

**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**


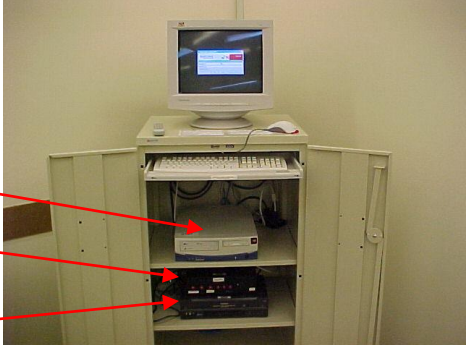


**Trouble-Shooting Tips - No Sound (Amp)**



# Fleming College Classroom Technologies

## -- An Introduction --

### Available Equipment:

|  |  |
|--|--|
| <p>A standard room installation consists of the following equipment.</p> <ul style="list-style-type: none"> <li>• <b>Computer</b></li> <li>• <b>VCR</b></li> <li>• <b>DVD</b></li> <li>• <b>Amplifier</b></li> <li>• <b>Data Projector</b></li> <li>• <b>Remote Controls</b></li> <li>• <b>Speakers</b></li> <li>• <b>Overhead Projector</b></li> </ul>  |  <p>For security reasons, the cabinets are kept locked. Keys are available on an academic year basis from A/V (in the Library)</p> |
| <p><b>Inside the Cabinet...</b></p> <p><b>Computer</b></p> <p><b>Amplifier</b><br/>(allows you to control Computer &amp; VCR volume)</p> <p><b>VCR</b><br/>(manual operation – no remote)</p>  |   |
| <p><b>The Data Projector...</b></p> <p>All Data Projectors are ceiling mounted. Users must point the projector remote at the unit to control its functionality.</p> <p><b>“Screamers”</b> (anti-theft devices) are now attached to all projectors. <b>In the event of accidental alarm, please call A/V @ Ext 4111 (8am-4pm) and select option 1, or security at extension 8000 after 4pm.</b></p> |    |
| <p><b>The Remote...</b></p> <p>The remote for the data projector is found in the cabinet. It is used to turn the data projector on and off as well as to switch projection sources between computer (Input1) and VCR (Input3).</p> <p><u><b>Helpful Hint:</b></u><br/><b>Point the remote at the data projector</b></p>  |    |

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### - The Computer -

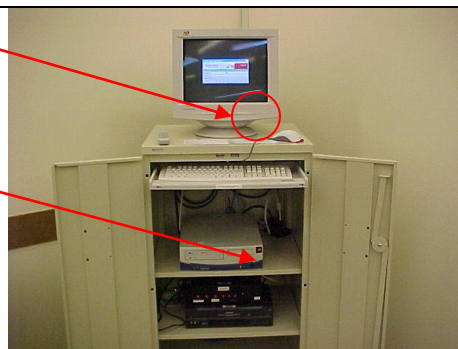
#### Getting Started

**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 right corner of the computer.

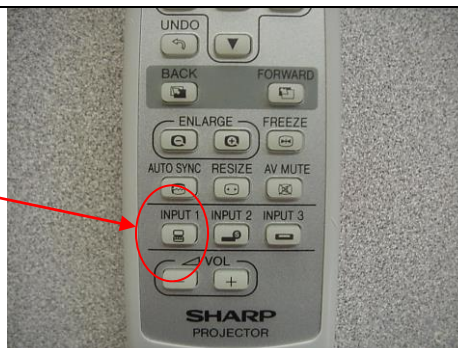


**Turn the Data Projector on.**

Point the data projector remote at the data projector (on the ceiling behind you), and press the green "On" button.



Point the data projector remote at the data projector and press the "Input 1" button.



**Turn the Amplifier On and adjust the speaker volume as required**

Computer volume control

Master volume control  
(This dial should be set ½ way with further volume adjustments made using the Computer volume control)



# Fleming College Classroom Technologies - The VCR -

## Getting Started

### ***Turn the VCR on.***

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

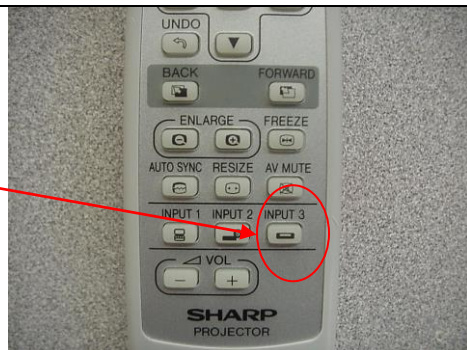


### ***Turn the Data Projector on.***

Point the data projector remote at the data projector (on the ceiling behind you), and press the green "On" button.



