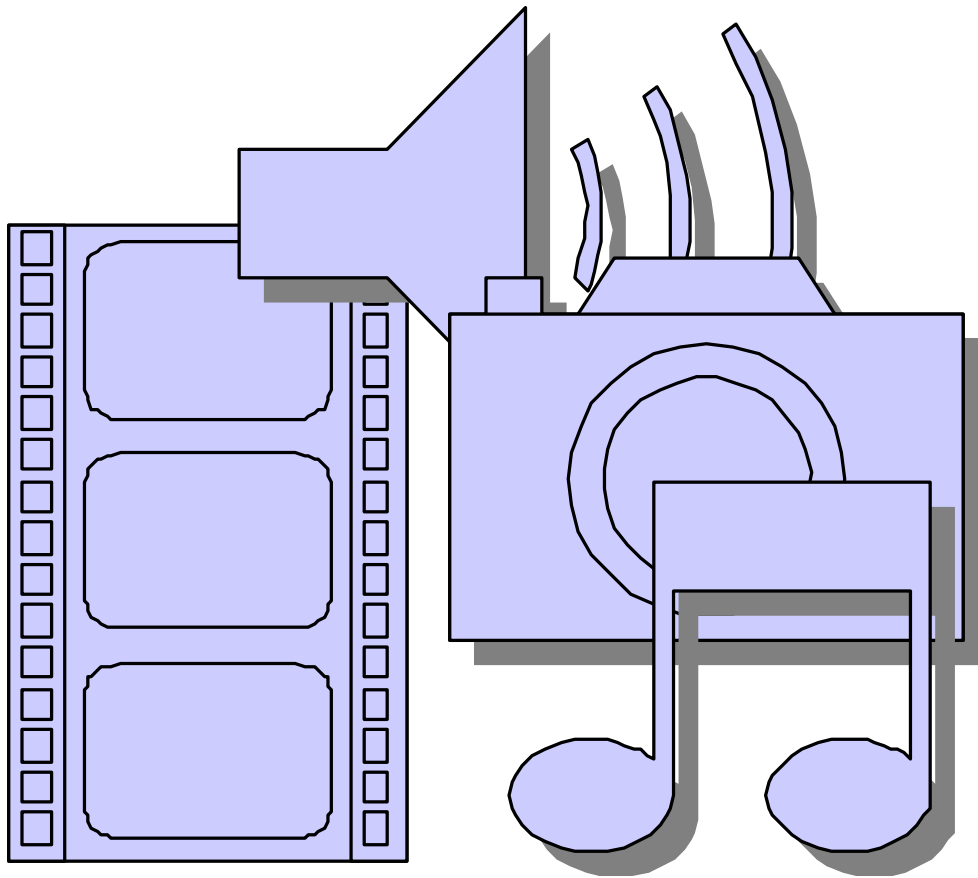


KCC Classroom Multimedia Guide



Revision 1.1 updated 10/11/07

The most current version of this document can be found at www.klamathcc.edu under Outreach->Using our Facilities

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Revisions

Version 1.1 was updated to change section “Room 104-201 and 308”. For Elmo Document Camera, changed Receiver setting from “DVD” to “VCR”

General Classroom Information

Every Classroom at Klamath Community College is multimedia ready. Standard Equipment includes:

- Instructor Workstation
 - Internet Access
 - DVD Player
- DVD/VCR player
- Document Camera
- Overhead Projector
- Audio Speakers

All classrooms generally have the same technologies, but have slightly different ways of using them, due to different technologies, and different brands/models of equipment. This is due to the fact that it is often not possible to upgrade every piece of equipment in all 21 rooms at the same time due to budget reasons. We try to keep the rooms as similar as possible, and detail the changes below.

Please keep in mind a few critical things that apply to all classrooms.

Projectors:

All projectors need to be turned off when you are not using them. Projector lamps have a limited number of hours they run and then have to be replaced at significant cost. The lamps work with very high heat and pressure, and wear down quickly. Turning off the projectors without using the recommended procedures will *drastically* shorten the life of the projector lamps.

All projectors have a cool down cycle that they run after they shut down. During the cool down cycle, the projector cannot be turned back on. This allows the projector lamps to cool down safely, ensuring the longest lamp life possible. On our current projectors, this should be under two minutes.

Cabinets:

All cabinets should be locked when you are done with classes. When locking cabinets, please ensure that the remotes are placed back in the cabinets before they are locked. Generally, we like the remotes to sit in the same location, on top of the multimedia equipment next to each other, so they are easy to find for the next class.

