

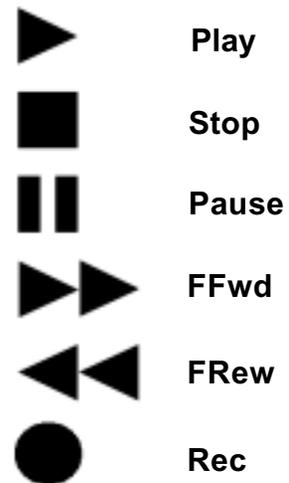
# Cassette Recorder (Denon DRM 555) MCC T6



## **TO RECORD AN AUDIO TAPE**

(Use your green LR1 key to unlock the centre equipment cupboard under desktop)

1. Activate the touch screen panel by touching the face of the panel.
2. Press the “Menu” button at the bottom right of the screen.
3. Activate microphone:
  - Press the “Volume” icon on the Main touch screen panel to activate the control screen
  - Ensure “Mute” is not activated, then select the desired volume level using the Up/Down arrow keys
  - If you prefer to use the Radio Microphone, take the transmitter from the equipment cupboard under the desktop
  - Ensure the Power switch is in the “ON” position (if the transmitter does not switch on, open the battery compartment and replace the battery)
4. Press the “Eject” button on Audio Cassette Recorder (ACR) to open the cassette door.
5. Insert a cassette (tape down, unused tape on the left).
6. Close the cassette door.
7. Press the “Cass” button on the Main touch screen.
8. Press the “Rec” button to begin recording.
9. Press the “Stop” button when recording is complete.
10. Press “Rewind” to rewind the tape or press the “Eject” button on the ACR to open the cassette door and retrieve your tape.
11. Switch the Radio Microphone transmitter off.
12. Return the transmitter to the equipment cupboard and lock it.



# Cassette Recorder (Denon DRM-555)

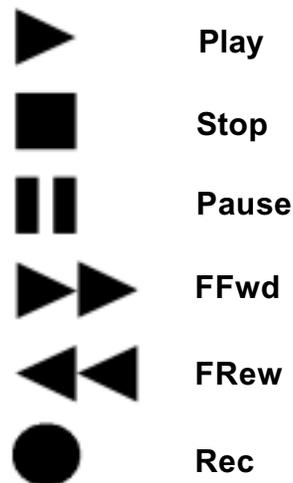
## MCC T6



### TO PLAY AN AUDIO TAPE

(Use your green LR1 key to unlock the centre equipment cupboard under desktop)

1. Activate the touch screen panel by touching the face of the panel.
2. Press the "Menu" button at the bottom right of the screen.
3. Press the "Volume" button at the right of the screen.
  - Ensure "Mute" is not activated, then select the desired volume level using the Up/Down arrow keys
4. Press the "Eject" button to open the cassette door.
5. Insert a cassette (tape down, unused tape on the left).
6. Close the cassette door.
7. Press the "Cass" button on the Main touch screen.
8. Press the "Play" button.
9. Press the "Stop" button when the presentation is complete.
10. Press "Rewind" to rewind the tape or press the "Eject" button on the ACR to open the cassette door and retrieve your tape.



# UHF Radio Microphone (Sony WRT 805A) MCC T6



## Using the Radio Microphone

(Use your green LR1 key to unlock the equipment cupboard)

1. Remove the Radio Microphone transmitter from the equipment cupboard.
2. Turn the POWER switch ON.
3. Check the Battery Indication on the Liquid Crystal Display (LCD panel).
4. Activate the AMX Touch Screen on the desktop by pressing the face of the screen.
5. Set the volume to the desired level using the "Volume" controls on the Touch Screen menu.
6. Attach the microphone to a convenient location on your clothing with the attached clip and locate the transmitter on your belt or in a convenient pocket.
7. On completion, replace the transmitter in the equipment cupboard and lock it.

**Note:** Remember not to use the microphone too close to a lectern microphone or feedback (howling) may occur.

## Battery Indication

When the power is turned on, the battery status appears on the liquid crystal display, and when the battery reaches stage 3 the "BATT" indicator on the LCD panel also starts to flash.

