

Fleming College
Classroom Technologies
-- This Manual Contains --

An Introduction Sheet

Computer Instructions – Getting Started Guide

VCR Instructions – Getting Started Guide

DVD Instructions – Getting Started Guide

Laptop Connection – Getting Started Guide

Trouble-Shooting Tips – Computer

Trouble-Shooting Tips – Data Projector

Trouble-Shooting Tips - No Sound (Amp)



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-- An Introduction --

Available Equipment:

A standard room installation consists of the following equipment.

- *Computer*
- *VCR*
- *DVD*
- *Data Projector*
- *Remote Controls*
- *Speakers*



For security reasons, the cabinets are kept locked. Keys are available on an academic year basis from A/V (in the Library)

Inside the Cabinet...

Computer
(with built in DVD Player)

VCR

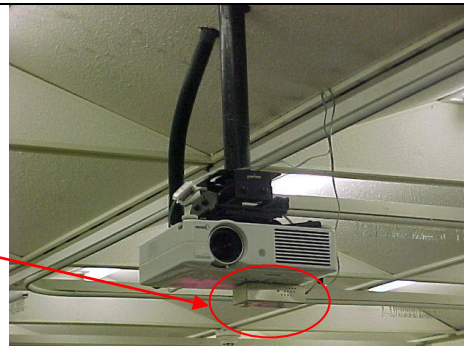
Laptop Audio & Video Cables on bottom shelf



The Data Projector...

All Data Projectors are ceiling mounted.

“Screamers” (anti-theft devices) are now attached to all projectors. **In the event of accidental alarm, please A/V @ ext 4111.**



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-- An Introduction --

Available Equipment (Cont'd):

The Controls...

Some A/V installations have a black control box mounted on the top of the cabinet. It has easy-to-use push-buttons to turn the projector on and off as well as to switch projection sources between computer VCR or laptop.



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- The Computer -

Getting Started

Turn the computer monitor on.

The On/Off button is located at the bottom right corner of the monitor.

Turn the computer on.

The black On/Off button is located at the bottom centre corner of the computer.

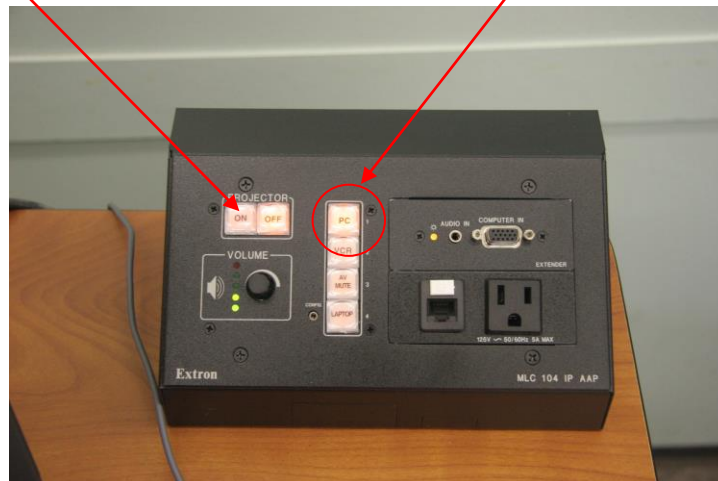


Turn the Data Projector on.

Some A/V installations are equipped with easy-to-use push button controls.

Push the On button to start the system and the Off button when your class has finished.

Push the "PC" button (at the top)



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- The VCR -

Getting Started

Turn the VCR on.

The On/Off button is located at the left side of the unit.



Turn the Data Projector on.

If the projector has not already been turned on, push the "On" button on the control box..



Select VCR Projection.

Press the "VCR" button on the control box.



Adjust the volume.

