



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Dey 202



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Introduction

This level one multimedia classroom has been designed to make it easy for you to deliver engaging classroom activities. This packet guides you through the operation of all features and functions of the equipment. The design of this classroom and the functionality it offers are direct results of the feedback from people such as you. We believe that Carroll 111 represents the best combination of usability and scalability to meet your changing needs for technology in the classroom.

Let's Talk...

We would like to hear from you anytime you discover an opportunity for improvement to this facility. We'd also like to listen to you discuss ideas about what you'd like to try to achieve in the classroom and how improvements might better enable you to do so. And, of course, if you experience any difficulty, simply pick up the red HOTLINE phone.

The **HOTLINE** Phone



To Report a problem in a room, just pick up the **RED** Phone. It will automatically be connected to our office.

STRESS BUSTER

IF we cannot solve the problem over the phone, please specify whether or not the technician may interrupt your class to resolve the problem.

ITS Classroom Hotline: 962-6702 Web Address: <http://hotline.unc.edu> Email: hotline@unc.edu

The Touch Panel: Start Pages

To begin using the touch panel, press here



The Touch Panel: An Overview

Main Menu Bar

The Main Menu Bar accesses all of the devices in the room.

Room Control Bar



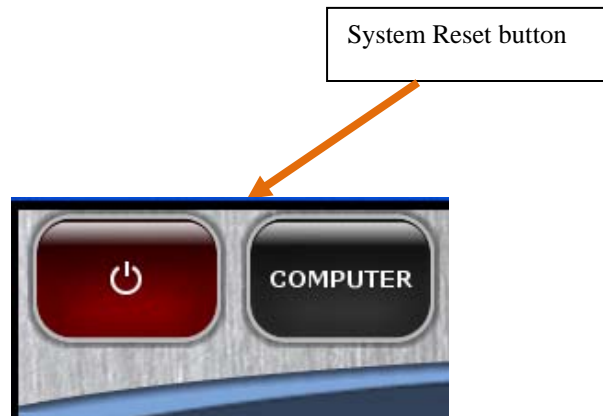
The Room Control Bar accesses all the room settings.

Program audio control buttons

STRESS BUSTERS

More power to you: Your laptop's battery should last for about an hour and a half, but why risk it? Bring your AC adapter with you and use it during your presentation/lecture. You'll never feel powerless again!

The Touch Panel: System Reset



The SYSTEM RESET BUTTON is located in the top left corner of every page. Press this button at the end of every event/presentation to “reset” the system to its default settings for the next user and to protect the life of the equipment. This will ensure that the system will operate properly for the next user.

After pressing SYSTEM RESET (Figure 1), the video projector will turn off, as will each piece of equipment located inside the A/V cabinet. This is fully automated, so you do not need to turn the equipment off yourself. If you press SYSTEM RESET accidentally, you have 10 seconds to press the screen again to abort the reset and continue as before. If 10 seconds pass without the screen being touched, the system will enter a two minute cool down period while it restores to the default settings. During this two-minute period, the system will not be usable.