Point the data projector remote at the data projector and press the "Input 3" button.



### ***Turn the Amplifier On and adjust the speaker volume as required***

VCR volume control

Master volume control  
(This dial should be set  $\frac{1}{2}$  way with further volume adjustments made using the VCR volume control)





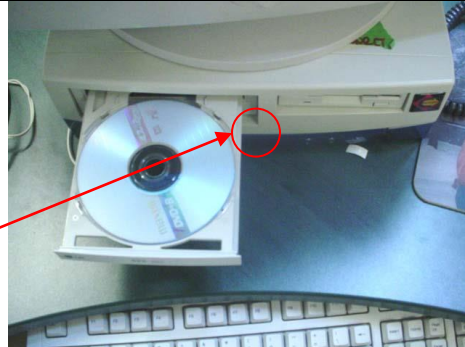
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## -- Using the Computer DVD Player --

### Getting Started

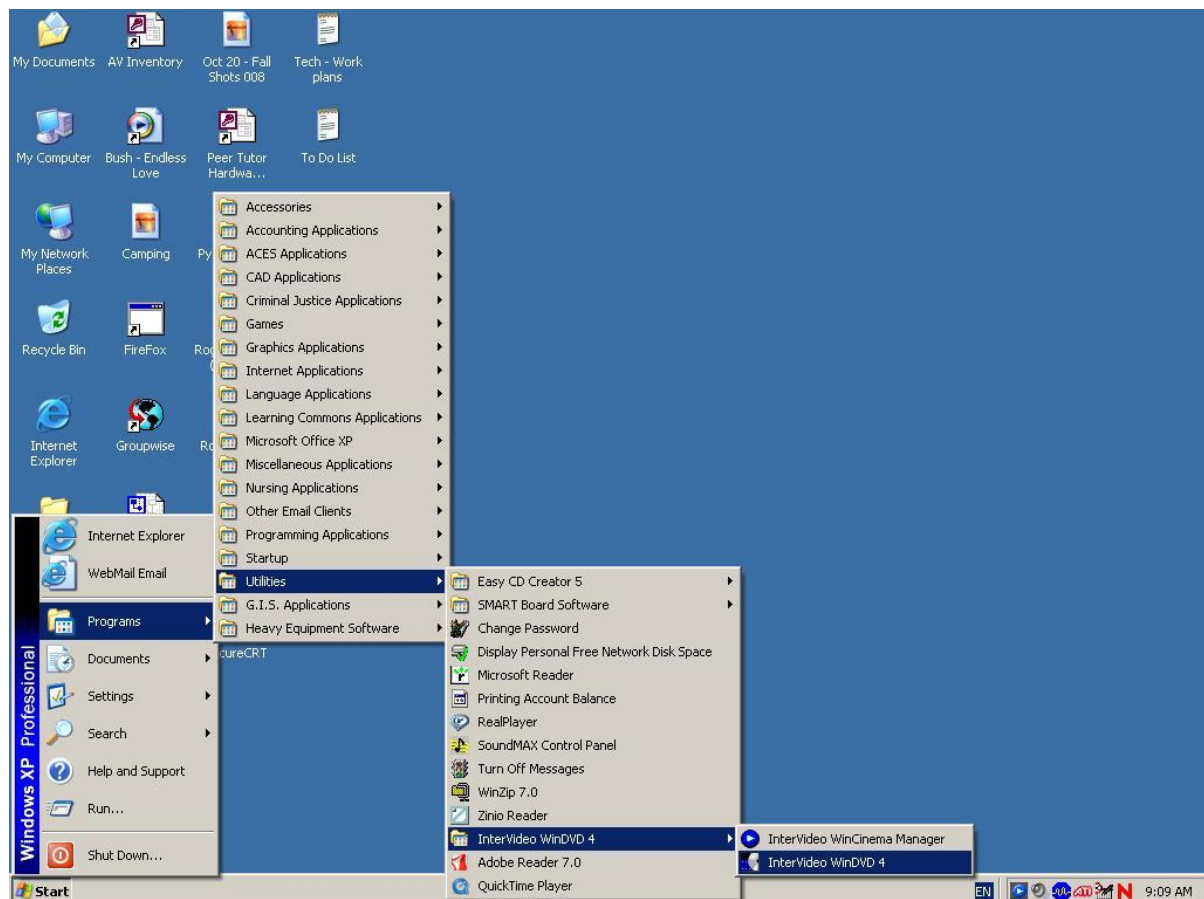
Once the computer is turned on, insert the DVD into the DVD tray and then close it.