By turning the volume knob

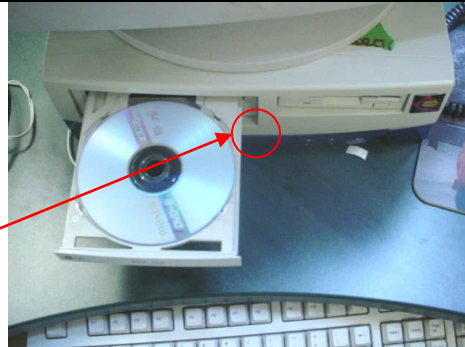


-- Using the Computer DVD Player --

Getting Started

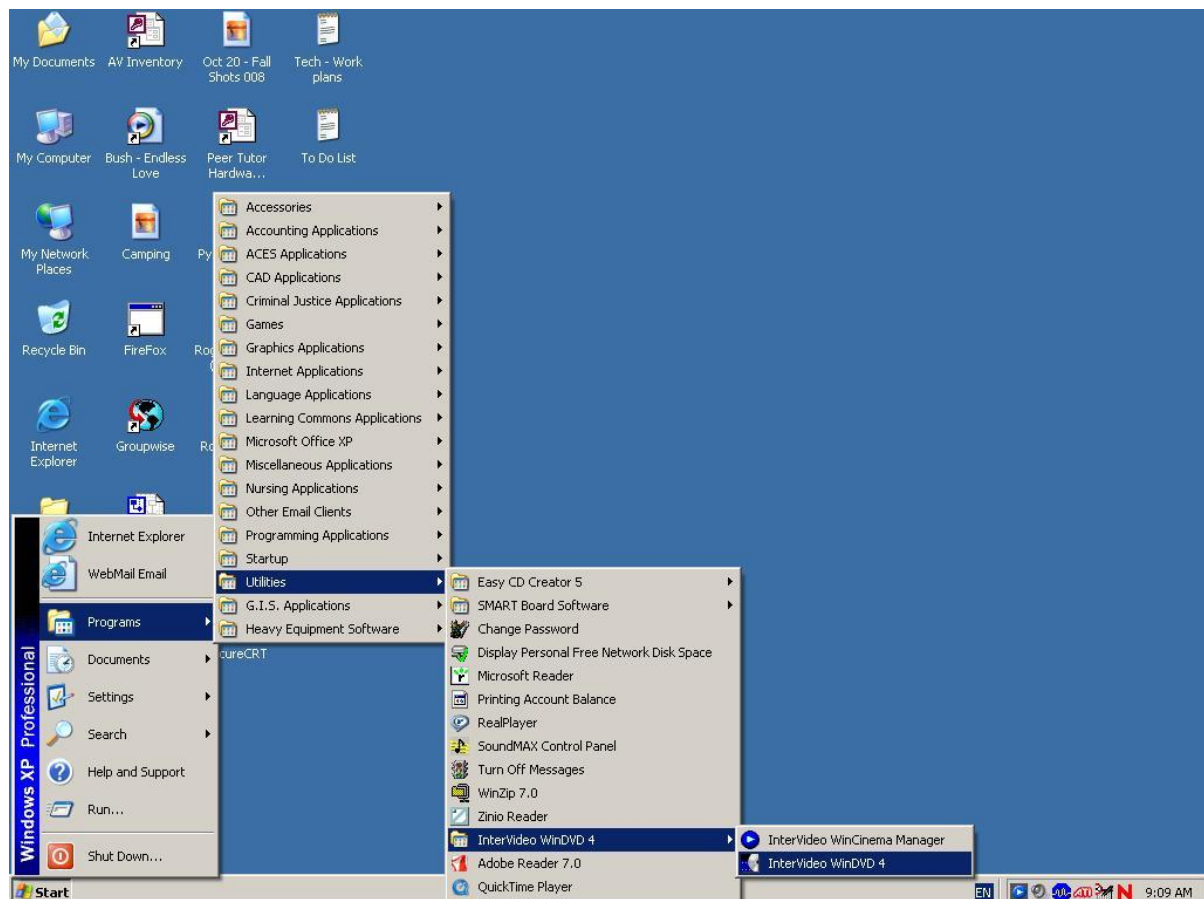
Once the computer is turned on, insert the DVD into the DVD tray and then close it.