Figure 1

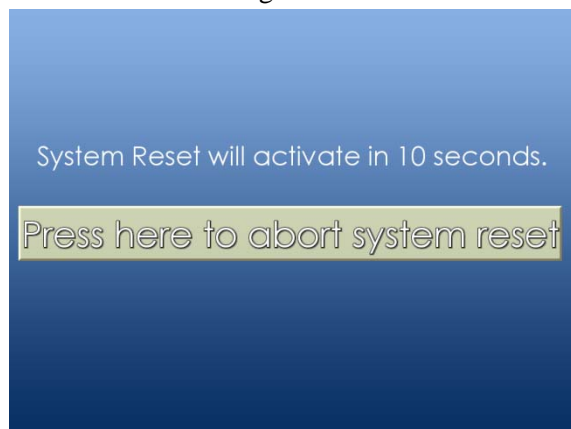
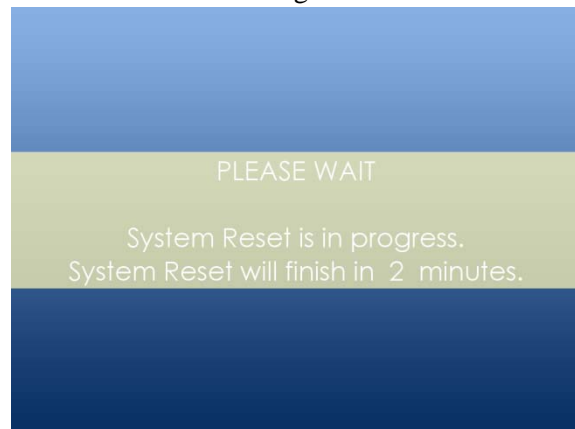
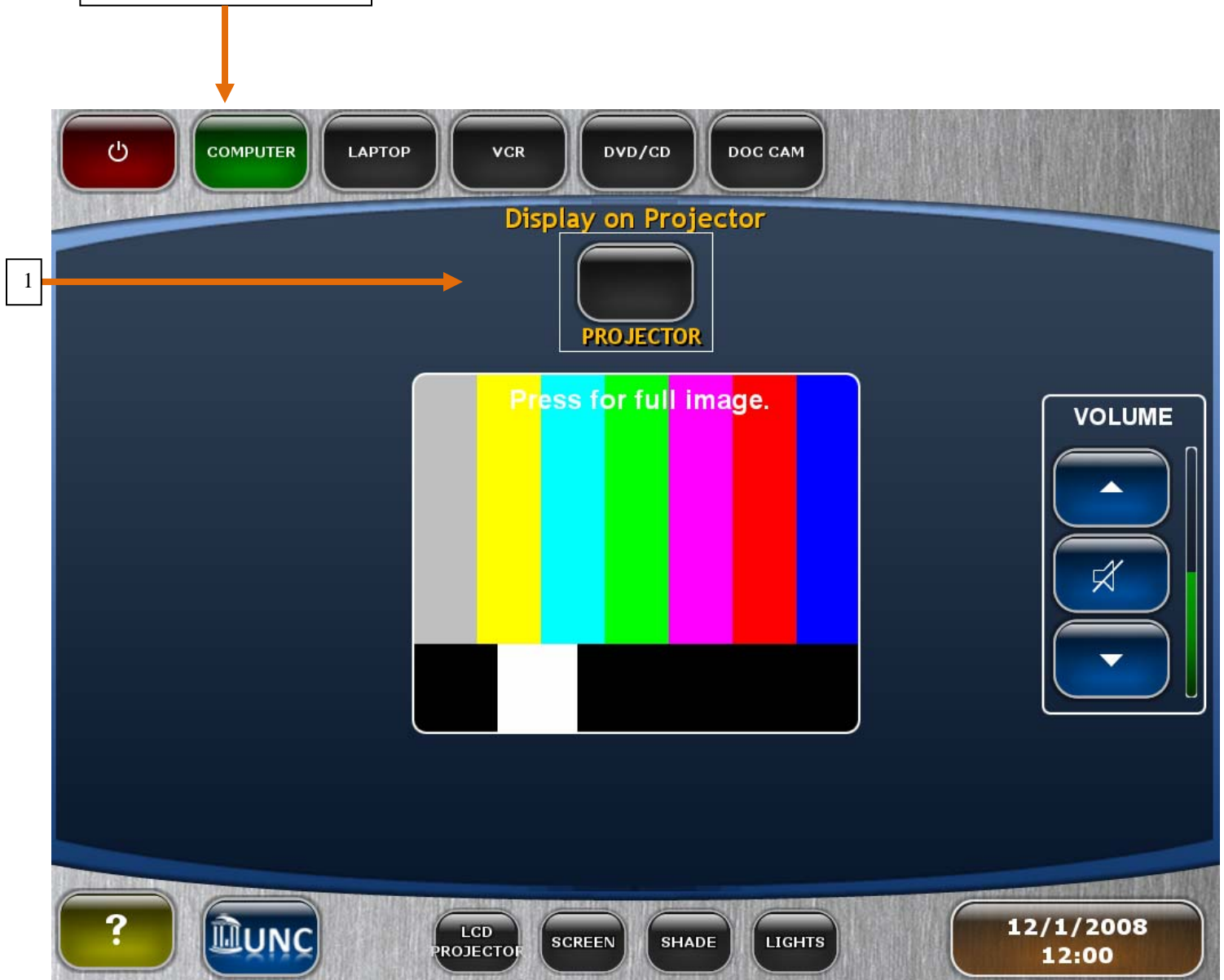


Figure 2



The Main Menu Bar: Computer Control

Press the Computer button.

