

Video And Computer
Projection In
LaForce Seminar
Room 121

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Location Of Equipment




LaForce Seminar Room 121 is equipped with devices that project the image from your laptop computer, a VCR, a CD/DVD, or an auxiliary video input port, onto the screen at the front of the room. All equipment is controlled by the wireless touch panel system. The relevant equipment is located at:

| Equipment | Location |
|--|--|
| Equipment rack | tall wooden cabinet on the north side of the room |
| Touch Panel | A small screen on equipment rack |
| Projector | Hanging from the ceiling |
| Projection screen | In the ceiling at the front of the room |
| VCR | In the equipment rack |
| DVD player | In the equipment rack |
| Auxiliary Video Input Ports | In the equipment rack |
| Computer network jack and power source | One on each wall of the room |
| Computer interface to connect a laptop for display | A 15-pin cable attached to the equipment rack, long enough to reach anywhere in the room |

Using The Touch Panel

The wireless touch panel uses a menu system to help you control the audio-visual equipment in this room. You can move it to any convenient place in the room but please return it to the docking station when you are finished so its battery is recharged for the next user. 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. When the **Welcome to Ross Commons** screen appears, touch the touch panel screen anywhere to access the main menu.
3. If **Power**  is green, touch  in the **POWER** section. It will turn black to indicate the power is on to all devices in the equipment rack.
4. To turn on the projection system, touch , then touch  on the pop-up menu.
5. Touch  to lower the projection screen.


6. Control the equipment you want to use with the touch panel, including room lights, projection system, VCR, computer interface, Laser Disc player, CD/DVD player, auxiliary video equipment, or document camera. From most control screens you can also:
 - Touch  to go to the Lighting menu.
 - Touch  to return to the previous menu.
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. This turns off all equipment and raises the projection 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.

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 on top of the teaching station for charging!








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.
-  turns display off *without turning power to the projector off*. This allows you to direct student attention to your lecture without incurring the two-minute wait for cool-down of the projector before it can be restarted.
-  turns projection back on.






Controlling Room Lights

To control lighting:

1. Touch  on the touch panel main menu.
 - To control the **Room Lights**, touch the squares labeled **FULL**, **MEDIUM**, **VIDEO**, or **OFF**.
 - ◆ **FULL** turns on all overhead room lights to full brightness.
 - ◆ **MEDIUM** dims overhead room lights.
 - ◆ **VIDEO** dims the lights in the back of the room and turns off the lights in the front.
 - ◆ **OFF** does just as indicated - all lights off.
 - To control the **Chalkboard Lights**:
 - a. Touch .
 - b. Touch  or .
 - To dim rows of lights independently:
 - a. Touch .
 - b. Touch  or  to dim or brighten the desired rows of lights.

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 emerging from the equipment rack (they are long enough to reach anywhere in the room).
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 red network jacks (one on each wall).
3. Follow steps 1-5 in the section *Using the Touch Panel*.
4. Touch  on the touch panel main 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 and raise the projection screen using .
 - Turn everything off before leaving by touching  for **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 8 or 9

If you started your computer before you connected to the projection system, you should restart your computer first to see if that fixes the problem. If this doesn't fix the problem, keep in mind that on a Macintosh computer, there are two methods to redirect video output. The method you use will depend upon what you see in the **Monitors** or **Monitors and Sounds** control panel. Both methods will require you to use the **Control Strip**, which looks like a belt with a buckle on it, to access the appropriate control panel.

Method 1

1. Use the **Control Strip**, it looks like a belt with a buckle. If only the 'buckle' is visible on your screen,

click  to extend the **Control Strip**.

2. Click  and select **Open Monitors Control Panel** or **Open Monitors and Sounds** control panel from the pop-up menu.


3. In the **Resolution** text box, you will see a variety of resolution options. Click to select one of the options that are followed by the word **Simulscan**.

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. Close the control panel.

Method 2

1. Use the **Control Strip**, it looks like belt with a buckle. If only the 'buckle' is visible on your screen,

click  to extend the **Control Strip**.


2. Click  and select **Open Monitors Control Panel** or **Open Monitors and Sounds** control panel from the pop-up menu.

3. You will see four buttons along the top of the control panel. Click the button labeled **Range**; the window will change.

4. You will see two monitor icons; one will be small, the other large. If you look at the projection of the display, you will see the background color of the laptop monitor but none of the icons. Click and drag the small monitor icon so it is on top of the large monitor icon. You should see the screen image with icons on the monitor *and* the projection screen.

5. Close the control panel.

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 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.
















- **On a Window 95, Windows 98, or Windows ME computer:**

- a. At the prompt, type **ipconfig /release_all** and press .
- b. At the prompt, type **ipconfig /renew_all** and press .
- c. At the prompt, type **exit** and press . The **command.com** window closes.



















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

1. On the  menu, point to **Control Panels**; then select **TCP/IP** from the submenu. The **TCP/IP** control panel opens.
2. On the **Connect Via** drop-down list, select **Ethernet**.
3. On the **Configure** drop-down list, select **Using DHCP Server**.
4. On the  menu, point to **Control Panels**; then select **AppleTalk** from the submenu. The **AppleTalk** control panel opens.
5. On the **Connect Via** drop down list, select **Ethernet**.
6. Close both control panels; then click  on the dialog box that pops up.

Projection From The VCR





1. Follow steps 1-5 in the section *Using the Touch Panel*.
2. Touch ; the **Video Cassette Player** menu will display.
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 will 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 by a small increment.
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. This will turn off all equipment and raise the projection screen.

Projection From The DVD Player

1. Follow steps 1-5 in the section *Using the Touch Panel*.
2. Touch ; the **DVD Player** menu will display.
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 will 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 by a small increment.
8. To access a DVD menu, touch , the menu on the disc will display on the projection screen and the touch panel will display 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. This will turn off all equipment and raise the projection screen.




Projection From Auxiliary Video Input

A special set of input receptacles is located in the upper section of the podium equipment rack labeled **Aux Input**. 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 highest section of the equipment rack labeled **Aux Input**.
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 appears.
5. Each time you touch  or , the volume is increased or decreased by 1%.
6. 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. 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 , then touch  on the pop-up menu to turn on the projection system.
- Reselect the input device on the touch panel.
- 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.
- Adjust the volume on the device you are using by touching  several times – the sound increases by a small increment each time the button is touched.

Getting Help

Call the Helpdesk at x2200 or Media Services at x5506 for assistance.