

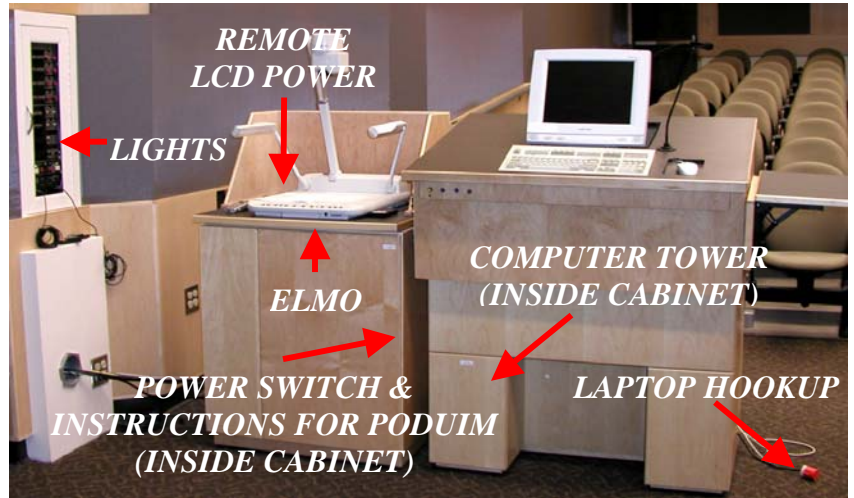
# INSTRUCTIONS FOR CD150

<http://depts.washington.edu/bsc/CD150/CD150Podium.htm>

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Sanyo Remote Control			

## The equipment/capabilities include:

- A Sanyo LCD projector for wall-sized viewing of Computer files
- Direct connection to the internet for viewing web-based content
- Videotape projection via VCR
- Video connection to UW video
- Elmo presentation system for viewing books or 3D objects



**Please Note:** CD150 is a multi user facility.

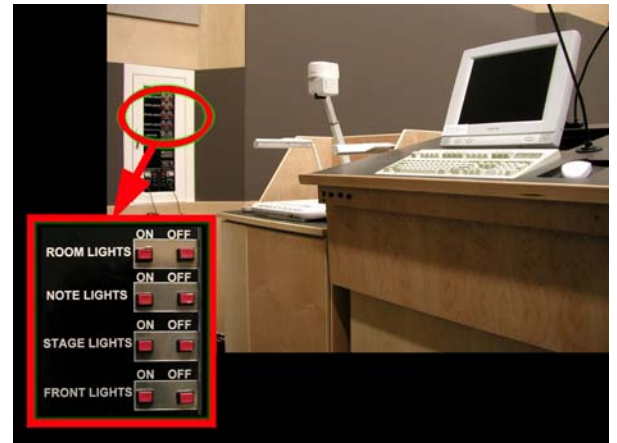
**DO NOT** adjust or change the settings on the **Podium Computer**, or any of the individual pieces of equipment. Do not adjust the **LCD Projector** in the projection booth or from the **Sanyo Remote Control**

**CD150 continues to support 35mm color slides via 2 projectors and a traditional overhead projector.**

**CD150 phone:** The hall phone is kept in projection booth when not in use; the phone jack is located across the hall from the projection booth door. The phone number is 543-6625

## 1. LIGHTS

**Room light** and **Note light** controls are located in the control panel, on wall to the left of the Podium at the front of the room. When viewing overhead, video, and slide presentations: turn **off** Room lights and leave Note lights **on**.



## 2. MAIN POWER

Turn on from the **red** switch at lower right - below the VHS machine

The **power strip** is located below the VHS machine behind the door of the Elmo projection stand. The power strip will turn on the **computer, monitor, Elmo projector, and audio system**. The power strip does not turn on the VHS machine or the LCD Projector. See Sanyo Remote Control below.

**MAIN POWER SWITCH**



**VCR POWER BUTTON**

## 3. VHS Machine

Turn on JVC VHS from power button on the left side of the machine.

The VHS machine must be turned on for the Pinnacle Software to operate VHS, Elmo Presentation, and Teleconference/Satellite programs.