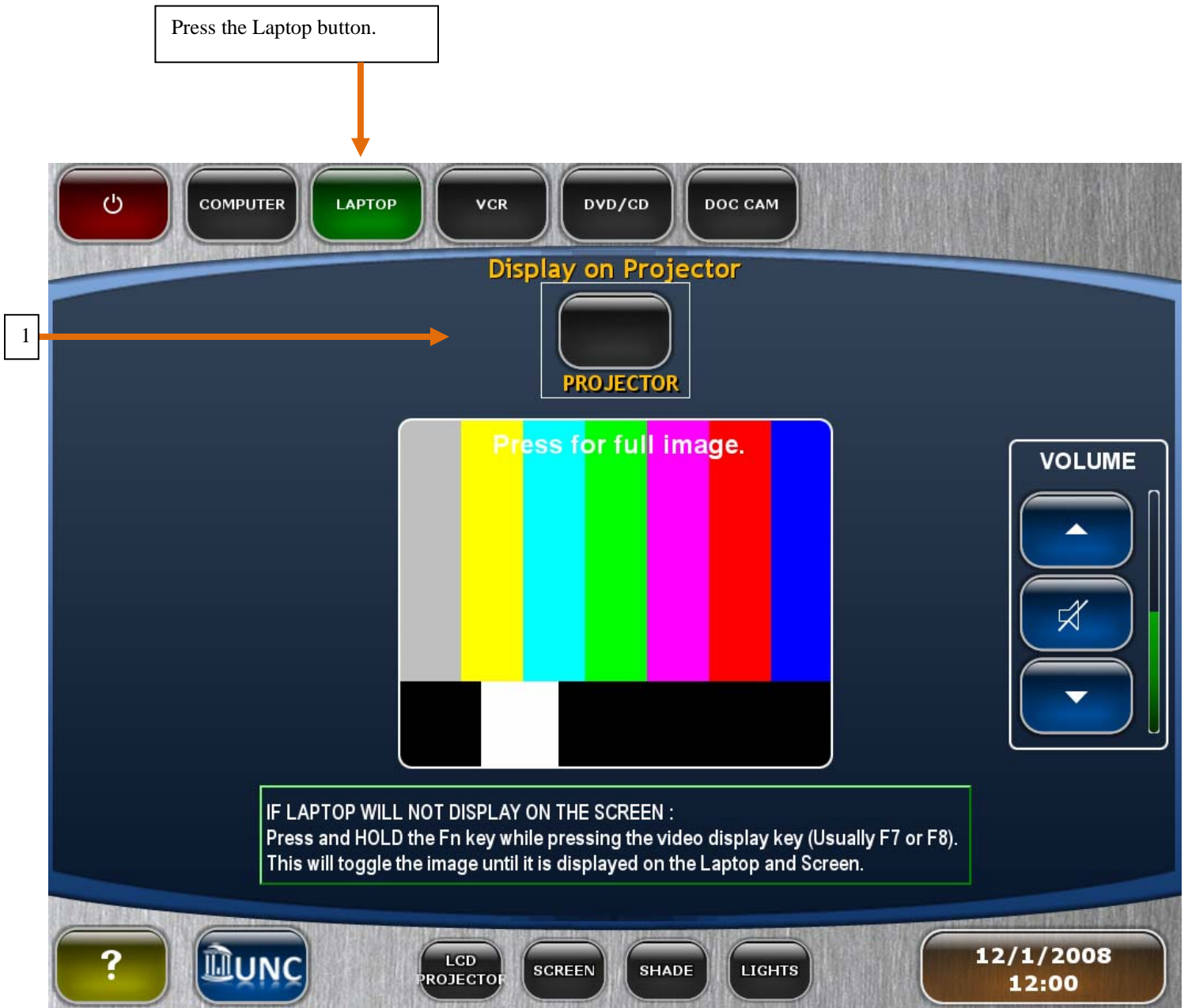


- 1) Use PROJECTOR button to display the computer image.

STRESS BUSTERS

If you don't see an image after selecting Computer, don't worry. If unused for awhile, the computer will sometimes go into hibernation or sleep mode. To wake it up, move the mouse around or press the space bar on the keyboard.

The Main Menu Bar: Laptop Control



- 1) Use PROJECTOR button to display the laptop image.

The Main Menu Bar: Laptop Control (Cont'd)

Stress Busters

- 1.) Plug in your AC power adapter (optional), and turn your laptop on.
- 2.) Attach the audio and video cables to your laptop.
- 3.) Attach the network cable to your laptop network adapter, if you want to connect to the network.
- 4.) Toggle your display by pressing Function (Fn) and F7 together. This may be Fn and F5 depending upon your laptop.)