## Battery Change

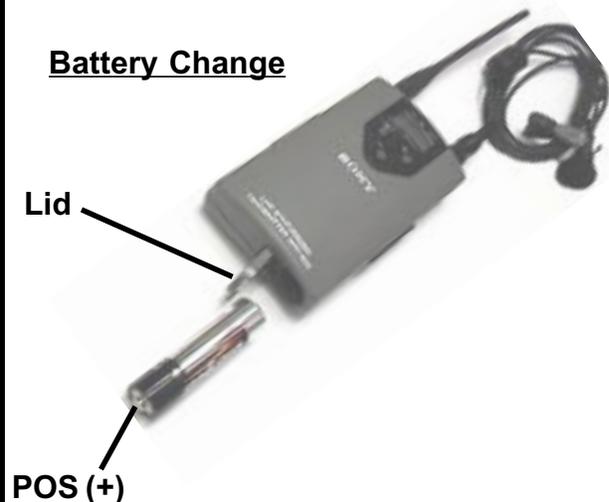
1. Slide the lid away from the edge of the case to open the battery compartment and remove the battery.
2. Match the polarity and insert the battery.
3. Close the lid and slide it in the reverse direction to lock.



## Battery Indication

1	2	3	4
Lights	Lights Flashes	Off	
Good	Less than half-charge	Almost exhausted	Flat

## Battery Change



# Overhead Projector (3M 9200) MCC T6



## **Set up**

1. Raise the post until it locks into place.
2. Plug in power cord and turn on. Adjust image to screen elevation (A).
3. Focus the projected image by turning Focus Knob (B).

## **Fold Down**

1. Raise projection head up to the maximum. Fold mirror down (A).
2. Release the post lock (B).
3. Fold down the post. Secure the post in post cradle (C).
4. Rotate focus knob to minimum.

## **Lamp Replacement**

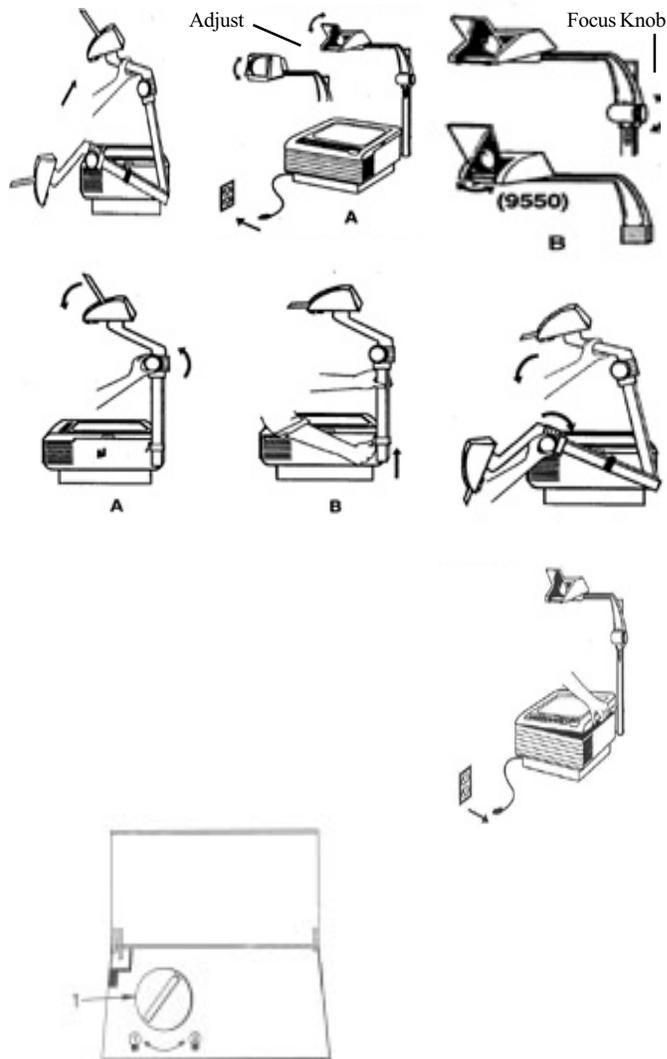
1. Turn projector off and unplug the power cord.
2. Lift up top cover.
3. Remove and discard the old lamp (see fig A).
4. Install new lamp.
5. Push fully and squarely into socket (see fig B).
6. Close the top cover.

## **Lamp Changer**

1. The 3M 9100 has a lamp changer feature.
2. To activate the second lamp, rotate the lamp changer knob (1).
3. The 3M 9100 has an indicator that lights up red (2). This visual reminder alerts the operator that one or both lamps are burned out or missing.
4. The High-Low lamp switch (3) is located in the top front control panel. Low is recommended for normal use, High is recommended for LCD projection panels.

