

Allgood Hall Video Training for Users



**Media Service 1704
Allgood Hall Support 2174
Room E159
8:00AM-5:00 PM**

Allgood Hall Classroom Audiovisual Training

Instructors in Allgood Hall have the latest technology at their fingertips.

You can:

Have a desktop or a laptop computer available,

Play Audio CDs or DVDs from the desktop computer,

Play video tapes with the built-in VCR,

Have a document camera to use as an overhead or to display printed or multi-dimensional material.

You have the freedom to move between capabilities with the touch of a button on the touchpad.

Services available to the classroom from Media Services:

Training in operating the classroom equipment,

Distribution of video tape, DVD and slides to the classroom from the control room E159 (control is passed to the classroom)

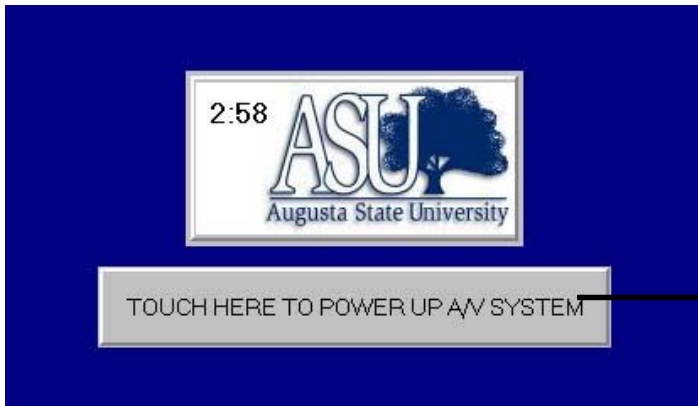
Distribution of video tape and DVD to the classroom. We start and stop at a predetermined time. You have no control of the material.

Future plans under consideration are:

A cable and/or satellite feed

An audio/video bulletin board

How to proceed



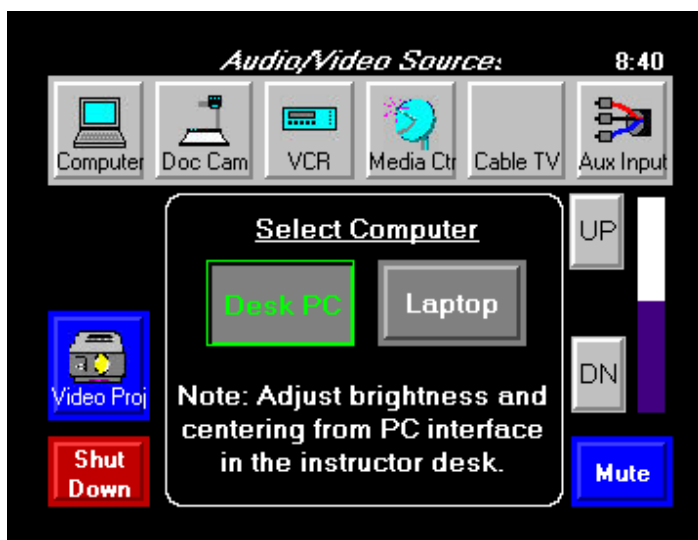
The touch panel controls every thing. If the panel is dark, touch it to wake it. The panel will beep each time you activate a feature.

Touch here to start



When you touch to power up the system, the system shows a bar moving to the right. This will take about one minute until the projector is on the screen and the touch panel is ready.

What do you want to do? Make a selection

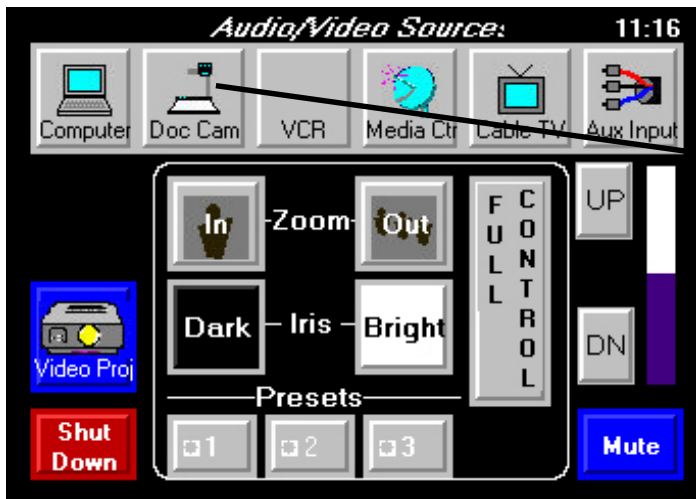


The touch pad is ready.