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)**

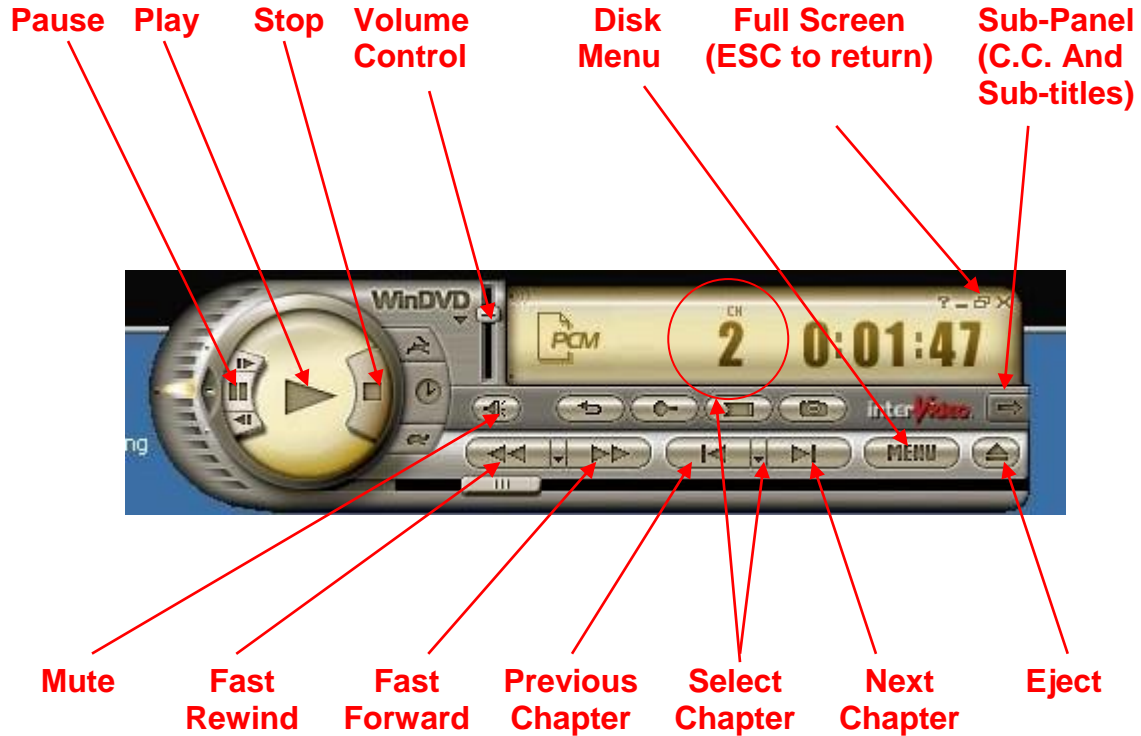


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## -- Using the Computer DVD Player --

(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)

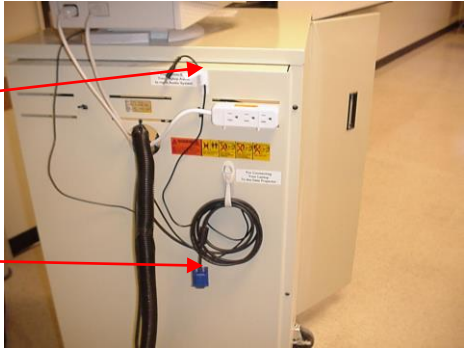
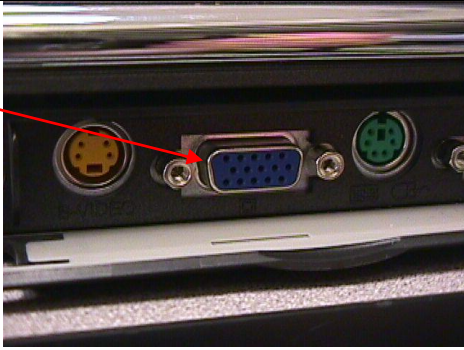
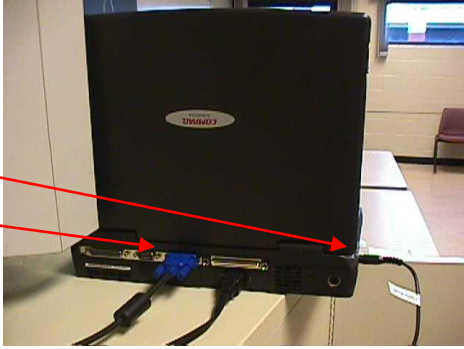
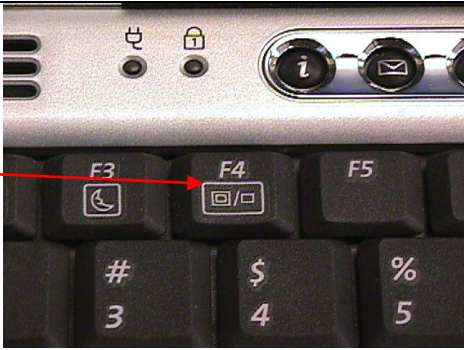