The Button for opening and closing the tray is located on the **bottom right corner** of the DVD player



Using the mouse pointer:

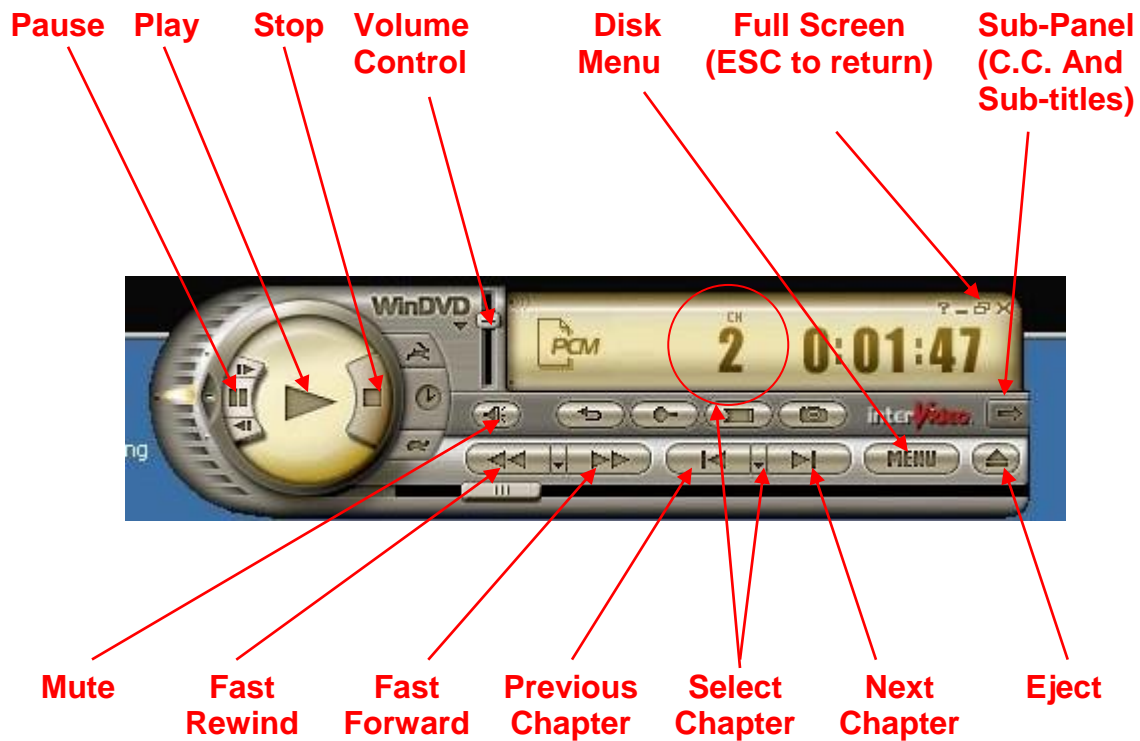
- click on **Start**
- click on **Programs**
- click on **Utilities**
- click on **InterVideo WinDVD 4 (or CyberLink Power DVD)**
- click on **InverVideo WinDVD 4 (or Power DVD)**



-- Using the Computer DVD Player --

(Continued):

DVD Player Control Menu:



To enable Subtitles or Closed Captioning:

