

Using Classroom Technology – 2010



Introduction

This manual is designed to accompany your new FILP computer. It contains information about:

- Using the technology available in campus classrooms

Manuals also exist to help you to access the UMD Wireless Network, learn the basics of Office 2007 for Windows, and other topics. Please visit <http://www.umassd.edu/cits/filp> for more information.

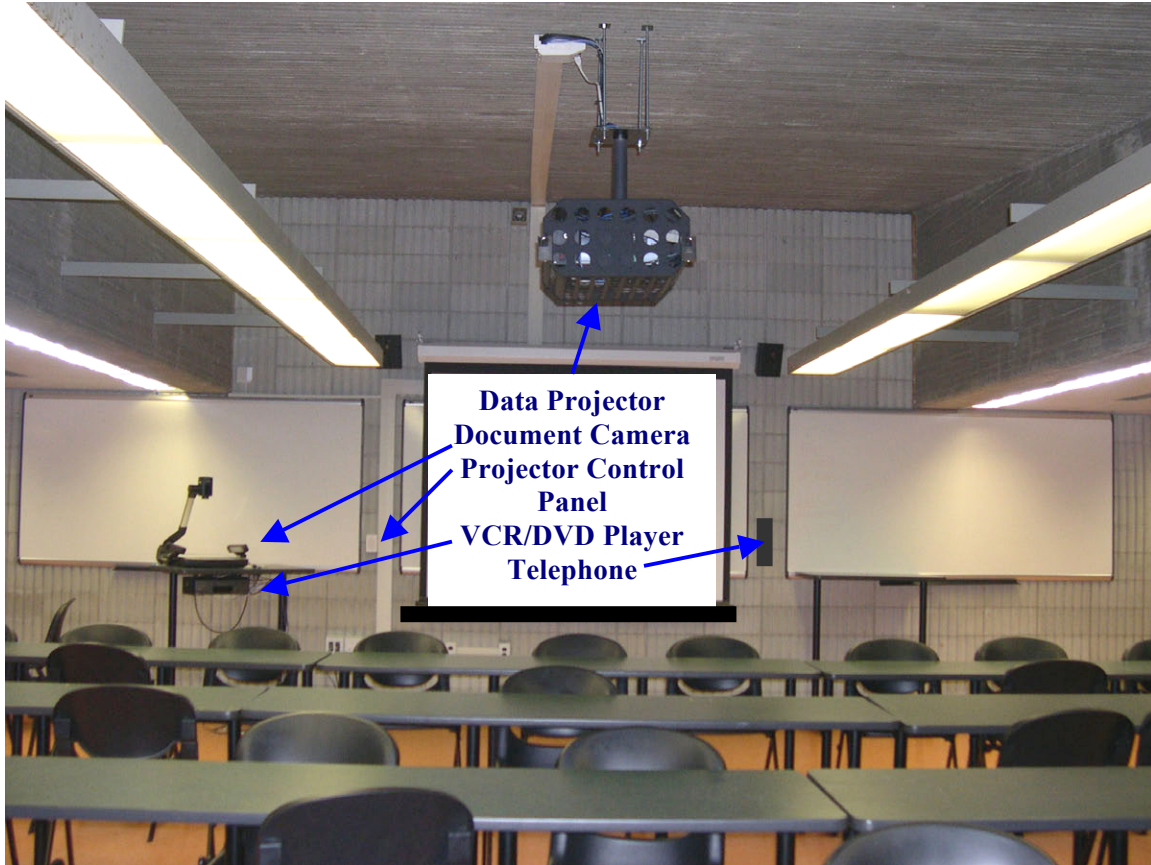
The contents of this manual was written and photographed by a group of Library and CITS staff, including Jessica Arruda, Dee Confar, Damon Gatenby, Rich Legault, Rob Roy, and Paul Souza. If you notice any errors or omissions, please bring it to the attention of Rich Legault at 508-999-8799 or RLegault@umassd.edu. Thanks!