The Main Menu Bar: VCR



- 1) Use PROJECTOR button to display the VCR image
- 2) Rewinds a VCR tape
- 3) Plays a VCR tape
- 4) Fast Forwards a VCR tape
- 5) Pauses a VCR tape
- 6) Stops a VCR tape
- 7) Ejects a VCR tape
- 8) Displays a counter
- 9) Resets the counter
- 10) Enables an aux video source to be displayed though the front AV jacks
- 11) Changes TV channels where available

The Main Menu Bar: DVD/CD



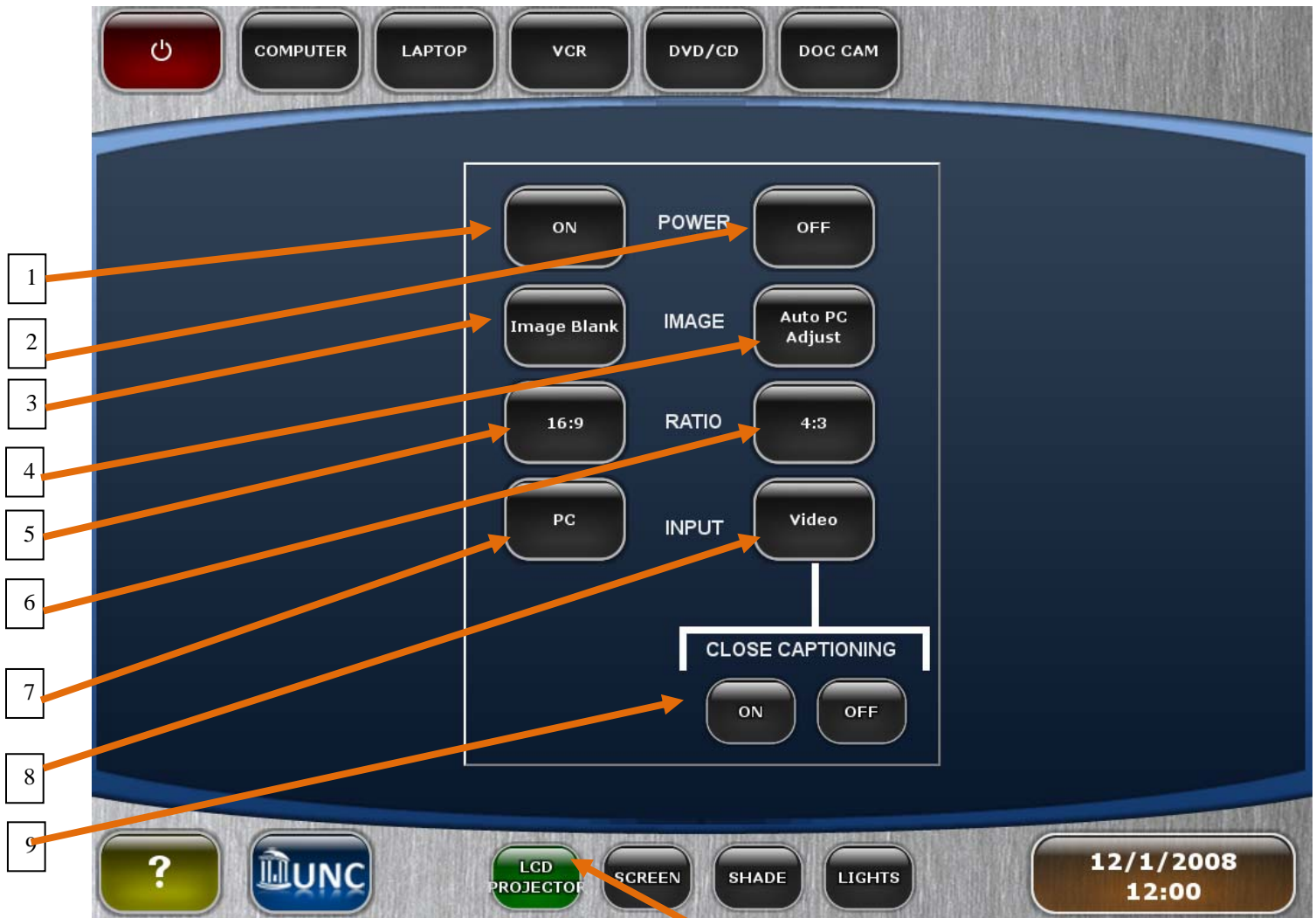
- 1) Use PROJECTOR button to display the DVD or CD image
- 2,4) Scans backwards or Forwards
- 3) Plays a DVD or CD
- 5) Pauses a DVD or CD
- 6) Stops a DVD or CD
- 7,8) Skips backwards or forwards
- 9) Ejects a DVD or CD
- 10) Displays Search keypad
- 11) Displays the DVD menu
- 12) Menu navigation keys
- 13) Displays a counter

The Main Menu Bar: DOC CAM



Use PROJECTOR button to display the Doc Cam image

The Room Control Menu Bar: LCD Projector



- 1) Power ON turns on LCD projector
- 2) Power OFF turns on LCD projector
- 3) IMAGE BLANK mutes and unmutes the LCD projector image
- 4) AUTO PC ADJUST adjusts the projector to the best computer image
- 5) 16:9 ratio display video in a 16:9 format
- 6) 4:3 ratio display video in a 4:3 format
- 7) PC input displays a computer image
- 8) VIDEO input displays the VCR or DVD
- 9) Turns on or off close caption

Press to use the LCD projector controls

STRESS BUSTERS

WARNING!!!