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### -- Connecting a Laptop Computer --

#### Part 1: Getting Started

|  |  |
|--|--|
| <p>Locate the Audio and Video cables hanging on the rear side of the steel cabinet</p> <p>Audio Cable<br/>(plugs into laptop headphone jack)</p> <p>Video Cable<br/>(plugs into laptop Video-out port)</p> |    |
| <p>Locate the Video-out port on your laptop. It should look like this:</p>   |   |
| <p>What the entire connection looks like:</p> <p>Audio connection</p> <p>Video connection</p>  |  |
| <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>  |  |

**Part 2:**

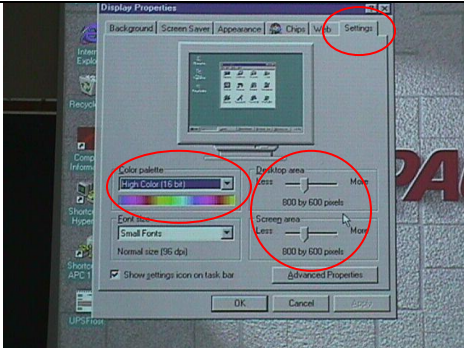

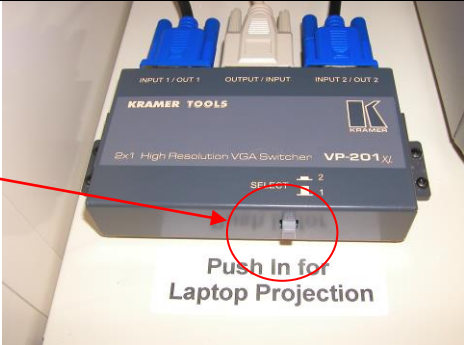


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### -- Connecting a Laptop Computer --

#### Part 2: Projecting the Laptop Screen

|   |  |
|---|--|
| <p><b>Acceptable Screen Resolutions:</b></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"> <li>1) 800x600 16 bit High-Resolution</li> <li>2) 1024x768 32 bit High Resolution</li> </ol> <p>Example of 800x600 16 bit setting</p> |    |
| <p>To display the Laptop screen through the data projector, the selection button on this splitter box must be pushed in.</p> <p style="text-align: center;"><b>Splitter box</b></p> <p><b>Display selection button</b></p>  |   |
| <p><b>Splitter box</b></p> <p>The selection button has two positions.</p> <p><b>Position "1"</b></p> <ul style="list-style-type: none"> <li>- button out for regular computer</li> </ul> <p><b>Position "2"</b></p> <ul style="list-style-type: none"> <li>- button pushed in for laptop computer</li> </ul>                                    |  |
| <p><b>Trouble-shooting Tip:</b></p> <p>If everything is connected OK as per the above instructions and you still aren't getting your laptop to display through the projector, try re-booting your laptop.</p>   |  |



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**Classroom Technologies**  
**- Trouble-shooting Tips -**

**The Data Projector:**

| <b>Problem</b>   | <b>Possible Resolution</b>   |
|--|--|
| Won't turn on  | <p>Did you point the remote at the Data Projector when you pressed the green "On" button?</p> <p>If you can reach the Data Projector, try pressing the "On" button. Will that work? If yes, there is a problem with the remote -&gt; Please contact the Service Desk at Ext. 4111 and select option 1 for remedial action.</p> <p>If you are unable to reach the Data Projector to try manually turning it on or if it still doesn't respond -&gt; contact the Service Desk at Ext. 4111 and select option 1 for immediate assistance.</p> |
| Projector not displaying the image from the desired source (ie:VCR rather than Computer) | Have you pressed the proper input selection button ("Input 1" for computer projection, "Input 3" for VCR projection)   |
| Is the projected display blurry?   | You can either turn the projector lense ring to re-focus, or contact the Service Desk at Ext 4111 and select option 1 for immediate assistance.  |

**The Amplifier (no sound)**

| <b>Problem</b>            | <b>Possible Resolution</b>   |
|---------------------------|--|
| No sound                  | <p>Is the amplifier turned on?</p> <p>Please refer to either the computer or VCR "Getting Started" sheets for pictures and instructions.</p>   |
| Sound too low or too high | Volume controls for the computer and VCR are located (and marked) on the amplifier. Please refer to either the computer or VCR "Getting Started" sheets for pictures and instructions. |