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**UMass Dartmouth Library
Computing and Information Technology Services**

Technology Enabled Classroom Instruction Manual



This section of the manual contains instructions on operating the Instructional Technology Systems in most of the University of Massachusetts Dartmouth IT classrooms and Lecture Halls.



If you are having a classroom problem call:

Emergency	x 9191
* MCLP Help Line	x 8856
Facilities	x 8100

* (**Mobile Computer Lending Program**) Students who are hired to work at the library circulation desk signing out Laptop computers and Data Projectors are trained and available at this number to help you with problems concerning classroom technology.

This instruction manual is also available in the UMass Dartmouth Library Web page.

Projector Control Panel

To turn the Projector on press the “System On” button for 2 seconds

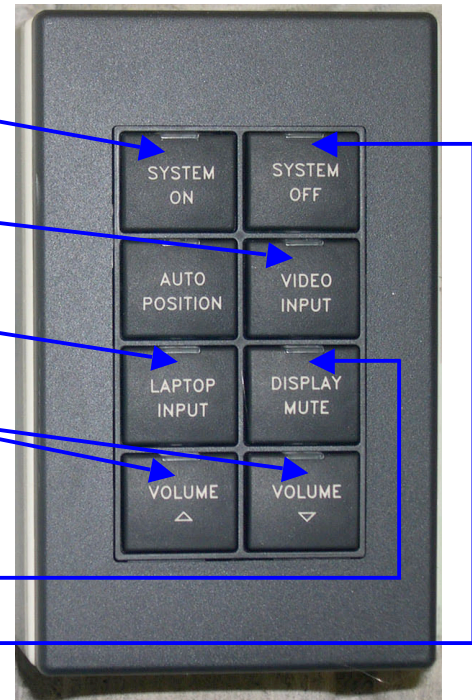
To select the VCR/DVD Player press the “Video Input” button

To select the Document Camera/Laptop press the “Laptop Input” button

To adjust the audio level press the “Volume” up or down button

To mute the Picture so you can use the whiteboard or when you leave, press the “Display Mute” button

To turn off the Projector press the “System Off” button for 2 seconds



Input Box Connections

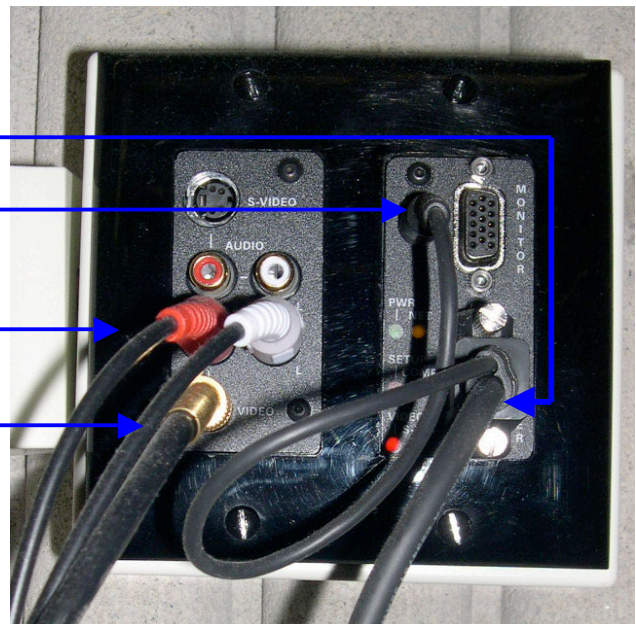
VGA Cable from Document Camera

Audio Cable from Document Camera

Audio Cables from VCR/DVD Player

Video Cable from VCR/DVD Player

If these cables have been removed replace them as shown in the picture.



Turning the Projector On

Check the Projector Control Panel to see if the red light over the “System On” button is lit. That indicates that the projector is on. Should you not see light projected onto the screen, check to see if the red light over the “Display Mute” button is lit. If it is, press the “Display Mute” button to project your source.