IF YOU TURN THE PROJECTOR OFF, IT CANNOT BE TURNED ON FOR 2 MINUTES!

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The Room Control Menu Bar: LCD Projector (Cont'd)

If you want to have your display ready and waiting but hidden from your audience without turning the projector off, use the IMAGE BLANK button. This will take the projected image off the screen, but will leave the projector on and running. Doing this will avoid the two minute down and warm up times.

To show the image again, press IMAGE BLANK. If you need to change the input on one of the projectors, press the appropriate DATA or VIDEO button to display the image.

Aspect ratios are typically in 4:3 or 16:9. 4:3 are what you normally see on TV or desktop PC monitors. 16:9 represents widescreen, typically used for HDTV or movies.

Note: Some movies are played with black bars on the top and bottom to display the image in a widescreen aspect ratio on a 4:3 screen. If so, you may not need to use the 16:9 option.

The Room Control Menu Bar: Screen



Press to use the screen controls

The **SCREEN** button gives you control over the center screen. You may raise or lower the **SCREEN**. Pressing the **UP** button will raise the selected screen. Pressing the **DOWN** button will lower the selected screen. The screens are preset at specific levels and heights. If the levels are off or not operating correctly, please call the hotline for assistance

The Room Control Menu Bar: Shades



Pressing the **UP** button will raise the shades.
Pressing the **DOWN** button will lower the shades.

Press to use the screen controls

The Room Control Menu Bar: Lights



There are four preset levels to which the lights may be set:

- 1) ALL ON sets lights to 100%
- 2) MEDIUM sets lights to 50%
- 3) LOW sets certain lights to 25% for optimal video viewing
- 4) ALL OFF turns all lights off.

Depending on the room, some of the Zone lights are dimmable while others are either on/off.

The Room Control Menu Bar: Help



The **HELP** button provides quick and easy access to information concerning the touch panel as well as the multimedia technology in the room.

After selecting a device, pressing **HELP** will generate a help page for that device.

Press **HELP** again to quit help and return to normal use of the touch panel

Example Help Page

PROBLEM: LCD projector is not on (blue screen) -

1. Turn the projector on, on the LCD projector page.

PROBLEM: No laptop image and the LCD projector is on (blue screen) -

1. Toggle external video until the image appears on the screen. As seen in image on the DATA_HELP page.
2. Press the "IMAGE BLANK" button on the LCD projector page.
3. Press the "DATA" button on the LCD projector page.

NOTE: When projector is turned off, the cooling fans will operate for 2 minutes and the lcd projector cannot be turned on.

LCD PROJECTOR CONTROLS

POWER ON turns the LCD projector on.
 POWER OFF turns the LCD projector off.
 IMAGE BLANK will display a blue image.
 DATA will display any computer image.
 VIDEO will display any video image.
 16:9 RATIO will display video image in wide screen mode.
 4:3 RATIO will display video image in regular screen mode.
 CLOSE CAPTIONING OFF will disable close caption text.
 AUTO PC ADJUST will adjust the computer image to best image.



LCD PROJECTOR

FOR ASSISTANCE: The Classroom Hotline
 962-6702 (Red Phone)
hotline@unc.edu

What If...

Problem	Possible Reason	Help
No image on screen	LCD Projector is not on	Press the ON button
No audio	Volume is not high enough	Adjust the volume
LCD Projector is turned on and LAPTOP is selected, but no laptop display	Laptop display needs to be toggled	Press Function and F8
The screen is blank, but the LCD projector is on	Image blank is on	Press the IMAGE BLANK button on the LCD PROJECTOR page
Still no image on any of the various modes (VCR, DVD, PC, etc.	Projector lamp may be burnt out	Contact hotline for a replacement lamp.
No sound is playing from Laptop, but still working on other menus	Laptop audio output may be too low	Turn up the volume on the laptop and also verify that the volume on the amplifier is turned up
No audio	Source is not sent to a projector	Select LEFT or RIGHT Projector