The last feature used is often the one selected when the touch pad becomes active. In this case, the desktop pc is highlighted by the green outline. You are ready to select the function you want to use. You can have the computer left on but select the VCR, however only one function can be projected at a time.

A laptop can be connected to the VGA connector located in the desktop well.

Note: The computer will operate without the system powered on if you want to do other tasks while your students are busy. You may use the computer without projecting the image. Operate as you would your office computer.



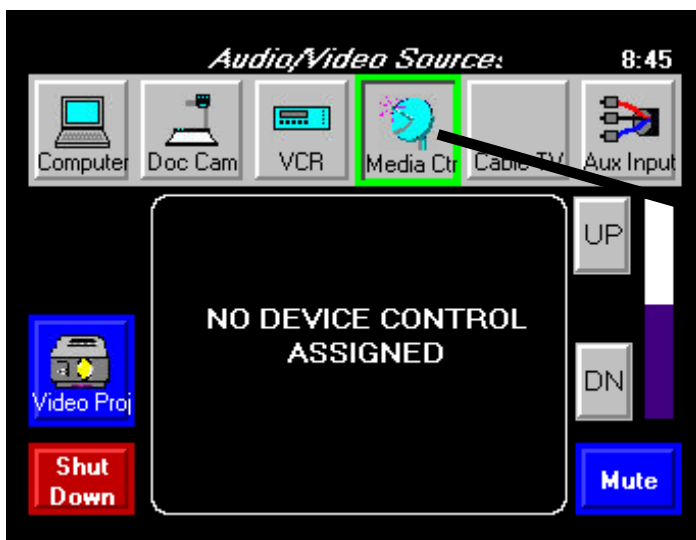
Press to use the document camera

The document camera is selected and control is reflected on the touch pad. Usually the controls on the document camera are all you need.



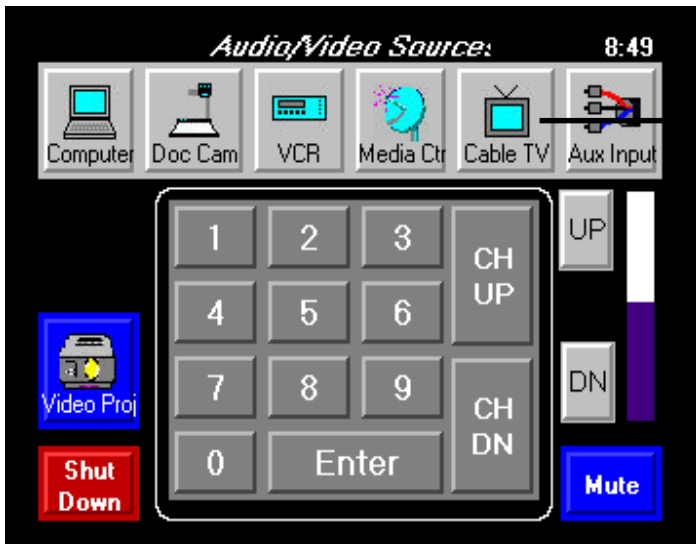
Press to show a video

The VCR is selected and displays the controls to operate it. The VCR is located in the right side of the desk. Put your Video tape in the machine and press "Play."



Video distribution uses this position to send slides, VCR and DVD video

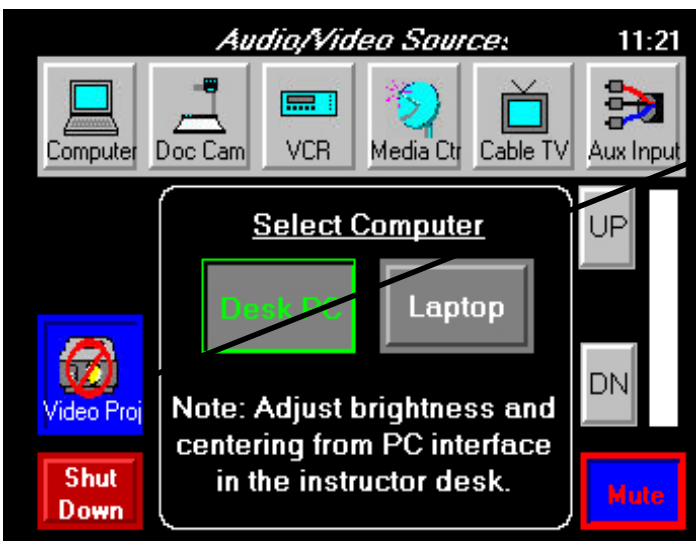
The Media Center will show controls only when control of the device located in the Video Control room is transferred to the classroom. It may be a video, DVD or slide show. This is a timed function which is usually set to five minutes before until five minutes after the class is over.



