input, none are connected to this system, therefore leave the setting on **MAIN**.
- **POSI/NEGA** is used to view negative film as positive images. Press the **POSI/NEGA** button to toggle between the two settings.
- Black and white documents will be crisper if **COLOR/B&W** is set to **B&W**. Press the **COLOR/B&W** button to toggle between settings.
- **Zoom** control allows closer inspection of the display. Press and hold the **TELE** button to zoom in and the **WIDE** button to zoom out.
- You can also select **Auto Focus** or use the **NEAR** and **FAR** buttons to adjust the focus.

Trouble Shooting

If there is no picture:

- Make sure the Main Power switch in the equipment rack is ON.
- Reselect the input device on the TouchPad system.
- If you are using a laptop make sure your input source is **Input A**. Use the remote to make this selection as described in the section of this document for your input device.
- For all equipment except a laptop your input source should be **Video**. Use the remote to make this selection as described in the section of this document for your input device.

If there is no sound:

- Make sure the Main Power switch in the equipment rack is ON.
- Reselect the input device on the switcher in the equipment rack.
- Adjust the volume on the device you are using the volume control knob below the switcher in the equipment rack.

Getting Help

Call the Helpdesk at x2200 for assistance.