Note: The “Display Mute” button turns the video on or off. Everyone who uses the system is requested ***not*** to turn the system off when they leave, but to use the “Display Mute” button. This should also be used when you do not want anything projected in order to write on the board.

If the red light over the “System Off” button is lit, press and hold the “System On” button for 2 seconds to turn on the projector. The indicator over the “System On” button will flash while the lamp is warming up. This may take about 30 seconds.

Lowering the Screen



While you are waiting for the projector to turn on, check to see if the screen is lowered. If it is not, the small classrooms have pull down screens with a cord and most of the Lecture Halls have electric screens. Look for the electric screen switch box as seen above.

Note: Please do not mistake the screen for the Whiteboard. It is impossible to completely remove dry-erase marks from the projector screen.

Using the VCR/DVD Player



A VCR/DVD Player with a remote is located under the Document Camera. To play a VHS Video Tape, a DVD or a CD, select the DVD/VCR Player by pressing the “Video Input” button on the Projector Control Panel (see page 3.). One set of play, pause, stop, rewind and fast forward buttons is used to operate both the VCR and DVD Player.



To display the VCR, press the Video (**Select**) button on the DVD/VCR Player.
To display the DVD, press the DVD (**Select**) button on the DVD/VCR Player.

Note: To play an audio CD the “Video Input” button on the Projector Control Panel must be selected. The audio level of the system is controlled by pressing the appropriate Volume up and down buttons on the Projector Control Panel.
European “PAL or SECAM” tapes or DVDs will not play on this player. European DVDs may play on your laptop computer if you have the appropriate software and drivers.

Using the Document Camera

Document Camera Closed



Document Camera Ready for Use



The camera and lights should be positioned as shown. If the Document Camera is closed, release the arm by sliding the main support lock toward the Document Camera control panel and raise the main camera support. Then rotate the camera so that the lens is facing the lightbox. Place your document on the lightbox. Lift the upper lamps and aim them at your document.

Note: Please do not write directly onto the lightbox. Use paper over it.



Select the (Laptop Input) on the Projector Control Panel (see page 3.) then press the **Power** button on the Document Camera. The red light above the button should turn green indicating that the power is on. If the upper lamps do not turn on after a few seconds press the **Lamp** button. This button has three selections:

1. Upper Lamps on for illuminating documents (Note: Wait 3 seconds after pressing),
2. Lightbox to direct light through your transparencies or slides, and
3. Off which is useful when you are using the external inputs with your laptop computer.

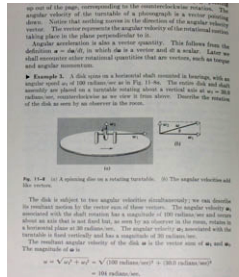


You should see a picture of the item on the lightbox. If you do not see your item, press the **Int/Ext** button. This button has three selections: (a.) "Internal" selects the Document Camera, (b.) "Ext 1" selects the supplied cable which can be attached to your laptop computer and (c.) "Ext 2" selects an unused input on the document camera. If you still do not see your item, check to see if someone has turned the brightness completely off by holding down the Iris (+) button to raise the brightness.

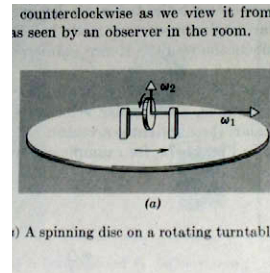
Notice: the document camera's reaction lags, so when you release the button the picture will continue to become brighter until it catches up. You may need to use the Iris (-) button to correct the brightness.



If you do not see the whole page, press the **Zoom Out** button. Press the **Zoom In** button to enlarge a small area of your page like a diagram in a textbook.