## 4. SANYO REMOTE CONTROL

Turn **ON** the LCD projector from the **Sanyo Remote Control**. This turns on the video projection system needed to display **all** forms of presentation listed below. **Do not** adjust any of the controls; press **the pink ON/OFF button** only. **It takes the projector a minute to warm up before it displays an image on the wall.**



**ON/OFF POWER SWITCH ON  
LCD REMOTE CONTROL**

# Running the presentations

## Short Cut Icons On The Desktop

There are short cut icons on the desktop for **PowerPoint**, the **DVD player**, and the **PCTV Software**. The icon for the PCTV Software is labeled **Teleconf Elmo+VCR**. PCTV will run teleconference and video presentations, and the Elmo projector.

## 5. COMPUTER

The computer will automatically start Microsoft Windows. Select **Podium User** from the log on screen. The computer drives are located behind the lower left-hand door at the podium. 3.5 floppy diskettes, CDs and DVD may be used.

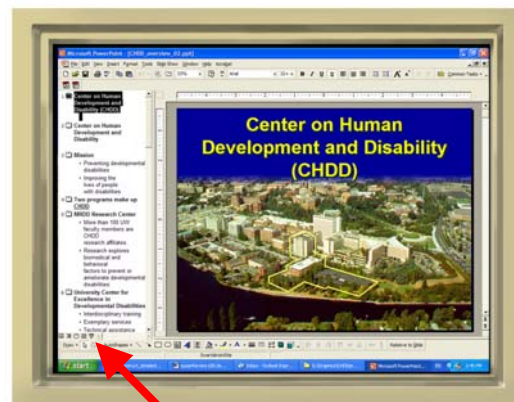
- Insert your diskettes, DVD or CD into the proper drive.
- Double click to open My Computer from the desktop.
- Select the drive you are using and double click on the appropriate drive to view your files.
- Drag and Drop your files to the Desktop.
- Double click on your file to launch your program

### ▪ PowerPoint

#### **Note for PowerPoint presentations:**

**In CD150 the ideal format for presentations is PowerPoint show**  
When you save a PowerPoint presentation the default format is "PowerPoint Presentation" (with a \*.ppt extension). When you open your presentation in this format it appears within the PowerPoint window.

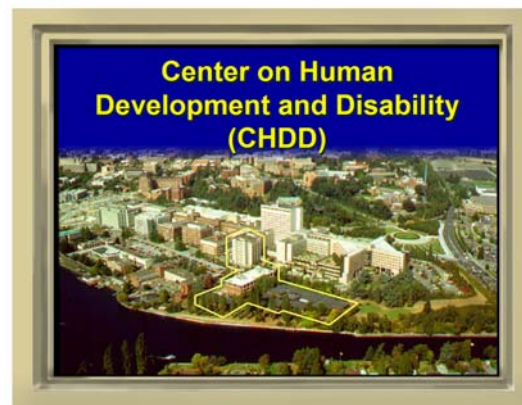
### *POWERPOINT WINDOW*



SLIDE SHOW ICON

For presentations in CD150 the ideal format is "**PowerPoint Show**". When you open your presentation in this format your first slide will appear full screen without the PowerPoint window. To change your document from the default "presentation" format to the preferred "show" format, either click on the "slide show" icon in the bottom left corner of the PowerPoint Presentation window.- or to create a new document with a \*.pps extension, save as "PowerPoint Show".

### *POWERPOINT SHOW*



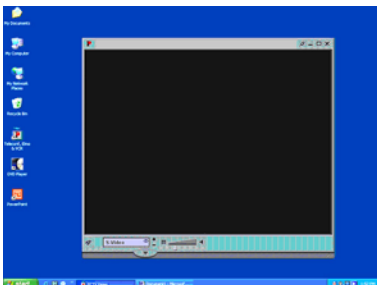
▪ **DVD Player**

1. Double click the shortcut icon on the desktop labeled **DVD** to launch the DVD Player Software.
2. Put your DVD in the labeled drive located behind the lower left-hand door at the podium.

To control playback use the Play/Stop/Rewind buttons located in the lower section of the DVD window.

