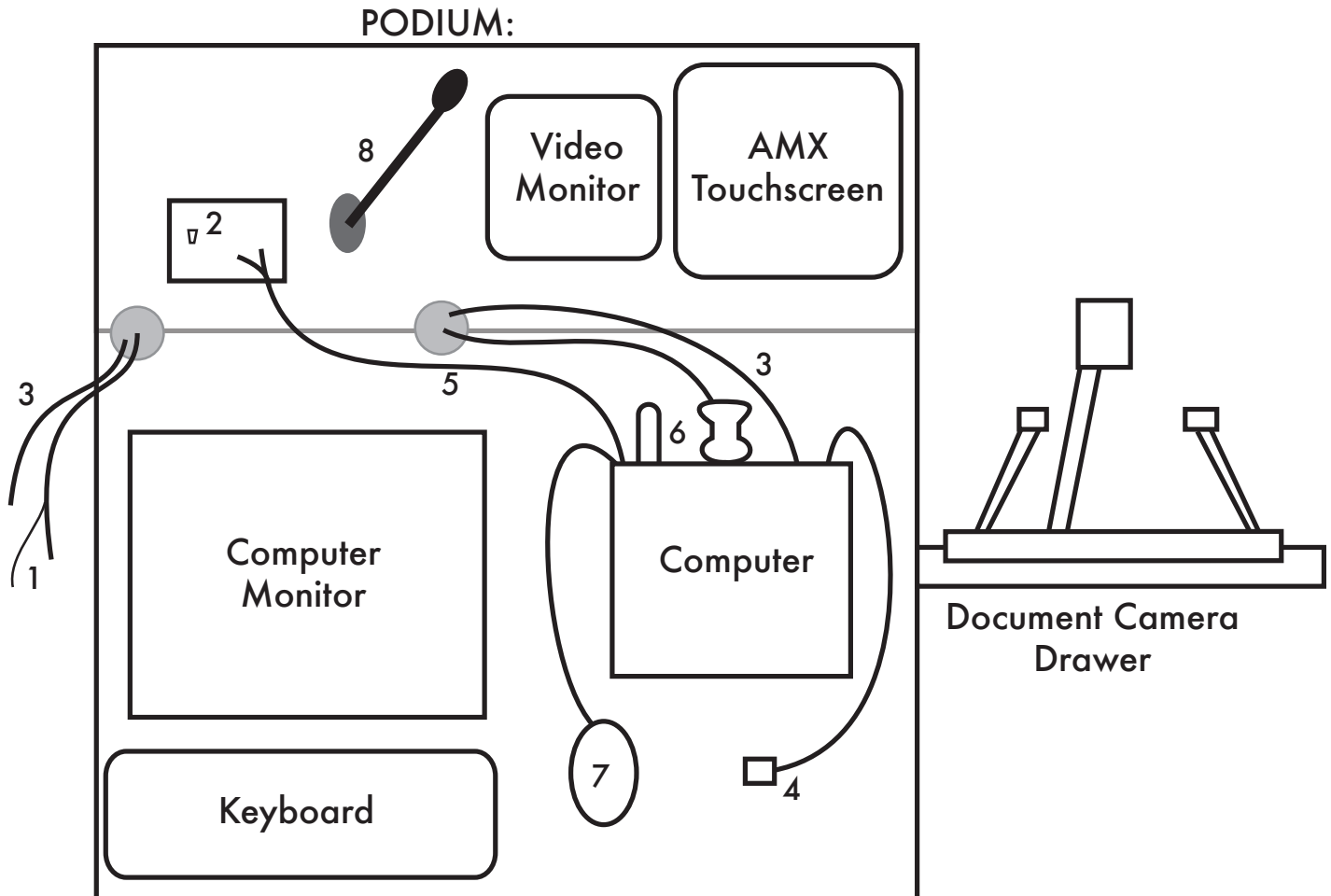


Welcome to the Lecture Halls!



IN PODIUM:

1. VGA cable with audio plug
 2. Laptop/Mac Mini switch
 3. Ethernet cable (make sure it's connected for network access)
 4. USB extension cable
 5. Audio cable for built-in computer
 6. Presentation remote receiver
 7. Mouse
 8. Podium microphone
- Document camera
 - MacMini (Mac OS 10.4, Microsoft Office, Keynote, Real Player, Windows Media Player, Open Office)

IN PODIUM DRAWER:

- Zip drive
- Floppy drive
- Spare DVI-VGA adaptor
- Wireless lavalier microphone and clip
- Presentation remote
- Spare slide carousel
- Spare batteries and projector bulb

IN AV CABINET:

- DVD/CD/Laserdisk player
- VCR w/cable TV
- Cassette Player

You must reserve this room through Space Scheduling: 867-6314
Contact Electronic Media for A/V key authorization, training, and support: 867-6270.

OPERATING INSTRUCTIONS


Step One: Touch the AMX touchscreen to start up the system.

Computer (laptop)

Plug the VGA cable from the left side of the podium into your laptop, then start up the system and select COMPUTER. For computer audio, use the audio cable bundled with the VGA cable. Use the grey ethernet cable for network access. Make sure that the silver switch near the cable is set to "LAPTOP". For best results, wait until everything is connected before turning on your laptop, and it should automatically appear on the large screen. If not, try the following troubleshooting tips, then call Electronic Media at x6270. Holding the Alt or Option key, press the function key (F3, etc.) labeled either "CRT/LCD" or with a symbol that looks like one of the following:



Mac Users:

Under the  menu in the upper left corner of the screen, open System Preferences, , open "Displays". Click the button that says "Detect Displays". Your desktop should appear on the large screen.

Windows users:

There are many possible solutions to this problem, and it will be easiest to just call a support person at Electronic Media (x6270).

Slide Projector

Unlock the slide projector, (located in the middle of the room) insert your slide (a spare carousel is stored in the lower drawer of the podium if needed). On the podium touchscreen, press single or dual slide projector (dual projectors available in LH3 & LH5). Use touchscreen menu to control your media.

Computer (built-in)

(In LH 1, unlock the dog house and open it) On touch screen, press COMPUTER. This starts the projector and lowers the screen (screen is necessary in LH 1 only). Be sure the silver switch on the left side of the podium is set to "MAC MINI." The computer should be on, just press any key on the keyboard to wake it up. **You must authenticate with your TESC login to use the computer**, and it may take a few extra moments to start up the first time you log in. If you don't have a TESC login, call Electronic Media at x6270 for access. A USB extension cable is provided in case you can't reach the back of the computer to plug in any external devices. **Always log out when you are done with the computer.**

DVD, VHS, TV

(In LH 1, unlock the dog house and open it) Insert media (DVD, VHS tape) in the AV cabinet. On the podium touch screen, press VIDEO then select source (DVD, VHS, TV, etc). Use the menu on the touch screen to control your media. You can also play your DVD through the computer.

Document Camera

(LH 1 unlock the doghouse and open it) Open the drawer on the right side of the podium. Turn on document camera, including lights. Press DOCUMENT CAMERA on the touchscreen. Image should appear on the monitor and projection screen.

Audio Sources

Insert your media (tape or CD) in the AV cabinet. On the podium touch screen, press AUDIO and select either CD or TAPE. Use the touchscreen menu to control your media.

To turn off the system: Press "Home" until "Turn Off System" button appears, then press that.

BE SURE TO LOG OUT WHEN YOU ARE DONE WITH THE COMPUTER!

Questions, comments, or concerns? Call the Electronic Media Help Desk at ext. 6270, or email AVSUPPORT@EVERGREEN.EDU