

Video And Computer Projection In Gifford Classroom

Library and Information Services

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Location Of Equipment





Gifford Classroom is equipped with a projection system that accepts input from your laptop computer, a VCR, a CD/DVD, or an auxiliary video input port 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
Wireless Touch Panel	A small screen on top of the lectern
Projector	Hanging from the ceiling
Projection screen	Hanging from the wall at the front of the room
VCR	In the lectern
DVD player	In the lectern
Auxiliary Video Input Ports	In the lectern
Computer network cable	On the lectern
Computer interface cable	On the lectern

Using The Touch Panel

The control system for audio-visual equipment in this room is incorporated in the wireless Touch Panel system on the lectern. An overview of your interaction with the Touch Panel system is:


1. The Touch Panel is wireless, and you can move it to any convenient place in the room – please return it to the docking station on top of the lectern when you are finished so its battery can be recharged for the next user. 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. When the **Welcome to Gifford** screen appears, touch the Touch Panel screen anywhere to activate the main menu.
3. Touch  in the **POWER** section.
4. Touch , and then touch  on the pop-up menu to turn on the projection system.



5. Touch  to lower the projection screen.
6. Control the equipment you want to use with the Touch Panel system, including room lights, projection system, VCR, computer interface, CD/DVD player, or auxiliary video equipment. From most control screens you can also:
 - Touch  to go to the Lighting screen.
 - Touch  to return to the previous page.
7. When you are finished, please return the Touch Panel to its docking station and turn everything off by touching  in the **POWER** section on the main menu screen. This will turn off all equipment and raise the projection screen.

Notes: It is important that everything is turned off to protect the integrity of the security system and extend the life of the electronic equipment.
You must remove your media from the equipment in the racks **BEFORE** you turn off the system power.

Please return the Touch Panel to its docking station!









Using The Projection System

When you touch  on the main menu, a pop-up menu appears which gives you four choices for using the projection system:

-  turns the projector on and begins to display your video selection. It takes a minute or two for the projector to warm up and project the image true to color.
-  turns the projector off – there is a two minute cool-down time for the projector. During this time you cannot turn the projector back on, so please choose this only if you know you will not need it again soon.






Controlling Room Lights

To control lighting:

1. Touch  on the Touch Panel screen.
 - To control the **Room Lights**, touch the squares labeled **FULL** , **MEDIUM** , **VIDEO** , or **OFF**  on the Touch Panel menu.
 - ◆ **FULL** turns on all overhead room lights to full brightness.
 - ◆ **MEDIUM** turns off the first row and dims the remaining four rows of room lights.
 - ◆ **VIDEO** turns off the first, fourth, and fifth rows of lights, and sets the second and third rows in a dimmed state.
 - ◆ **OFF** does just as indicated - all lights off.
 - To dim rows of lights independently.
 - a. Touch .
 - b. Touch and hold  or  to dim or brighten the desired rows of lights.
 - ◆ **Front Row** – controls the first three rows.
 - ◆ **Back Row** – controls the back two rows.

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 on the lectern.
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 computer into the network cable on the lectern.
3. Follow steps 1-5 in the section *Using The Touch Panel*.
4. Touch  on the touch panel main menu, 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 Touch Panel to its docking station and turn everything off by touching  in the **POWER** section on the main menu screen. This will turn off all equipment and raise the projection screen.









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

Please return the Touch Panel to its docking station!

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.

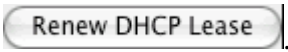
Note: There may be several options including 640 x 480, 800 x 600, and 1024 x 768. Do not select anything larger than 1024 x 768, the larger the number, the smaller the image projected. Anything above 1024 x 768 will not be easily readable.

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 VCR

1. Follow steps 1-5 in the section *Using The Touch Panel*.
2. Touch .
3. Load the video into the VCR; it will begin to play automatically, if the cassette's tab is broken.
4. 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 blue 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.
5. Each time you touch  or , the volume is increased or decreased incrementally.
 6. Remove the video by pressing the **EJECT** button on the VCR.









7. When you are finished, please return the Touch Panel to its docking station and turn everything off by touching  in the **POWER** section on the main menu screen. This will turn off all equipment and raise the projection screen.



Notes: It is important that everything is turned off to protect the integrity of the security system and extend the life of the electronic equipment.
You must remove your media from the equipment in the racks **BEFORE** you turn off the system power.


Please return the Touch Panel to its docking station!

Projection From The DVD Player


1. Follow steps 1-5 in the section *Using The Touch Panel*.
2. Touch . The **DVD Player** menu displays.
3. Press the **POWER** button on the DVD player if you don't see a green light on the DVD case.
4. Press the **Open/Close** button on the DVD player and load the media into the player.
5. Press the **Open/Close** button on the DVD player again to close it.
6. 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.


7. Each time you touch  or , the volume is increased or decreased incrementally.

8. 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.

9. Remove the DVD by pressing the **Open/Close** button on the DVD player.

10. When you are finished, please return the Touch Panel to its docking station and turn everything off by touching  in the **POWER** section on the main menu screen. This will turn off all equipment and raise the projection screen.

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

You must remove your media from the equipment in the racks **BEFORE** you turn off the system power.



Please return the Touch Panel to its docking station!



Projection From Auxiliary Video Input


A special set of input receptacles is located in the lectern labeled. Use it 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 located in the lectern labeled **Video** and **Audio**.
2. Refer to the device manual for set-up and operating instructions.
3. Follow steps 1-5 in the section *Using The Touch Panel*.

4. Touch . The **Aux Video Input** screen displays.




5. Touch  or  depending upon the type of equipment you are connecting.

6. Each time you touch  or , the volume is increased or decreased incrementally.



7. When you are finished, please return the Touch Panel to its docking station and turn everything off by touching  in the **POWER** section on the main menu screen. This will turn off all equipment and raise the projection screen.

Trouble Shooting

If there is no picture:

- Press  in the **Power** section on the main menu.
- Touch , and then touch  on the pop-up menu to turn on the projection system.
- 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.

If there is no sound:

- Press  in the **Power** section 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 incrementally each time the button is touched.

Getting Help

Please call the Helpdesk at x2200 for assistance with this classroom.