▪ **Pinnacle Software PCTV**

The VHS machine must be turned on for the Pinnacle Software to operate **Videotape, Elmo Presentation, and Teleconference/Satellite programs**. Double click the shortcut icon labeled **Teleconf Elmo+VCR** to launch the Pinnacle PCTV Software. To toggle between large and small screen use the “maximize” and “minimize” icons on the toolbar, or the keyboard shortcut **Control/F**.



**PCTV Software Screen**

**Selecting PCTV Presentations**

Selecting Video, Elmo presentation or Teleconference is done on the front of the VHS machine (located in cabinet below the Elmo) not from the computer. There are two buttons to the left of the front VHS display panel, one with an up arrow and the other a down arrow. Use these buttons to change the display. **L-1 (Line 1)** needs to be selected for Video and Elmo presentations. **CH-3 (channel 3)** needs to be selected for **Teleconference/Satellite** programs.



**Channel Buttons**

**VCR Display Panel**

AUDIO Control for Video playback and Teleconference is controlled from the mixer on **Channel 4** labeled “Video/Tele”. It should be preset to the proper level for the room.

**Video**

The Elmo presenter will project on the PCTV screen until the VHS machine is in ‘play’.

1. Put the video tape in the VHS machine
2. Use Play/Stop/Rewind buttons on the **Remote Control** next to the Elmo to control playback. The **REMOTE** works if you hold down the **H/L BUTTON** at the same time you press the chosen function button.

**Elmo Presenter System** Overhead transparencies, books, paper, 3D objects.

1. Place material on Elmo table
2. Select *lower lamp* for Overhead Transparencies
3. Select *upper lamp* for books and 3D objects
4. To switch between horizontal and vertical overhead layouts rotate the lens clockwise.
5. Use **zoom** to adjust image, *Tele* will move the lens closer to the image, and *Wide* will move the lens away.
6. Press **Auto Focus** to adjust focus automatically, or **Manual N/F** will allow you to make manual adjustments if Auto Focus needs fine-tuning.

**Teleconference/Satellite**

**CH-3 (channel 3)** on the front of the VHS machine needs to be selected for **Teleconference/Satellite** programs. There are two buttons to the left of the front VHS display panel, one with an up arrow and the other a down arrow. Use these buttons to change the display.

## LAP TOP COMPUTERS

There is a video cable (VGA), an audio cable and a power cord for personal lap top computers located at a hole near the floor in the lower right corner of the podium. When you plug in the laptop into the video cable it overrides the podium computer and the laptop is displayed on the wall. The audio cable sends sound from the computer to the through the PA system to the speakers at the ceiling, audio volume is controlled from the mixer on channel 6 labeled LAPTOP. When you unplug the laptop the wall projection returns to the podium computer display.



### Steps with a PC Laptop

1. Plug laptop into the 3 cords at floor.

Boot up your laptop.

If you don't see lap top image projected on the wall hold down the **function key FN** (lower left corner of keyboard) while pressing the **F8 key** (upper row center of keyboard). The projector will 'blink' once and your computer screen view should be projected on the wall. If your computer screen is not being projected wait up to 5 seconds to give the projector a chance to receive and sync with the laptop video signal. You can repeat the **FN + F8 key** sequence waiting between each attempt.

### Additional Steps For a Macintosh Laptop

Click on the **Arrange** icon to make duplicate monitors drag one monitor onto another, now both screens should look the same.

## You do not need the computer if you are using Standard slides and Overhead

**Important Note:** If you are switching between standard slide presentation or standard overheads, and computer presentations: Press the **No Show button** on the Sanyo LCD Remote Control. This will project a black screen on to the wall and block the computer image presentations that don't use the LCD projector. Press the No Show button again to toggle and return to a projected image of the computer screen.

### OVERHEAD PROJECTOR

A standard overhead projector and cart can be wheeled to the center of the room and plugged in to an electrical outlet at the wall.