## **Color Tuning**

1. To eliminate red or blue corners on the screen, rotate the colour tuning dial.
  - a. Blue Corners - Rotate dial to the left.
  - b. Red Corners - Rotate dial to the right.



# Video Recorder (Panasonic NV-SD 400)

## MCC T6



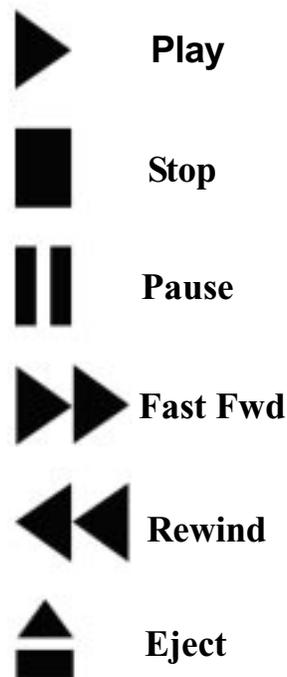
### TO PLAY A VIDEO TAPE

1. Activate the touch screen panel by pressing anywhere on the face of the panel.
2. Press the “Menu” button at the bottom right of the screen.
3. Select the “VHS” icon on the Main touch screen panel:
  - Motorised screen will lower
  - Data projector will switch on
  - VHS control panel will open on the touch screen

**Note:** Wait for approximately thirty seconds for the bulb to warm before the projector is ready for use
4. Insert a VHS cassette into the Video Cassette Recorder (VCR).
5. Press the “Play” button on the VHS control panel.
6. Press the “Lights and Screen” icon to select the lighting panel:
  - Select the desired lighting preset.
7. Adjust the volume using the volume controls on the VHS screen:
  - Ensure “Mute” is not activated, then use the Up/Down arrows to set the desired level
8. Press the “Stop” button on the “VHS” control panel when the tape has finished.
9. Rewind the tape:
  - Press the “Rewind” button on the “VHS” control panel
10. When rewound, press the “Eject” button on the front panel of the VCR:
  - Remove your tape
11. Switch the projector off and raise the screen using the controls on the Main screen on the touch screen panel:
  - Press the projector “Off” button and the screen “Up” arrow

**OR**
12. Shutdown system:
  - Select the “Shutdown” icon at the lower right of the screen (Shutdown turns all equipment off, raises the screen and brings the main lighting up to full)

**Note:** if other equipment is to be used, select the corresponding icon to display the control array.



# DVD Player (Toshiba SD-2500Y)

## MCC T6



### TO PLAY A DVD DISC

1. Activate the touch screen panel by pressing anywhere on the face of the panel.
  2. Press the “Menu” button at the bottom right of the screen.
  3. Select the “DVD” icon on the Main touch panel screen:
    - Motorised screen will lower
    - Data projector will switch on
    - DVD control panel will open on the touch screen

**Note:** Wait for approximately thirty seconds for the bulb to warm before the projector is ready for use
  4. DVD player:
    - Press the “Eject” button on the front panel of the player
    - Place your disc in the tray and push to close
  5. Press the “Lights and Screen” icon on the Main touch screen to select the lighting panel:
    - Select the desired lighting preset
  6. Adjust the volume by selecting the “Volume” icon on the Main touch screen panel:
    - Ensure “Mute” is not activated, then use the Up/Down arrows to set the desired level
  7. Press the “Play” button or the “Menu” to access other functions on the DVD control panel.
  8. When the programme has finished press the “Eject” button and remove your disc.
  9. Switch the projector off using the controls on the Main touch screen panel:
    - Press the projector “Off” button
- OR**
10. Shutdown system:
    - Select the “Shutdown” icon at the lower right of the screen  
(Shutdown turns all equipment off and brings the main lighting up to full)

**Note:** if other equipment is to be used, select the corresponding icon to display the control array.

# Data Projector (Sony VPL-PX11)

## MCC T6



### T0 DISPLAY A COMPUTER SCREEN

1. Ensure the computer in the equipment cupboard is switched on:
  - Press the power switch on the front of the computer and allow the computer to boot
2. Switch on the bench top monitor:
  - Press the power switch on the right hand side of the monitor front panel
3. Log on to the computer:
  - Use your University ID and password OR as per the generic instructions on the bench-top
4. Activate the Touch Screen panel by pressing anywhere on the face of the panel.
5. Press the "Menu" button at the bottom right of the screen.
6. Press the "PC" button on the Main control screen:
  - The motorised screen will lower
  - The data projector will switch on

