

Video and Computer
Projection in the
Jones Seminar Room,
Robert A. Jones '59 House

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Location Of Equipment





The Jones Seminar Room is equipped with a projection system which accepts input from the VCR, CD/DVD, Laser Disc player, a slide projector, a laptop computer, document camera, or auxiliary equipment, and projects the output onto the screen at the front of the room for display. All equipment is controlled by the Touch Panel system. The relevant equipment is located at:

Equipment	Location
Touch Panel	A small screen on the conference table
Projection system	Hanging from the ceiling
Projection screen	In the ceiling at the front of the room
Slide Projector	On a shelf at the back of the room
VCR	In the equipment rack
DVD player	In the equipment rack
Laser Disc player	In the equipment rack
Auxiliary connections	In the floor under the podium
Computer network jacks	In the floor and behind the equipment rack
Computer interface to connect a laptop for display	In the equipment rack, computers can be plugged into the connections on the floor under the conference table
Wireless Microphone	See staff members downstairs to use the microphone (Martha Baldwin or Carolann Davis)
Document Camera	On top of the equipment rack

Using The Touch Panel

The control system for audio-visual equipment, microphone, lights and window shades in this room is incorporated in the Touch Panel system. An overview of your interaction with the Touch Panel is:




1. Touch the Touch Panel screen anywhere to activate it. Note that you should use a deliberate pressing motion when interacting with the controls rather than a light tap or a hard jab.
2. If **Main Power**  is not blinking, touch  in the **Main Power** section.
Note: Blinking buttons indicate the status of the systems and which equipment has been selected for use.
3. If **Video Projector**  is not blinking, touch  in the **Video Projector** section to turn on the projector system.
4. Touch  to lower the projection screen.

5. Control the equipment you want to use with the Touch Panel system, including room lights, shades, projection system, VCR, Computer interface, Laser Disc player, CD/DVD player, slide projector and document camera. From most control screens you can also:
 - Touch  to go to the Lighting screen.
 - Touch  to return to the previous page.
6. When you are finished, please return the room to its former condition, including lights:
 - Remove any media from the equipment in the rack. **You must remove media from the equipment in the rack BEFORE you turn off the Main Power.**
 - Raise the screen using .
 - Turn everything off before leaving by touching  for **Video Projector** and **Main Power** on the main menu screen.

Note: It is important that everything is turned off to protect the integrity of the security system and extend the life of the electronic equipment.









Window Shade Control

To control the window shades:

1. Touch  on the main menu. The **Shade Control** page opens.
2. To control the window shades, touch  or  for any of the shade zones indicated:
 - **All** – lowers or raises all window shades.
 - **North** – lowers or raises window shades on the presenter's left.
 - **West** – lowers or raises window shades behind the presenter.
 - **South** – lowers or raises window shades on the presenter's right.






Room Light Control

To control lighting:

1. Touch  on any screen of the Touch Panel system.
2. Touch the squares labeled **FULL** , **MEDIUM** , **VIDEO** , or **OFF**  on the Touch Panel menu.
 - **FULL** turns on all lights over the conference tables, the central indirect lights, and the direct lighting in the lower soffits surrounding the room.
 - **MEDIUM** turns on the direct lighting in the soffits along the edge of the room.
 - **VIDEO** turns off all lighting except the indirect lighting in the center of the room.
 - **OFF** does just as indicated - all lights off.
3. Touch  to control all room lights separately, including the indirect lighting in the soffits. Touch  or  to control any of the following areas.
 - **North Sof Up** – the indirect soffit lights on the north side of the room.
 - **South Sof Up** – the indirect soffit lights on the south side of the room.
 - **Upper North Sof Up** – the indirect lights in the upper soffit on the north side of the room.
 - **Center Sof Up** – the indirect lights in the center and upper soffits on the south side of the room.
 - **Conf Table Dn** – the direct lights over the conference table.
 - **South Sof Dn** – the direct soffit lights on the south side of the room.
 - **North Sof Dn** – the direct soffit lights on the north side of the room.

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 connected to the computer interface on the floor under the conference table.
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 under the conference table or on the wall behind the equipment rack.
3. Follow steps 1-4 in the section *Using The Touch Panel*.
4. Touch , and then touch  on the pop-up menu.
5. 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*.
6. Computer sound volume is increased or decreased each time you touch  or .
7. When you are finished, please return the room to its former condition:
 - Adjust lights.
 - Turn everything off before leaving by touching  for **Video Projector** and **POWER** on the main menu.

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.


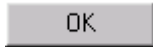



What To Do If Your Macintosh OS X Computer Can't Access The Network

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.


