

How to start up the panel screen

Step 1: To turn on the system, touch the panel screen.



Extra Step for Room 1116: After you have turned on the system select the Video Presentation button.

Step 2: Enter in the passcode and then press the Enter button. This will take you to the main menu.

Note: See an IIT staff member for the passcode.

How to use the dedicated computer for a presentation

The dedicated computer is the desktop computer located in the conference room. It contains a zip and CD-ROM drive.

Step 1: Start up the panel screen.

Step 2: Turn on the computer and enter the password. (The username should already be set to podium.)

Note: See an IIT staff member for the password.

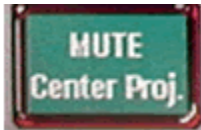
Step 3: Select the Ded Comp button on the panel screen.



Step 4: Select the SEND to Proj. button on the panel screen.



Note: Mute is activated by clicking on the Mute Proj. button. The button turns green when the digital projector is on mute. When this function is enabled the digital projector will not display an image on the screen.



Step 5: Launch the program/file you would like to present. For example if you would like to present a PowerPoint presentation simply start up the presentation.

How to use the gyro mouse

Step 1: Turn on the dedicated computer.

Step 2: Take the gyro mouse off the stand and place it on a flat surface near the monitor. Use the mouse just like a mouse with a cord.

If the gyro mouse is not on the stand, place it on the stand for 10-15 seconds to recharge it.

Step 3: Always place the gyro mouse back on the stand when you are finished with it.

How to use the document camera

Step 1: Start up the panel screen.

Step 2: Press the POWER button on the document camera. The light for the power button will turn red to indicate it is on.



Step 3: Place your document on the working surface area. Don't cover up the mirror with your material.

Note: Yellow legal paper and light blue paper works best for writing notes on. Typically white paper has a little more glare to it.

You can use the preset buttons to control the amount of space that is lit on the working surface area.

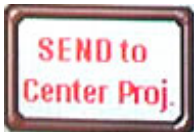
Step 4: To adjust the lights press the LIGHT button once for top light, twice for bottom light, and three times for light off. (The bottom light is used for transparencies.)



Step 5: Select the Doc Cam button on the panel screen.



Step 6: Select the SEND to Proj. button on the panel screen.



Note: Mute is activated by clicking on the Mute Center Proj. button. The button turns green when the digital projector is on mute. Nothing will show up on the screen when mute is activated.



Step 7: To adjust the size of the projected document, use the ZOOM buttons. Press the "one person" button to make the image smaller and the "three people" button to make it larger.



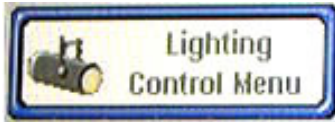
Step 8: To improve the readability of the text, select the TEXT button.

Step 9. Turn off the document camera when you are finished.

How to adjust the lights

Step 1: Start up the panel screen.

Step 2: Select the Lighting Control Menu button on the panel screen.



Step 3: Select the "Preset" button that best meets the needs for the presentation. For example, select the Preset 1 button to turn off the under lights.



Note: The lights can also be controlled with the lighting panel along the side of the room.

Step 4: After you have selected the correct preset button, select the EXIT button to return to the main menu.

How to adjust the volume of a presentation

Step 1: Start up the panel screen.

Step 2: Use the "up and down arrows" on the panel screen to adjust the volume. The up arrow increases the volume and the down arrow decreases the volume. The Program Volume is the audio from the computer, VCR, DVD player etc. The Mic Volume is the volume for the standing and laveler microphones.



Note: The red circle with the X in it mutes the audio. Click on it once to mute the audio and click it again to turn mute off.

When the Program Volume and/or Mic Volume has mute activated there will be no color bar below it.

How to use the Microphones

Standing Microphone

The standing microphone is mounted on the audio-visual equipment podium.

Step 1: Turn on the panel screen.

Step 2: Turn on the standing microphone by clicking the button at the bottom of the microphone handle. It is on when the light turns green.

Step 3: Use the "up and down arrows" on the Mic Volume to adjust the volume of the microphone. (This option is on the panel screen.)



Note: The red circle with the X in it mutes the microphone. Click on it once to mute the audio and click on it again to turn mute off.