Zoom Out



Zoom In

The **Freeze** button can be used to hold the current picture on the screen while you take the item from the lightbox. It will also stop a picture with fine characters like a star chart from flickering. Press the **Freeze** button again to unfreeze and view a new item. If you place something on the lightbox but something else is projected, try this button.

The **AWC** button automatically adjusts the color of your picture.

The **Rotate** button rotates your image 90 degrees each time you press it. This is useful to display a full sheet document on the screen. When you place an 8.5" x 11" document on the lightbox (Portrait) you are not able to zoom out enough to display the whole sheet. To do this, place your paper on the light table at 90 degrees (Landscape) and press the **Rotate** button. This displays the whole page. If you place something on the lightbox and the picture is sideways or upside down, try this button to correct it.

The newer document cameras have Auto Focus. Press the **AF** button to refocus, otherwise press the appropriate Focus + or – buttons.

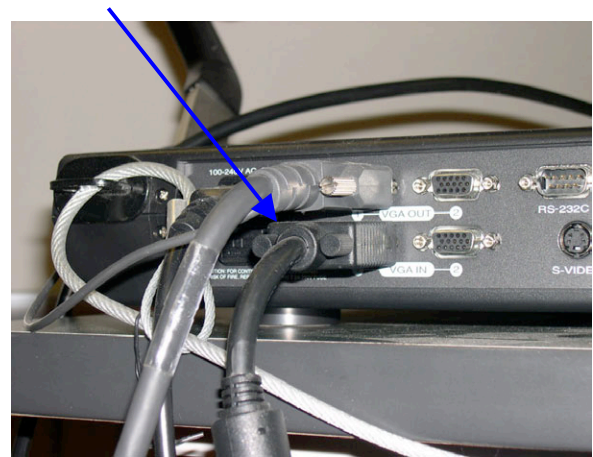
The **Aperture** button controls the sharpness of your picture. There are two selections: Text or Image. Text has darker characters and a brighter background while Image is softer and shows the subtle differences in color and shading of a photo.



The “**Mode**” button selects the quality of the picture that is sent to the projector. The XGA mode is the best quality picture. If the XGA light is not lit press the mode button until it is.

Using your Laptop Computer with the Projection System

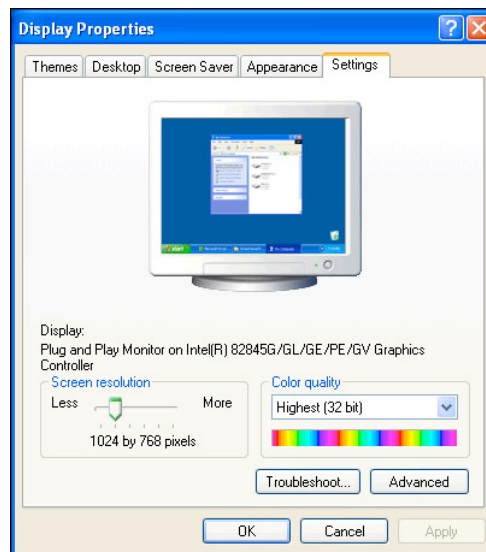
Connect the Document Camera to your laptop computer:



- Attach the VGA cable from the Document Camera to the VGA output on your Computer. (Macintosh users need to connect the video adapter that came with the computer to do this.)
- Make sure the Document Camera is on, and set the Mode to XGA.
- Select “Laptop Input” on the Projector Control Panel.
- Set the Document Camera Mode to the External 1. source.
- The lamps on the Document Camera may be turned off, as they are not needed.
- **Important:** Power up your computer only after the above steps are complete.
- Route the signal to your external monitor.