**Note:** Wait for approximately thirty seconds for the bulb to warm before the projector is ready for use
7. Press the "Lights and Screen" icon on the touch screen panel to activate the lighting panel:
  - Select the desired lighting preset
8. On completion, log off.
9. Switch monitor off.
10. Shutdown system:
  - Select the "Shutdown" icon at the lower right of the screen or use the touch screen controls to individually return the lights, screen and projector to their original conditions  
(Shutdown turns all equipment off, raises the screen and brings the main lighting up to full)

**Note:** if other equipment is to be used, select the corresponding icon to display the control array.

# Data Projector (Sony VPL-PX11)

## MCC T6



### T0 DISPLAY A LAPTOP COMPUTER SCREEN

1. Activate the Touch Screen panel by pressing anywhere on the face of the panel.
2. Press the "Menu" button at the bottom right of the screen.
3. Select the "Extern" icon on the Main touch screen panel.
  - The data projector will switch on
  - The motorised screen will lower
4. Connect the VGA cable protruding from the bench-top to your laptop.
5. If you require audio also, connect the audio cable protruding from the bench-top to your laptop.
6. Network connection:
  - Connect the network cable protruding from the bench-top

**Note:** all the necessary identification is on the printed label on the desk-top
7. Turn on your computer and allow the operating system to boot:

Some computers will automatically display their output to the projector. If the image has not appeared on the screen, first check that the projector input is correctly selected, then toggle your computer output using the appropriate function key(s)
8. On completion, disconnect the computer.
9. Shutdown system:
  - Select the "Shutdown" icon at the lower right of the screen or use the touch screen controls to individually return the lights, screen and projector to their original conditions  
(Shutdown turns all equipment off, raises the screen and brings the main lighting up to full)

**Note:** if other equipment is to be used, select the corresponding icon to display the control array.

# Slide Projector 35mm (Kodak S-AV 2050) MCC T6



## Preparation for 35mm Slides

### **In the Rear Projection Room**

#### **Loading**

1. Load carousel tray:
  - a. Remove cover
  - b. Position the base plate - at "0"
  - c. Insert slides as illustrated
2. Replace cover.
3. Switch on projector using the labelled "Proj 1" and/or "Proj 2" Manual/Auto switches in the bio box.
4. Place tray into it's "0" position on slide projector.
5. Advance to first slide.
6. Focus the images using the focus knob (or ring barrel on lens for some models).
7. Turn off projector - reset the Manual/Auto switch to "Auto".

**DO NOT SWITCH OFF THE MAIN POWER SWITCH AT THE REAR OF THE PROJECTOR**

*Note: Each carousel takes up to 80 slides. You may prefer to bring a tray loaded. Additional trays available from Departmental Administrator.*

*Note: Do not use slides that are damaged in any way - they can jam the projector. Slides to be projected for more than 2 minutes should be glass mounted. All slides should be uniformly mounted (preferably in glass) for professional presentation and consistent focus. Do not leave projector on when not in use.*

#### **Operation**

##### **At the lectern (using the Touch Panel controls)**

1. Lower the projection screens:-
  - Proj 1 - select "Lights/Screen" on the Main touch screen panel and select the green screen (down) icon
  - Proj 2 - use the articulated screen at the front of the room
2. Press the "Pres 1" or "Pres 2" buttons to select the desired lighting level.
3. Press the "Slide" icon on the Main touch screen.
4. Switch on slide projector(s) using the appropriate "Power" button(s).
5. Advance the slides using the forward and reverse buttons on the touch panel.
6. Focus as necessary using the "Focus" buttons on the touch panel.

#### **Completion**

##### **When slide presentation is finished**

1. Turn off projector using the "Power" button(s) on the Slide screen of the touch panel.
2. Turn the theatre lights on using the lighting controls on the touch panel.
3. Raise the projection screen:-
  - Proj 1 - select "Lights/Screen" on the Main touch screen panel and select the red screen (up) icon

##### **To retrieve slides at the rear projection room**

1. Switch on projector as in Loading - step 3, Loading, above.
2. Return carousel tray to "0" position using Fwd/Rev buttons on projector.
3. Turn projector off - set Man/Auto switch to "Auto".
4. Remove slides from tray. Please leave carousel with projector..

