126 Classroom Media User's Guide

Department of Communication
Technology Services
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Projector: Basic Operations

1. **POWER**: Turns on and off the projector.
2. **AUTO SETUP**: If this button is pressed while a picture is being projected, the projection settings will be adjusted automatically in accordance with the signal being input. In addition, the angle of tilt of the projector will be automatically detected and adjusted in order to correct any keystone distortion.
3. **FREEZE**: This button is used to momentarily freeze projection so that a still picture is displayed.
4. **VOLUME +/-**: These buttons are not functional.
5. **INDEX WINDOW**: This button can be used to split the image projection area into a still picture and a moving picture. When “NETWORK” is selected, screen display will be switched.
6. **INPUT**: These buttons are used to switch the input signals from the connected equipment.
7. **MENU**: This button is used to display the “MAIN MENU”. When a menu screen is being displayed, this button can be used to return to a previous screen or to clear the screen.
8. **ENTER**: This button is used to accept and to activate items selected in the on-screen menus.
9. **SHUTTER**: This button is used to momentarily turn off the picture.
10. **STD (standard)**: This button is used to reset the projector adjustment values to the factory default settings.
11. **D.ZOOM +/-**: These buttons are used to enlarge the projected image.

**Turning on the power:**
1. Press the POWER button on the remote. The power indicator on the projector will flash green. After a short period, the indicator will illuminate green, and a picture will be projected.
2. Turn on power of all the connected devices. Such as the Computer and/or DVD/VHS player.
3. Press the input select button to select the input signal. A picture will be projected in accordance with the selected input signal. The correct input signal for 126 is RGB.

**Turning off the power:**
1. Press the Power button. “POWER OFF” is displayed on the projection screen.
2. Press the right or left arrow buttons on the remote to select “OK”, and then press the ENTER button. The lamp unit will switch off and the picture will stop being projected.

**Note**: You can also turn off the power by pressing the POWER button twice or by holding it down for at least 0.5 seconds.
Hardware: Basic Operations

Lectern Station Overview:

Keyboard Tray

Drawer

KVM

MobilePre

Desktop Computer

1. CD/DVD WRITER
2. ZIP DRIVE
3. FLOPPY DRIVE
4. POWER BUTTON
5. RESET BUTTON
6. POWER INDICATOR LIGHT

Desktop Computer:

1. OSD MENU/SELECT
2. BRIGHTNESS & CONTRAST/DOWN (-)
3. AUTO-ADJUST (+)
4. POWER BUTTON
5. POWER & VOLUME DIAL

FOUR PORT USB HUB: Located on top of the Lectern station. To use with the desktop computer.
Turning on the power:
1. Press the POWER button on the desktop to start the computer. The power indicator light will illuminate green. The computer for 126 is set to auto log into a shared user account.
2. Press the POWER button on the monitor. The power indicator on the button will illuminate green.
3. For sound turn the POWER and volume dial clockwise on the speaker bar.

KVM Switch:

1. USB Cable: Enables use of Keyboard and Mouse
2. Monitor Cable: Connects to the VGA port on your laptop (A self supplied adapter maybe needed).
3. Audio Cable: Connect to the audio jack on your laptop.

1. DESKTOP INDICATOR LIGHT
2. LAPTOP INDICATOR LIGHT
3. SELECT BUTTON

The cables are located on top of the lectern and the switch is located on top of the Desktop computer in the front compartment inside the lectern. Connect the USB, MONITOR, and AUDIO cables to your laptop. The KVM Switch allows both computers to share the monitor/projector, keyboard/mouse, and speakers by pressing the SELECT button to switch between both computers. The green LED will switch between the labels 1 (the Desktop) and 2 (a laptop).