Hint: For the PC hold down the function key “Fn” and press the “LCD/CRT” key. This toggles the picture through three selections: from the laptop screen to the external output for the projector to both. *Note that the specific LCD/CRT key depends on the computer make and model.*



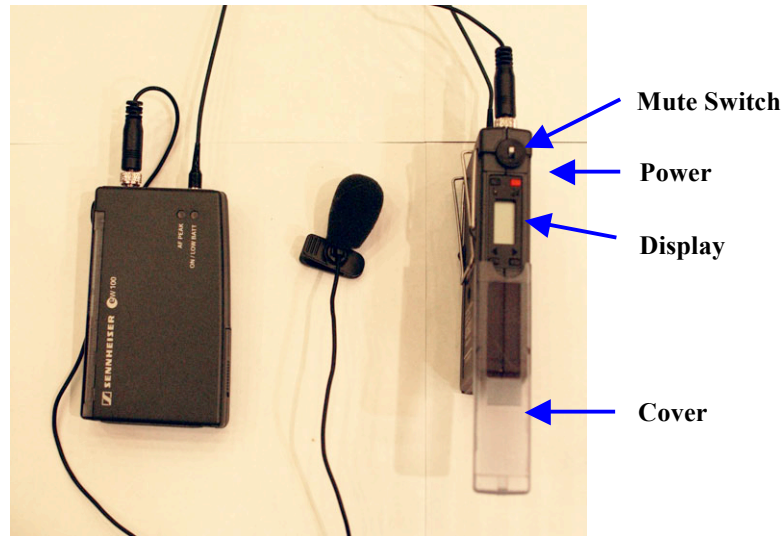
Wide screen computers “WXGA” may not project with this system. Go to Start /Settings /Display and lower your resolution to XGA 1024 x 768. You may have to turn off the laptop screen so it does not default back to WXGA. As a last resort you can try connecting your laptop computer directly into the VGA input box (see page 3.) on the wall, which bypasses the document camera and sends the signal directly to the projector.

On the Macintosh, mirroring must be selected from the Displays System Preference Pane.

More information about changing the display settings on your computer appears on the FILP Documentation web page: <http://www.umassd.edu/cits/filp>.

Using the Wireless Microphones

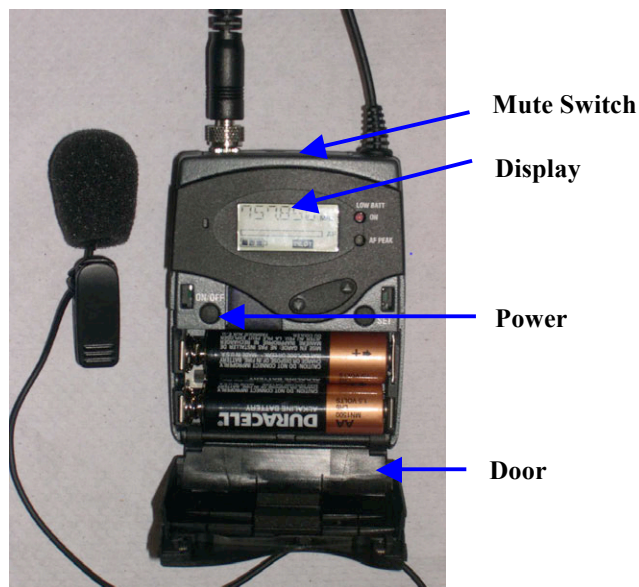
Note that wireless microphones are only available In the Large Lecture Halls!



There are two models of Wireless Microphones available in the large lecture halls.

Model #1 as seen above: To turn it on, slide the clear cover on the side of the transmitter down to reveal a display and four buttons. Hold the red power button down until the display has numbers on it. If the numbers never appear or disappear when you release the button the batteries are too low. Use the second microphone and report the problem to **Ext. 8856**. If the numbers are visible and the microphone is still not working slide the mute switch up.

To turn it off, slide the clear cover on the side of the transmitter down to reveal the display and four buttons. Hold the red power button down until the display has off on it.



Model #2 as seen above: The power switch is behind a door and the mute switch is on top.

Note: Please do not change the frequencies. If you change them the audio may be received by some of the other IT Classrooms that have wireless microphone receivers.