Cable TV is not available at this time. You would be able to select the channel and adjust the sound.



This is an Aux Input for using devices other than provided in the room. A video camera might be used to show a student tape not compatible with the VCR. An adapter would be needed.



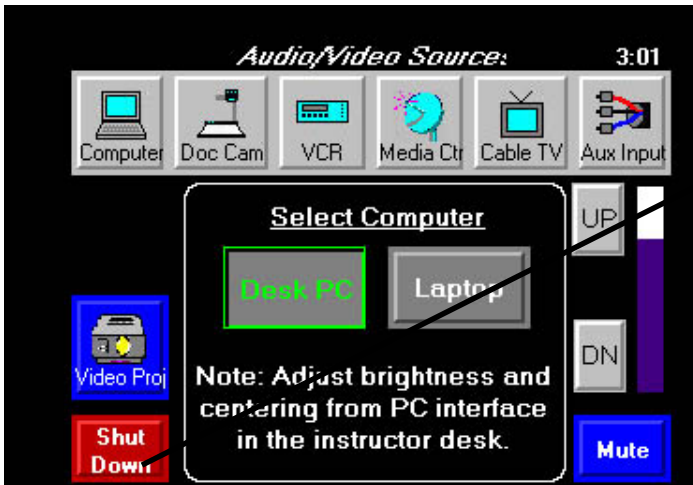
When this symbol overlays the projector icon, the projector is blanked out. **It is not turned off.**

This is useful if you want to do something you do not want projected.

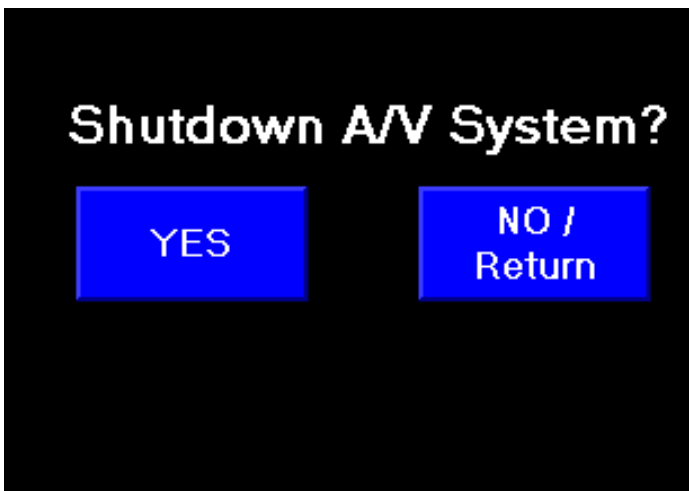
This mutes the sound. Touch it again to restore the sound.

Turning off the System

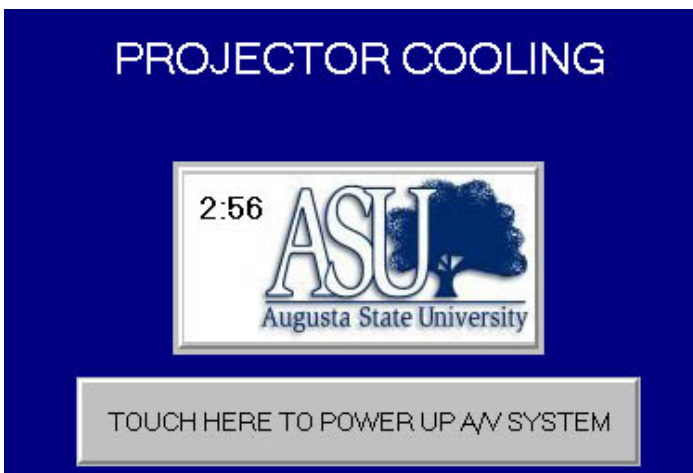
The AV system should be turned off when the class is over. Frequently the following class will not use the system or no class follows yours. **Do not leave the projector turned on.**



Shut down is a two stage procedure. Touch the Shut Down button.



This screen is displayed when the Shut Down button is pressed. You must give the system permission to shut down by pressing YES.



This screen is shown while the projector is cooling off. The system will not re-activate during the two minutes required to cool the projector.