### SLIDE PROJECTORS

#### **At Podium:**

1. Turn the slide projector/s **on and off at the wall panel** to the left of the Podium.

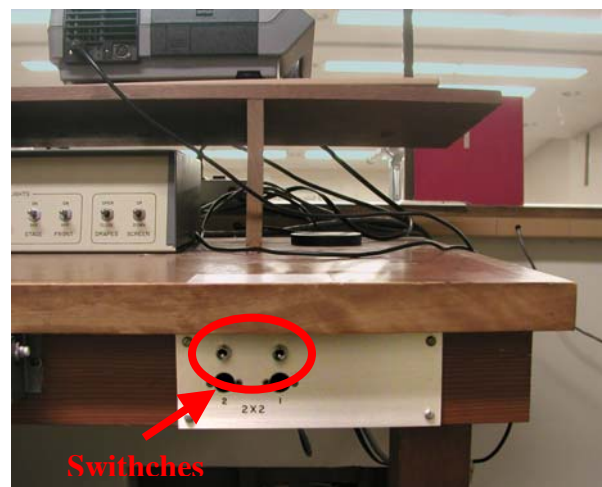
**Forward and reverse functions** can be operated from any one of the following:

- The podium using the slide projector remotes
- The wall using the labeled buttons
- By someone working in the projection booth



**Projection Booth:** Two slide projectors are located in the projection booth.

There are two toggle switches underneath the lip of the counter, below the projectors. When the switches are in the *down* position the projectors are controlled from the podium *downstairs*, when the switches are in the *up* position, they are controlled from the projection booth *upstairs*. **On the projector the power switch should be ON, use the toggle switches to select operation from the booth or the podium.** There are instructions for setting up and removing slide trays on the counter above the toggle switches.



*Note lights have dimmer switch controls that are located in the projection booth on the wall behind the slide projectors. There are three large knobs, one for each column of lights, typically the light level is set at the two o'clock position.*

# Shut Down

## SLIDE PROJECTORS

Please make sure the slide projectors have been turned **off at the wall panel** to the left of the Podium.

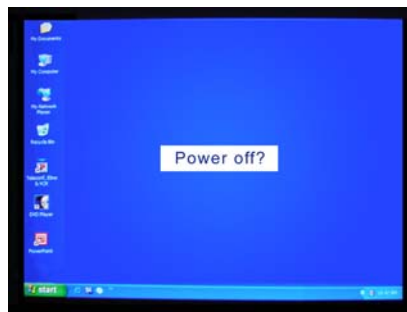
## SANYO PROJECTION SYSTEM

Turn OFF the power from the Sanyo Remote Control. Press the **pink on/off button** twice.



**OFF SWITCH ON LCD REMOTE CONTROL**

A “power off” signal will appear on the wall screen. Press the **pink on/off button** a second time to complete the shut down of the LCD projection system.



It is **Very Important** that the bulb is not left on- replacement is very expensive.

## COMPUTER

1. Remove any diskette, DVD or CD from the computer drives.
2. Position the mouse cursor to the lower left of the monitor screen, click on **Start** and select **Shut Down**.
3. When *the computer shuts down*, turn off equipment from the Red power strip button below the VCR.



**MAIN POWER SWITCH**

## TROUBLE SHOOTING

**The system needs to be in the default position to function independent of staff.**

Most problems occur because the system has been shut down improperly or individual pieces of equipment have been changed. Check to make sure all individual pieces of equipment are on, and were not turned off individually. The power strip below the VHS machine should turn on the computer, monitor, Elmo projector, and the audio mixer. *The Sanyo projector and videotape player are the only equipment turned on and off individually.*

### **If the system locks up**

1. Hold down **Control/Alt/Delete** to bring up the Close Program box. Select **End Task**.
2. Position the mouse cursor to the lower left of the screen, click on **Start**, and select **Programs**.

### **If your PowerPoint presentation doesn't fit on the wall**

1. From the PowerPoint window go to **File** and select **Page Setup** in the drop down menu
2. From the selection: **Slide Sized For** select **On Screen**
3. Go back to **Slide Show** on the menu bar and select **View Show**

### **If you need assistance contact:**

**Sally Schuh** in room 142 at **543-5017** Tuesday/Wednesday/Thursday

**Or Instrument Development Lab (IDL) at: 543-9023**

You may page 989 4537 for help, although this help is not always available