Please ensure that all equipment, with the exception of the projector, is left on at all times. This makes it easier for the next class to get up and going, and prevents severe problems in classrooms that use the touch screens.

Building 4 and Board Room

Touch Screens:



These classrooms are equipped with Touch Screen controllers. Please note the following steps.

1. If the Screen in the middle of the touch screen is dark. Touch it once to turn it on.
2. Press the button on the screen that corresponds with what you would like to use.
 - a. The Projector will turn on when one of these is selected.
3. The Projector may “latch on” to the wrong video signal, ie, show the PC when you press DVD.
 - a. After the projector has warmed up (about 30 seconds). Select another device on the touch screen. Then select the device you want to use again. This will force it to “re-sync”.
4. For PC:
 - a. Use the buttons on the right for volume control/mute.
 - b. You can play a DVD in the PC. Insert the disk and it will start playing automatically.

5. For DVD:
 - a. The touch screen will update with additional buttons that are used for DVD's, such as Play, Skip, Menu, Pause, etc.
 - b. Insert a disc into the DVD player.
 - c. Use the touch screen like you would use a remote.
 - d. Use the buttons on the right for volume control/mute.
6. For VCR:
 - a. The touch screen will update with additional buttons that are used for VCR's, such as Play, Fast Forward, Rewind, Pause, etc.
 - b. Insert the cassette into the VCR.
 - c. Use the touch screen like you would use a remote.
 - d. Use the buttons on the right for volume control/mute.
7. For Radio:
 - a. Press the Tuner Button.
 - b. The buttons that appear correspond with the pre-programmed radio stations.
 - c. Open the cabinet, and adjust the frequency you would like to listen to.
 - d. Use the buttons on the right for volume control/mute.
8. For Elmo:
 - a. Press the Elmo Button
 - b. Place the object you would like to display under the document camera.
 - c. Adjust the lens of the camera to center the object.
 - d. Turn the lens to adjust focus.
 - e. Many rooms have supplemental lighting. These are helpful for displaying the object clearer.
9. Power Off the projector when you are finished by pressing the bottom right button.
 - a. The projector enters a cool down mode, and cannot be turned back on for two minutes.
 - b. Please leave all other equipment turned on!

Room 420

Please note that room 420 has a newer style of document camera. To use this camera, you do not select the "Elmo" button as in step 8 above. Select the "PC" button in step 4, Press the Power button on the base of the document camera. You will see the light come on. Press the "Source" button on the base of the document camera to switch the display to the document camera. The video will show on both the instructor monitor, and the Projector.

Board Room

Please note that the Boardroom does not have a Document Camera.



Rooms 105 – 201 and 308

1. Turn on the projector by pressing the green button on the Dell Remote.
 - a. You may have to get close and in front of the projector for it to work.
2. Press “source” on the Dell remote. This will switch between the DVD/VCR player, and the PC Video.
3. For PC.
 - a. Press “TV Sound” on the receiver in the cabinet. Adjust volume as needed by turning the dial.
 - b. If Video appears distorted, press the “re-sync” button on the remote.
4. For VCR.
 - a. Press “DVD” on the receiver.
 - b. Insert Video Tape into DVD/ VCR player.
 - c. Adjust Volume as needed.
 - d. Use either remote or buttons on front of device to control playback.
5. For DVD.
 - a. Press “DVD” on the receiver.
 - b. Insert DVD into the DVD/VCR player.
 - c. Adjust volume as needed.
 - d. Use either remote or buttons on front of device to control playback.
6. For Document Camera:
 - a. Press “VCR” on receiver.
 - b. Adjust lens over object you want to display.
 - c. Turn on Light at base of unit if needed.
 - d. Adjust focus by turning lens.
7. Power off Projector.
 - a. Press the green power button on the remote twice.
 - b. The projector enters a “cool down” mode and cannot be turned back on again for 90 seconds.
 - c. Please leave the other equipment turned on.

Room 110

This room has a newer type of document camera. Please follow the above to get the PC to display on the projector. Then, press the power button on the bottom of the camera. This will turn on the light. Press the "Source" button on the bottom of the camera to switch between PC and camera. The camera will display on both the Projector and instructor monitor.

Rooms 202-207

These rooms are essentially the same as rooms 104-201 and 308, with the following exceptions:

- Press the "Data" button at the bottom of the Infocus remote to switch to PC video on the projector.
- Press the "video" button to switch to the DVD/VCR and document cameras on the projector.
- Press the power button once to turn off the projector.