When the Mic Volume is muted there will be no color bar in the volume field.

Laveler Microphone

The laveler microphones are available for rooms 2002 and 2006.

Step 1: Check out the microphone from the pharmacy library. You will need to know what room number you are presenting in (either 2002 or 2006) so that you pick up the right microphone.

Step 2: Turn on the panel screen.

Step 3: Turn on the microphone by sliding back the plastic cover and pressing the red On/Off button. When it is on, numbers will display in the window next to the button. Do not touch the black button this will reprogram the frequencies and thus make the microphone not work.



Note: If the batteries are low it will say low battery when turned on instead of the numbers.

Step 4: Slide the white lever up on the mute button. This will turn the mute option off.



Step 5: Use the "up and down arrows" for the Mic Volume to adjust the volume.



Note: The red circle with the X in it mutes the microphone. Click on it once to mute it and click on it again to turn mute off.

When the Mic Volume is muted there will be no color bar in the volume field.

Step 6: To turn off the microphone, slide back the plastic cover and press the red On/Off button. Often, you will have to press the button several times before the microphone recognizes this action. You will know when the microphone is off when number are no longer displaying in the window.

How to play a VCR tape

Step 1: Turn on the panel screen.

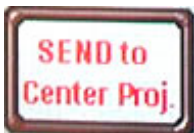
Step 2: Put the videotape in the VCR deck labeled player.



Step 3: Select the VCR button.



Step 5: Select the SEND to Proj. button on the panel screen.



Note: Mute is activated by clicking on the Mute Center Proj. button. The button turns green when the digital projector is on mute. Nothing will show up on the screen when mute is activated.



Step 6: Select the play button. This will play the VCR tape.



Step 7: Adjust the volume. See above section on adjusting the volume of a presentation.

About the controls:



Play tape.



Stop the tape.



Pause the tape.



Rewind the tape (Note: You have to hold this button down to keep it rewinding. Therefore, you may want to use the rewind control on the VCR tape deck.)



Fast-forward the tape. (Note: You have to hold this button down to keep it fast-forwarding. Therefore, you may want to use the fast forward control on the VCR tape deck.)

How to play a CD

Step 1: Turn on the panel screen.

Step 2: Put the CD in the CD player.



Step 3: Select the Cassette/CD button.



Step 4: Select the CD button.



Step 5: Select the play button. This will play the first track on the CD.



Step 6: Adjust the volume. (See how to adjust the volume of a presentation.)

About the controls:



Play CD.



Stop CD.



Pause the CD.



Rewind the CD (Note: You have to hold this button down to keep it rewinding.)



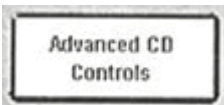
Fast-forward the CD. (Note: You have to hold this button down to keep it fast-forwarding.)



Play previous track.



Play next track



When you click on this button, you will go to a screen where you can press the number for the exact track you want to play.

How to play a DVD

Step 1: Turn on the panel screen.

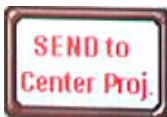
Step 2: Put the DVD in DVD track 1.



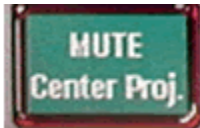
Step 3: Select the DVD button.



Step 4: Select the Send to Proj. button.



Note: Mute is activated by clicking on the Mute Center Proj. button. The button turns green when the digital projector is on mute. Nothing will show up on the screen when mute is activated.



Step 5: Select the Disc 1 button.



Step 6: Select the play button. This will start the DVD.



Step 8: Adjust the volume. (See how to adjust the volume of a presentation.)

About the DVD controls:



Play DVD.



Stop DVD.



Pause the DVD.



Go to previous chapter.



Go to the next chapter.

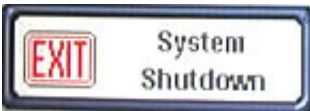


Under the advanced DVD control, you will be able to get direct chapter access, display the DVD menu, navigate through menus, change language and add sub titles.

For more information on the DVD player, please contact an IIT staff member.

How to shutdown the panel system

Step 1: Select the System Shutdown button.



Step 2: In the pop-up box, select the Yes Shutdown System button.

Note: Once the system is turned off, it takes 5 minutes before it is ready to restart.