Video Switch:

1. POWER INDICATOR LIGHT
2. POWER BUTTON
3. INPUT BUTTON

The video switch is located on the bottom shelf, in the front compartment inside the lectern. The green LED will illuminate when the power button is pressed. Use the input button to cycle through the video sources.
**MobilePre - Audio Controller:**

1. **¼” INPUT JACK:** Accepts line level signal for Channel 1
2. **CHANNEL 1 GAIN KNOB:** Regulates the level of the signal going from the Channel 1 Mic to the computer.
3. **CHANNEL 2 GAIN KNOB:** Regulates the level of the signal going from the Channel 2 Mic to the computer.
4. **¼” OUTPUT JACK:** Plays back outputs 1 and 2 through the Left and Right speakers of your headphones.
5. **¼” JACK VOLUME CONTROL:** Controls the level of the output jack.
6. **PHANTOM POWER SWITCH:** This switch is required to provide phantom power to the Mics. The LED lights when phantom power is on.

Adjust the Gain controls so that the signal present is on as much as possible but the Clip LED does not come on.

**Selecting Sound Device:**

Right-click on the sound icon in the taskbar, and select ‘Adjust Audio Properties’ from the contextual menu.

The ‘Sound and Audio Devices Properties’ Dialog box will popup. The ‘MobilePre Academic’ should be the sound device. Click on the ‘Audio’ tab.
The Default devices in the Audio and Voice tabs should be set to as MobilePre Academic. Then Click ‘OK’.

**Video Device Check**

Double-Click on My Computer on the Desktop. Verify under ‘Scanners and Cameras’ that the ‘Sony DV Camcorder’ device shows up.
Software: Basic Operations

Video Capture - COM Video Capture Application:

Open COM Video Capture: Start-> Programs-> COM Video Capture-> COM Video Capture

Select Sony DV Device(DV) as the Input device. Click on the Audio Input/Output tab.

Select MobilePre Academic as the Input device.
The **Preview Now!** button displays the camera view before capturing.
The **Start Capture** button starts capturing video.
The **Stop** button stops the video capture.
After the Stop button is clicked, the program will ask a series of questions:

If you have a UW Streaming Media Directory you can directly upload your video by clicking ‘Yes’. See how to How to Activate a Streaming Media Directory.

If you clicked ‘Yes’ the ‘Select Settings’ dialog box will appear. Select your user type and enter your UWNetID and Password, then click ‘Upload!’.
A confirmation that the upload completed will popup and displays the URL to access your file.

The next dialog box will allow you to save a copy locally to a drive by clicking ‘Yes’. (If ‘No’ was clicked in the ‘Upload File’ dialog box, the upload step will be skipped and the user can proceed to save a copy.)

An instructor can instruct students to save video in a specific folder on the Hard Disk using the ‘Save for Instructor’ option: Check the box next to ‘Course Abrv’ and enter the folder name (i.e. COM 221).

The other option, which you can use in tandem with the ‘Save for Instructor’ allows the user to choose the file save location: Click on the ‘...’ button.

Use the Save as dialog box to navigate to the preferred save location and name the file, then click ‘Save’.

The file save location is displayed in the text box. If this is correct click the ‘Save File’ button. A dialog box will confirm that your file was saved.
**PTZ driver - How to move the video camera:**

Open PTZ driver from the desktop: Start-> Programs-> COM Video Capture-> PTZ driver.

A ‘Load Video Device’ dialog box will popup: Select ‘Microsoft DV Camera and VCR’, then click ‘OK’.

Use the arrow buttons to move the video camera and the magnifying glass -/+ buttons to zoom in and out.

**Skype: Video Chat**

Open Skype: Start-> Programs-> Skype-> Skype
Sign into Skype. If you do not have a Skype account click on ‘Don’t have a Skype Name?’ and follow the directions. Once signed in select Tools from the menu and choose ‘Options’.

Select Video Settings in the left column.
Check the Enable Skype Video box.
Choose PTZdriver from the ‘Select webcam’ drop down box.
Click save.
How to Activate a Streaming Media Directory

To activate your streaming media directory (public_media):

1. Get your UW NetID and Dante account.
2. Go to Manage Your UW NetID Resources and...
   i. Login with your UW NetID and password.
   ii. Click the Change your services tab.
   iii. Check the box for Streaming Media in the list of services that are off.
   iv. Click the Continue button.
   v. Follow the instructions.