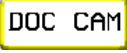



What To Do If Your Windows Computer Can't Access The Network

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 Document Camera

1. Press the **UNLOCK** button and raise the camera arm on the Document Camera, adjust the camera head.
2. Raise the lighting unit arms.
3. To turn the power to the Document Camera on; locate the toggle switch toward the back-left side.
4. Follow steps 1-4 in the section *Using The Touch Panel*.
5. Touch , and then touch  on the pop-up menu.
6. Control the Document Camera with the manual controls (see *Manual Controls For The Document Camera* below).
7. When you are finished, please return the room to its former condition:
 - Turn power off to the Document Camera using the power switch at the left, rear of the machine.
 - Fold down the lighting unit arms.
 - Turn the camera head to a position parallel to the camera arm (tip the lower part of the camera head back) and press the **UNLOCK** button to lower the camera arm.
 - Adjust room lights.
 - Touch  and raise the appropriate screen using .
 - Turn everything off before leaving by touching  for **Video Projector** and **POWER** on the main menu screen.





















Manual Controls For The Document Camera

- Image quality is affected by the light source; press **ON/OFF** buttons under **LAMP** to toggle between **Upper** and **Base** 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 **Internal**.
- **POS/NEG** is used to view negative film as positive images. Press the **POS/NEG** button to toggle between the two settings.
- Black and white documents will be crisper if **Color/B&W** is set to **B&W**. Set to **C** (color) for normal use.
- **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** or **Manual Focus**. **Manu/N** lowers and **Manu/F** raises the lens.














Projection From The VCR









1. Follow steps 1-4 in the section *Using The Touch Panel*.
2. Touch . The **Select Video Source** page opens.
3. Touch ; the **Video Cassette Player** menu will display.
4. Load the video into the VCR; it will begin to play automatically, if the cassette's tab is broken.
5. Several buttons across the top of the **Video Cassette Player** window help you control the viewing of your movie.
 -  reverses the video.
 - ◆ If you want a medium blue blank image projected onto the screen during reverse play, touch , then .
 - ◆ If you want to scan the video in fast reverse and have it display on the screen, touch  while the video is in **Play** mode.
 -  begins video play.
 -  stops the video and projects a medium blue blank image on the screen.
 -  pauses the video leaving the image on the screen.
 -  performs a fast-forward scan of the video.
 - ◆ If you want a medium blue blank image projected onto the screen during forward scan, touch , then  (you can monitor progress with the time indicator on the VCR).
 - ◆ If you want to scan the video in fast forward and have it display on the screen, touch  while the video is in **Play** mode.
6. Each time you touch  or , the volume is increased or decreased incrementally.
7. Remove the video by pressing the **EJECT** button on the VCR.
8. When you are finished, please return the room to its former condition:
 - Remove any media from the equipment in the rack.
 - Raise the screen using .
 - Turn everything off before leaving by touching  for **Video Projector** and **Main Power** on the main menu screen.

Projection From The DVD Player









1. Follow steps 1-4 in the section *Using The Touch Panel*.
2. Touch . The **Select Video Source** page opens.
3. Touch . The **DVD Player** menu displays.
4. Press the **POWER** button on the DVD player if you don't see a green light on the DVD case.
5. Press the **Open/Close** button on the DVD player and load the media into the player.
6. Press the **Open/Close** button on the DVD player again to close it.
7. Several buttons across the top of the **DVD Player** window help you control the viewing of your video.
 -  reverses the DVD by one chapter; each touch of the button reverses play by one chapter.
 -  touch once to play in reverse at twice normal speed; touch twice to play in reverse at 4 times the normal speed.
 -  begins play.
 - One touch of  stops the DVD and projects a medium blue blank image on the screen. The DVD will restart from the point where you stopped. To cancel the resume feature, touch  again.
 -  pauses the DVD leaving the image on the screen.
 -  touch once to play forward at twice normal speed; touch twice to play forward at 4 times the normal speed.
 -  fast-forwards the video by chapter; each touch forwards by one chapter.
8. Each time you touch  or , the volume is increased or decreased incrementally.
9. To access a DVD menu, touch , the menu on the disc will display on the projection screen and the Touch Panel screen will change to the **DVD Menu**.
 - a. Touch the directional buttons to move around the menu (, , , ,).
 - b. Touch  to select a highlighted feature.
10. Remove the DVD by pressing the **Open/Close** button on the DVD player.
11. When you are finished, please return the room to its former condition:
 - Raise the screen using .
 - Turn everything off before leaving by touching  for **Video Projector** and **Main Power** on the main menu screen.