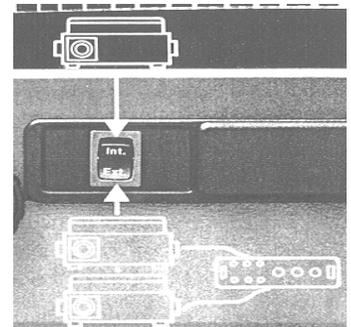
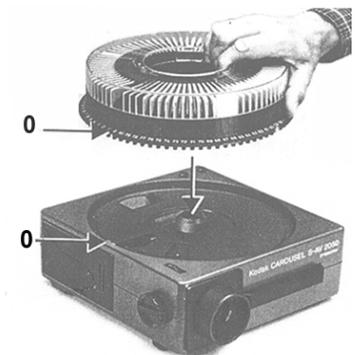


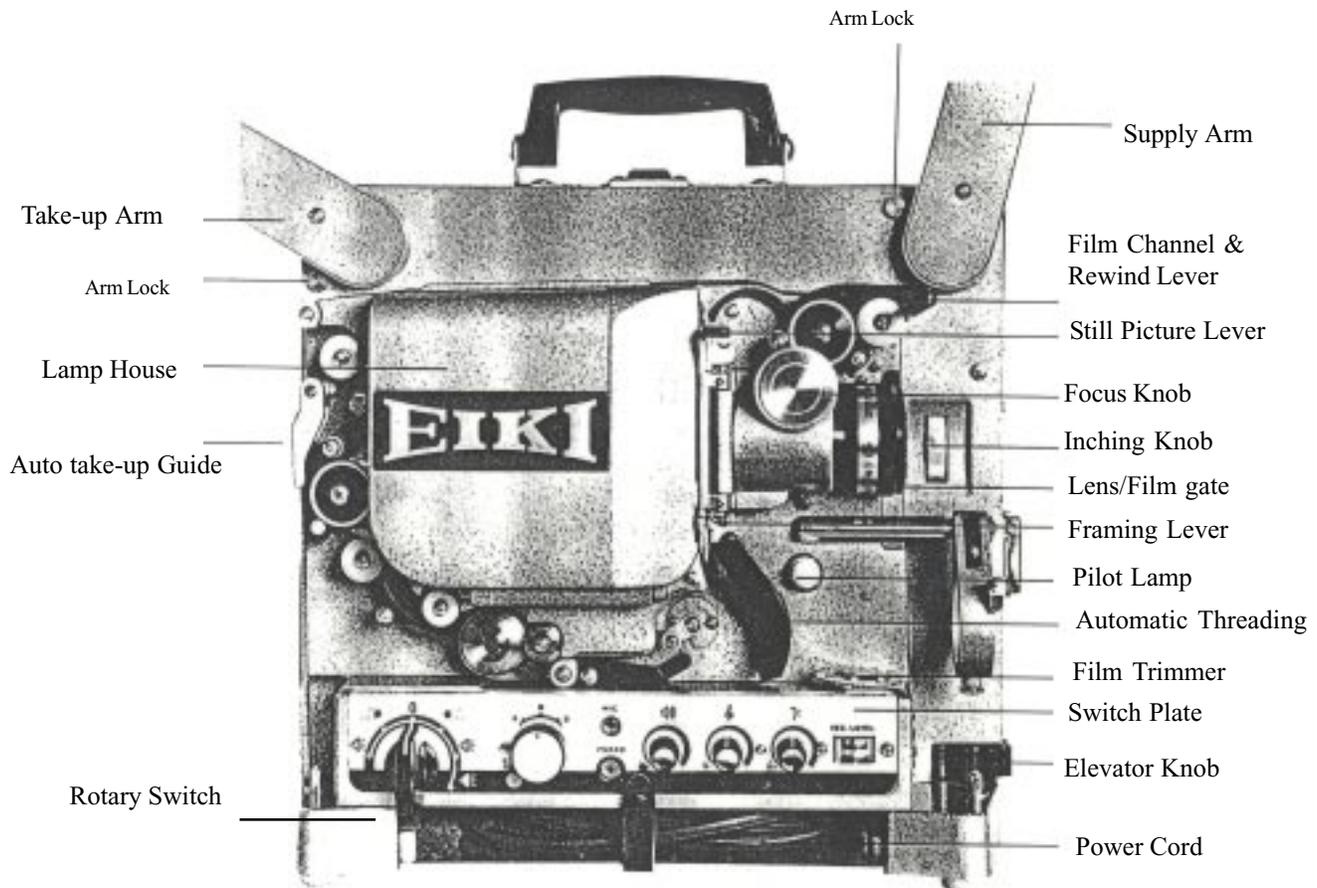
Fig.1



Place tray into its "0" position on slide projector.