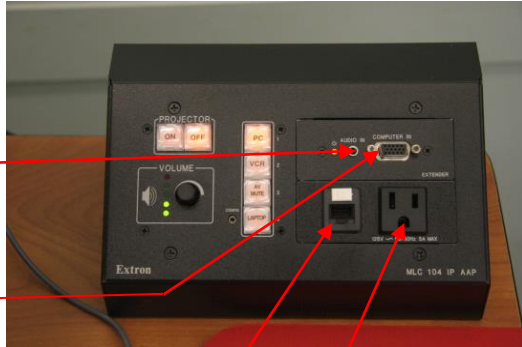
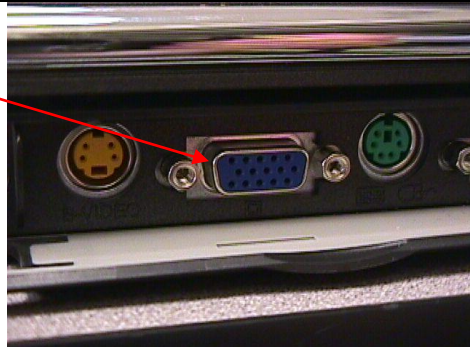
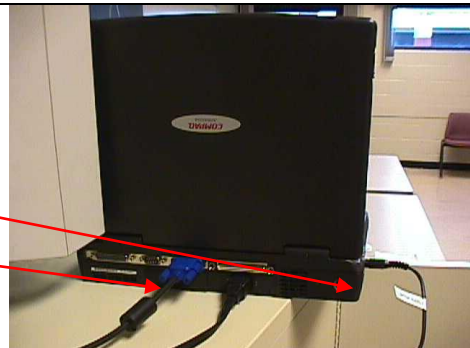
- Click on the Sub-Panel Button
- Click on "Language" from the slide out menu
- Click on either "Closed Caption" or Sub-Titles (greyed out if not available)



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-- Connecting a Laptop Computer --

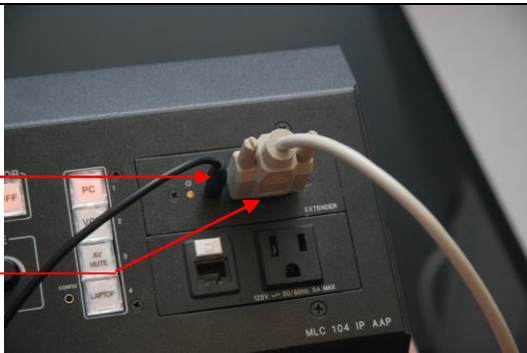
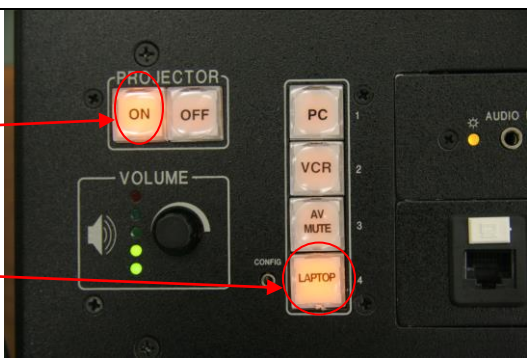
Part 1: Getting Started

<p>Locate the Audio, Video and Network cables on the bottom shelf of the cabinet.</p> <p>Audio Cable (one end plugs into laptop headphone jack and the other end plugs in here)</p> <p>Video Cable (one end plugs into laptop Video-out port and the other end plugs in here)</p> <p>Network Plug In (if your Laptop is registered with the I.T. Dept or you may connect through the Wireless Network)</p> <p>Need Hydro ? (You can plug in your laptop here)</p>	
<p>Locate the Video-out port on your laptop. It should look like this:</p>	
<p>What the laptop connections look like:</p> <p>Audio connection</p> <p>Video connection</p>	

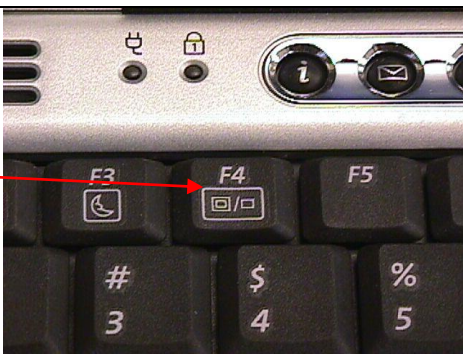
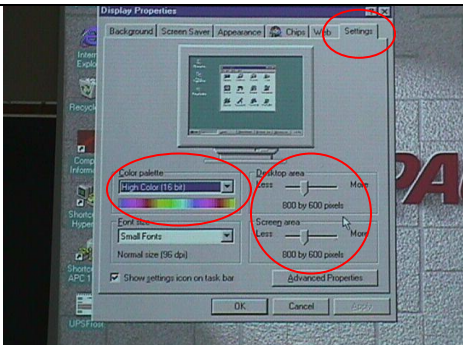
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-- Connecting a Laptop Computer --

