

Operating Instructions for BW 218

⇒ Powering Up

In order to use the projection system effectively, you must first power everything up. To do this, press the red button above the System 5 IP. If this button is not pressed, nothing will work. (*Note:* Even though you have pressed this button, you will still need to manually turn on other devices.)



► Projector Power:

- ◆ To turn the Projector on, you must press the *On* button on the System 5 IP above the DVD/VCR.



Please Note: The Projector will take from a few seconds to a few minutes to turn on.

Depending on what you are planning on using during your presentation, you will need to turn on a few more devices. The following components may be turned on if you require them.

► VCR/DVD Player:

- ◆ The VCR and DVD player are combined into one device. To turn on the VCR/DVD player, simply press the *Power* button.



- ◆ If you are planning on using a VHS tape, then you need to press the *Video* button on the DVD/VCR combo unit.



- ◆ If you are planning on playing a DVD, then you need to press the *DVD* button on the DVD/VCR combo unit.



- ◆ When the projector is on, make sure you choose the *VCR* or *DVD* Button on the System 5 IP above the DVD/VCR Player.



➤ **Document Camera:**

- ◆ Turn the Document Camera on. The power button is at the back of the Document Camera, as shown below.



- ◆ When the projector is on, make sure you choose the *Doc Cam* button on the System 5 IP.



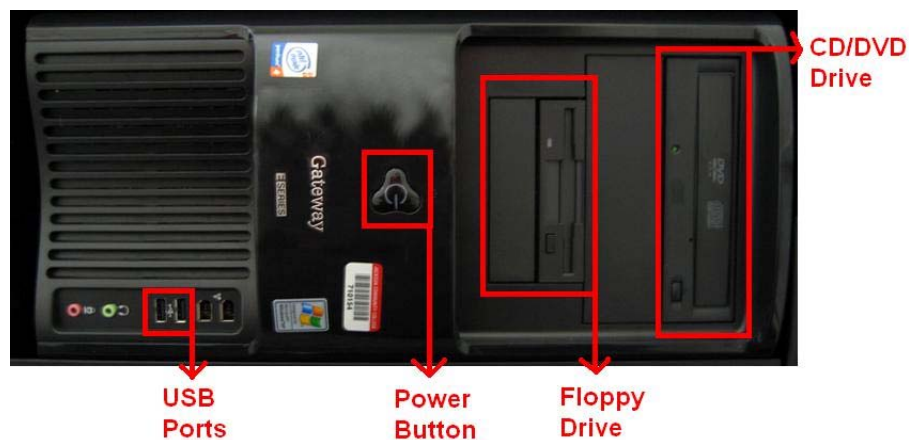
Please Note: The Document Camera will display a grainier image than that of the computer on the screen. If you want the Document Camera image displayed by the projector to be sharper than *AutoFocus* (discussed on the next page) and are located in Bert Walker, see Ellen Young, the Bert Walker Building Secretary, for a remote to manually sharpen the image.

◆ To zoom in or out, press the *Tele* and *Wide* buttons accordingly on the front of the Doc Cam (left image). To have the camera focus on the object automatically, just press the *Auto Focus* button (right image).



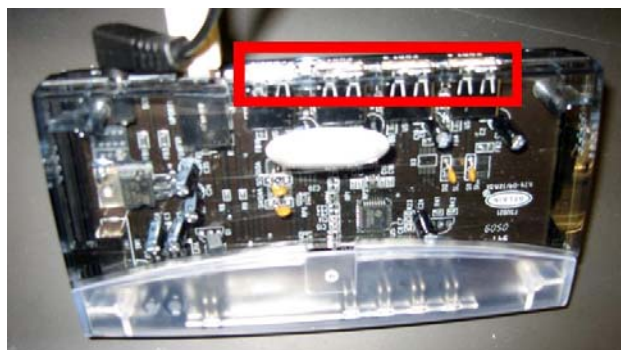
➤ **Computer:**

◆ To turn on the rack-mounted computer, just press the *Power* button.



◆ If you have your presentation saved on a floppy, USB, or CD-ROM, you can use it by putting it in the appropriate drives shown above.

◆ If your presentation is saved on a USB Flash Drive, and it will not fit in the computer's USB ports, there is a USB hub to put your flash drive near the monitor on the table. The area indicated has USB ports, which your USB drives will fit into.



- ◆ To have the projector display what is on the computer, press the *PC* button on the System 5 IP above the DVD/VCR player.



► Laptops

- ◆ There is also the option of using a laptop to display information. If the laptop has a JCC network connection, this is simple to add. There will be a cord that connects the laptop to the System 5 IP. You just put the end with the pins in the following slot:



- ◆ To get the projector to display what is on the laptop, press the *Laptop* button on the System 5 IP.



► Speakers

- ◆ The speakers are on when the System 5 IP is on, just turn the adjust volume dial to adjust the volume to your liking.



- ◆ To adjust the volume, just rotate the dial on the System 5 IP above the DVD/VCR player. The bars in the green screen show how loud or soft the volume will be.



◆ To remove the image on the projector screen, press the *AV MUTE* button. (Note: The computer screen will still display the image on the monitor, but the projector will not display the image; the button will glow red when it is press. The sounds from the computer will not be muted, however.)



➤ **Wireless Keyboard and Mouse**

◆ The multimedia rooms have a regular keyboard and mouse and they also have a cordless mouse and keyboard if needed (Figure A). At the bottom of the mouse, there is a button that, once pressed, will allow you to use the mouse as a pointer. After using this mouse, please place it back in the charger (Figure B).



Figure A



Figure B



Please Note: The reception for the cordless mouse is to the right of the keyboard (Reception Device shown below).



Information you should know about these wireless devices:

- ◆ The Wireless keyboards and mice have a manufacture stated range of 100 feet.
- ◆ There are several of these wireless devices in the buildings, and the system has been programmed to minimize conflict between the apparatuses.
- ◆ If you have difficulty using the wireless keyboards and mice, there may be crosstalk between the similar wireless devices in that building. Please use the normal keyboard and mouse at this time.

⇒ Closing Down

When you are finished using the multimedia room equipment, please check to make sure that all of the following are turned off:

- ◆ The Projector: To turn the projector off, you must press the *Off* button, which is right beside the *On* button on the System 5 IP.
Note: If you turn off the projector, it will take a few minutes for the projector to fully shut down. Once it shuts down, please make **sure** the projector is turned off before you leave.
- ◆ The DVD/VCR Combo unit: Same way as you turned it on, press the *Power* button.
- ◆ The Computer: Go to Start > Shut Down and make sure Shut Down is selected in the drop down box. Then click *OK*. When it powers off, turn off the monitor.
- ◆ The Sound System: Turn the dial all the way to the left until there are no bars left on the green tinted screen indicating Volume.
- ◆ Cordless Mouse: Place the cordless mouse back in its charger.
- ◆ Main Power: Press the same red button you pushed to turn the power on.
- ◆ Document Camera: Same way as you turned it on, press the *Power* button on the back of the document camera.