# Film Projector 16mm (Eiki RT-1)

## MCC T6



### **Setting up the Projector**

1. Raise both reel arms until they snap into place.
2. Speaker cord must be plugged into speaker socket on projector and speaker unit on cover. (only models with removable speaker in front cover).
3. Connect power plug into proper power outlet.
4. Make sure the rotary switch is in OFF (O) position.

### **Focusing**

1. Turn ROTARY switch to FORWARD position and LAMP position.
2. Raise projector if required by turning black elevator knob on front of projector.
3. When screen is illuminated and is of correct size, focus so light is sharp.
4. Switch OFF (O).

### **Threading/Manual Threading Models**

1. Swing lens away from projector by pulling on lens holder.
2. Open both sprocket shoes and rubber roller.
3. Thread film following THREADING DIAGRAM (over page). Raise rubber guide roller as necessary.
4. Close both sprocket shoes and lens holder.
5. Be sure film is seated properly in the gate.
6. Check threading by turning inching knob. When knob is turned by pushing UP, film should move forward intermittently in film gate and both lower loops will be maintained.
7. Attach leading edge of film on to take-up reel.

# Film Projector 16mm (Eiki RT-1)

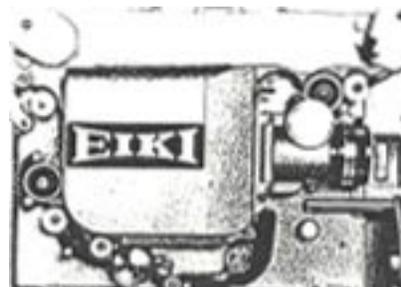
## MCC T6



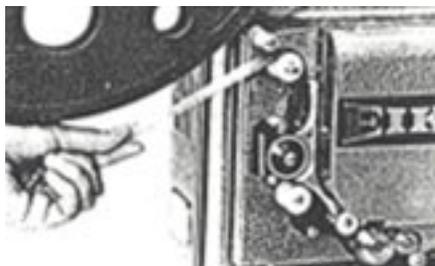
1. Insert film in trimmer and cut with raised end.



2. Turn ROTARY SWITCH to FORWARD position



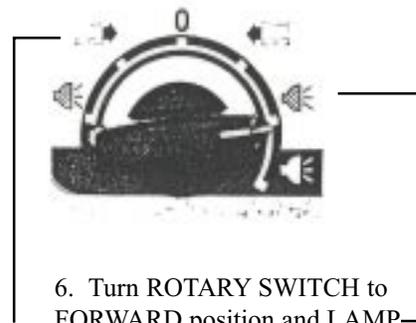
3. Push automatic threading control to 'SELF THREAD' position



4. Insert film leader into Film Channel, film will thread automatically. When a gentle tug is applied to film coming off last roller, the automatic threading guides will release.



5. When sufficient film has passed through projector to take-up reel, SWITCH OFF (O)



6. Turn ROTARY SWITCH to FORWARD position and LAMP Position.

### **Projection**

1. Turn ROTARY SWITCH to FORWARD position and LAMP position.
2. Focus picture, and frame film by adjusting the framing lever.
3. Turn volume switch on and adjust tone.
4. Using the touchscreen panel at the lectern, select "Lights/Screen" & the green "Screen" (down) icon.
5. For STILL PICTURE, depress STILL PICTURE LEVER (focus adjustment may be necessary). If shutter has stopped in front of picture, it may be moved by turning inching knob either direction until picture shows on screen.
6. For REVERSE PROJECTION, turn ROTARY SWITCH from OFF position (O) to REVERSE and LAMP.
7. When film is completed, turn ROTARY SWITCH to FORWARD position and let motor run until all film is on take-up reel.

### **Rewinding**

1. Attach tail end of film to supply reel.
2. Move rewind lever DOWN to REWIND position, and turn ROTARY SWITCH to FORWARD position. After rewinding, first return rewind lever UP to OPERATE position and turn ROTARY SWITCH to OFF position (O).
3. Shutdown system:
  - Using the touchscreen, select the "Shutdown" icon at the lower right of the screen or use the touch screen controls to individually return the lights, screen and projector to their original conditions