Part 1: Getting Started (continued)

<p>What the control box connections look like:</p> <p>Audio cable from the laptop plugs in here _____</p> <p>Video cable from the laptop plugs in here _____</p>	
<p>Control box selections:</p> <p>Make sure the the projector has been turned on _____</p> <p>Make sure that you have pressed the “Laptop” button _____</p>	

Part 2: Projecting the Laptop Screen

<p>Usually a Laptop will have a Function Key to enable the Video-Out port.</p> <p>In this case the key is F4 and is usually designated with a monitor icon. _____</p>	
<p>Acceptable Screen Resolutions:</p> <p>In order for your laptop to project through the data projector, you must select 1 of 2 screen resolution settings:</p> <ol style="list-style-type: none"> 1) 800x600 16 bit High-Resolution 2) 1024x768 32 bit High Resolution <p>Example of 800x600 16 bit setting _____</p>	

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-- Connecting a Laptop Computer --

Part 3: Trouble-shooting Tips

Problem	Possible Solution
Not displaying Laptop Image	<p>Is the data projector turned on?</p> <p>Is the video cable firmly plugged into both the laptop and the control box ?</p> <p>Have you pushed the “Laptop” input selection button on the control box?</p> <p>Have you pressed the F4 or F5 key on your laptop to direct video out the external laptop video port?</p> <p>Have you changed resolution to those recommended (above)</p> <p>Try re-booting your laptop</p> <p>AV Help Desk (ext 1682)</p>
No laptop audio?	<p>Is the audio cable firmly plugged into both the laptop headphone jack and the audio input jack on the control box?</p> <p>Unplug the audio cable from your laptop to confirm that there is audio</p> <p>Increase the control box volume (clockwise to increase)</p>

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- Trouble-Shooting Tips -

The Computer:

Problem	Possible Resolution
No login screen displayed, computer is non-responsive	Turn the computer off and on by pressing and holding (for 5 seconds) the black On/Off button located at the bottom right side of the computer. Still not working -> Call A/V (Ext. 1682)
After the computer is turned on I get a messages referencing "Tree or Server not found"	Call the A/V Helpdesk at 1682 or the I.T. Helpdesk @ 1490.
The Fleming login screen is displayed but when I type on the keyboard, nothing appears	Turn the computer off and on by pressing and holding (for 5 seconds) the black On/Off button located at the bottom right side of the computer. Still not working -> Call A/V (Ext. 1682)
When I type my username and password in, I get a "Netware Security Message" window, indicating that the system could not log you into the network.	Click "OK" to close that window, then re-enter your username in lower case letters, <u>WAIT 10 seconds</u> then click in the password field. If the system doesn't "Upper-case" your username, then there may be a network connectivity problem. – call A/V (Ext. 1682), otherwise, re-try your password. Or.. Did you press the <Enter> key before putting in your password? If you did, the system interprets your password to be blank, and therefore will not allow you to log in (hence the Netware Security Windows is displayed).
Mouse movements are jerky and items are difficult to navigate to.	Some mice don't respond well on shiny or coloured surfaces – if the mouse pad is missing, try resting the mouse on an ordinary piece of paper.

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- Trouble-shooting Tips -

The Data Projector:

Problem	Possible Resolution
Won't turn on	Is the "ON" button on the control box lit? If not try pressing it again. Call the A/V Helpdesk @ 1682
Projector not displaying the image from the desired source (ie:VCR rather than Computer)	Have you pressed the proper input selection on the control box. Your selection will be lit up. If your proper selection is still not being displayed through the projector, call the A/V Helpdesk @ 1682.
Is the projected display blurry?	Please contact A/V for assistance.

The Amplifier (no sound)

Problem	Possible Resolution
No sound	You can adjust the volume by turning the volume control knob on the control box either clockwise (increase volume) or counter-clockwise.
Sound too low or too high	Turn the volume control knob on the control box counter-clockwise to reduce the volume.