Projection From The Laser Disc Player

1. Follow steps 1-4 in the section *Using The Touch Panel*.
2. Touch . The **Select Video Source** page opens.
3. Touch . The **Laser Disc Player** menu displays.
4. Press the **POWER** button on the Laser Disc player if you don't see a green power light on the left side of the Laser Disc case.
5. Press the **Open/Close** button labeled **LD** on the Laser Disc player and load the media into the player.
6. Press the **Open/Close** button labeled **LD** on the Laser Disc player again to close it.
7. Several buttons across the top of the **Laser Disc Player** window help you control the viewing of your video.
 -  reverses the Laser Disc by chapter; each touch of the button reverses play by one chapter.
 -  reverses the Laser Disc play; you must touch and hold the button to activate it.
 -  begins play.
 -  stops the Laser Disc and projects a medium blue blank image on the screen; if you restart the Laser Disc it will revert to the beginning.
 -  pauses the Laser Disc; when you restart play it will start where you paused.
Note: Extended Play Laser Discs (indicated on jacket) do not support the **Pause** function.
 -  fast-forwards the Laser Disc; you must touch and hold the button to activate it.
 -  fast-forwards the Laser Disc by chapter; each touch forwards by one chapter.
8. Each time you touch  or , the volume is increased or decreased incrementally.
9. To search a Laser Disc:
 - a. Touch ; a keypad will display on the Touch Panel and the default search mode will project onto the screen.
 - b. Touch  to cycle through the search modes (chapter, time, frame).
Note: Extended Play Laser Discs (indicated on jacket) do not support the **Chapter Search** function.







- c. Touch the numerical value appropriate for the search mode selected; touch  if you make a mistake.
 - d. Touch  to go to the chosen spot.
 - e. Touch  to return to the **Laser Disc Player** menu
10. When playing SAP (Second Audio Program) discs such as bilingual discs, you can choose the sound track with . When you touch  while playing the disc, an on-screen indicator appears briefly, then disappears. Each time you touch  the on-screen indication changes. There may be as many selections as the following: Digital Stereo, Digital 1 (left), Digital 2 (right), Audio Off, Analog Stereo, Analog 1 (left), Analog 2 (right), Audio Off. Audio track information is specified on the jacket. If audio problems occur, check the laser disc jacket to see what tracks are available. Usually Laser Discs default to the analog track.
11. Remove the Laser Disc by pressing the **Open/Close** button labeled **LD** on the Laser Disc player.
12. When you are finished, please return the room to its former condition:
- Raise the screen using .
 - Turn everything off before leaving by touching  for **Video Projector** and **Main Power** on the main menu screen.

Projection From The Slide Projector

1. Place your slide tray onto the slide projector on the center post shelf.
2. Follow steps 1-4 in the section *Using The Touch Panel*.
3. Touch  on the Touch Panel main menu.
4. Touch  to turn on the projector (the button turns black) and off (the button turns red).
5. Control the direction of slide display by touching  or  to view the next or previous slide.
6. Control the focus of the slide projector from the screen by touching  or .
7. When you are finished, please return the room to its former condition:
 - Remove your slides from the slide projector.
 - Raise the screen using .
 - Turn everything off before leaving by touching  **Main Power** on the main menu.

Projection From Auxiliary Equipment

A special set of input receptacles is located under the table labeled **Aux Vid**. Use them to connect other audio/visual sources such as U-Matic, Beta or multi-standard type VCRs such as PAL or SECAM compatibles. The projector is compatible with all current video standards.

1. Connect your equipment using special audio and video interconnection cables (contact Media Services) to a special set of receptacles under the table labeled **Conference Table External Video**.
 - Connect the video output to the BNC plug.
 - Connect the audio to the XLR plug.
2. Follow steps 1-4 in the section *Using The Touch Panel*.
3. Touch  on the main menu. The **Select Video Source** screen opens.
4. Touch . The **Conference Table Ext. Video Input** screen opens.
5. Each time you touch  or , the volume is increased or decreased incrementally.
6. Refer to the device manual for set-up and operating instructions.
7. When you are finished, please return the room to its former condition:
 - Raise the screen using .
 - Turn everything off before leaving by touching  for **Video Projector** and **Main Power** on the main menu screen.


Video Conferencing

This feature is under construction and will be added to the system on a later date.




Using The Wireless Microphone

A wireless microphone is available for special events, and can be obtained from the staff at the Robert A. Jones, '59 House. Contact Martha Baldwin or Carolann Davis to receive or return the microphone.

1. Follow steps 1-4 in the *Using The Touch Panel* section.

2. Touch  on the main menu. The **Microphone Level** page opens.


3. Touch , , or  to activate the microphone.

-  will blink when the microphone has been activated by touching it.
-  raises the volume of the microphone.
-  lowers the volume of the microphone.



3. Please return the microphone to the staff downstairs when you have finished with it.

Trouble Shooting

If there is no picture:

- Press  for **Main Power** and **Video Projector** systems on the main menu.
- Reselect the input device on the Touch Panel system.
- If you are using a laptop, see the sub-sections of *Projection from Your Computer* concerning directing output and using the **Horizontal Position** button.

If there is no sound:

- Press  for **Main Power** system on the main menu.
- Reselect the input device on the Touch Panel system.
- Adjust the volume on the device you are using by touching  several times – the sound increases by only a small amount each time the button is touched.

Getting Help

Please call the Helpdesk at x2200 for assistance with network, software, and media problems.