MULTIMEDIA EQUIPMENT IN PODIUM

The SAM key opens the podium cabinet and drawer.

The cabinet will contain a VCR player, a DVD player, and amplifier sound control unit, and will look something like this:

[Image of multimedia equipment]

- Amplifier
- CD Player
- DVD Player (all regions)
- VCR Player
- Cassette Player
- Turntable

All equipment can be accessed using the Smart Panel as instructed below. Individual remotes are also available if the Smart Panel is not functioning.

NOTE: Please contact Scripps Media Services at least one day prior to the presentation for any special instructions or equipment setup: call ext. 73193 or send email to AV@scrippscollege.edu
1. Turn the Video Projector ON. Be sure to wait approximately two minutes while the projector lamp warms up. Please do not turn on and off repeatedly!

2. Make sure the computer is turned on first, and then select the desired Input: Computer, Laptop, DVD, or VCR:

3. If you use the DVD or VCR player, use the Transport Control on the Smart Panel to turn the unit on:

4. Make sure the Amplifier is turned on, and the volume must be turned up.

**Note:** The amplifier should be left on at ALL times; the Smart Panel does not control this device.
5. Insert your tape or DVD and use the transport control to control the functions. Push play, rewind, fast forward, and pause as needed. When using the DVD, the menu control can be accessed using the arrows.

   **Note:** to eject your media you must use the Eject button on the device.

6. Adjust the volume using the Volume Control buttons on the Smart Panel. The Volume Control will manage each input device that is currently selected.

7. Please remember to turn the Projector OFF with the Projector Off control button. Use the Transport Control to turn off the VCR and DVD player when you’ve completed your presentation.

**TROUBLESHOOTING TIPS:**

- Store your presentation or files onto a flash drive or CD whenever possible and bring that to the classroom. Copy the presentation to the computer desktop for faster viewing.

I'm trying to play a DVD or VCR and the Picture is not showing on the screen:
   - If you do not see any video make sure the projector is indeed on, and the lamp has not burned out.
   - Verify that the DVD or VCR is on inside the cabinet.

I'm trying to play a DVD or VCR however, I cannot hear the sound:
   - Make sure the amplifier is on the volume knob is turned up.
   - Check the volume controls on the Smart Panel Controller.

How do I turn the DVD off during my presentation?
   - Use the Transport Controller to turn the device off.

I'd like to switch between the media devices, how can I do that?
   - You can switch between your Computer, DVD, VCR and Laptop devices by selecting the input device via the SP Controller.
   - Use the Smart Panel controls for volume and media direction.

I'd like to use my laptop in the classroom, where do I connect it?
A Male to Male VGA cable is required:
   - Connect the laptop into the Laptop port on the SP Controller, and then select the Laptop Input to display from the projector.
   - If you cannot see a picture then try holding down the FN key and press F8 to switch the laptop video output.
   - Use a 1/8 male audio cable for sound.
USING THE iMAC COMPUTER

- Turn on the computer by pushing the Power button located on the lower left hand side in the back of the iMac base
- On the Smart Panel, select Computer
- Follow the instructions below for accessing the network in the Smart Classrooms using the Mac OS X image.
- Faculty, staff, and students can access the network from Smart Classroom computers through their network account. If username does not work:
  - Start typing username and press tab key to select name from list
  - Type in full username with context, e.g.: .username.faculty.scripps
- If a non-Scripps user is attempting to log on, please check with Media Services or IT staff for a username and password to use.
- If you are showing a PowerPoint presentation, it is best to save a copy to the desktop and run from there, rather than from the network, CD, or flash drive.

CONNECTING A LAPTOP COMPUTER

- Should a user need to connect their own laptop computer to the projector:
  - Connect the laptop to podium or Smart Panel using a VGA cable – connect one end to laptop and other to the port
  - Select Laptop on the Smart Panel
- If the laptop does not view:
  - Select Comp 1 or Comp 2 on the remote
  - Try pressing the F8 key on the laptop, or FN key + F8 key
PLAYING A DVD

- Load the DVD into the DVD player in the cabinet
- On the Smart Panel, select DVD
- The controls for the DVD player are either on the Smart Panel, or you can use the factory remote, or the DVD player itself
- Volume is controlled on the Smart Panel; if there is no volume, check the Amplifier to make sure it is turned on and the sound is turned up.

PLAYING A VCR TAPE

- Insert the video cassette into the VCR player in the podium
- On the Smart Panel, select VCR
- The factory remote can be used if preferred, or the controls on the VCR itself
- Volume is controlled on the Smart Panel; if there is no volume, check the Amplifier to make sure it is turned on and the sound is turned up.

TYPES OF PROJECTOR SCREENS

Some of our projector screens are automatic, which means that they can be moved up and down with a switch, or when the Projector on the Smart Panel is turned On. Other projector screens are not automatic and must be manually raised and lowered:

- Some of the newer non-automatic screens are marked "CSR": this means that they have Controlled Screen Retractors. If your screen is a CSR you can fully retract it by pulling down and letting go; the CSR will make sure that the screen goes up at a safe pace.

- However, some of our older screens do not have CSR so please use caution when operating them.

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INSTRUCTIONS FOR FACTORY REMOTE CONTROLS

VCR REMOTE CONTROL

The VCR remote control works with the Video Cassette Recorder. All of the VCR controls are available with this handheld unit. To turn the VCR on, press the POWER button located at the top left of the remote. After you have inserted the videotape press the PLAY button to begin viewing your film.

DVD PLAYER REMOTE CONTROL

The DVD remote control works with the DVD Player. All of the DVD controls are available with this handheld unit, as well as on the Pronto remote. To turn the DVD on, press the POWER button located at the top left of the remote. After you have inserted the DVD press the PLAY button to begin viewing your film.

You may have to maneuver through various screens on the DVD itself to reach the play controls for the film, special features, etc. These are functions of the DVD itself and NOT of the DVD player, so we have no control over these options.

VIDEO-DATA (PROJECTOR) REMOTE CONTROL

The Video-Data Projection unit can be controlled from the Smart Panel, and using the factory remote control.

If the Video-Data Projector displays TWO lights (red and green) then the unit is READY to be powered on. Press the POWER button ONE TIME to turn ON the unit.

NOTE: If you press the POWER BUTTON again, the unit will power off and you will have to WAIT for the TWO LIGHTS to display again, before you can power up the projector, or wait five minutes.

The mode button located on the top of the remote is used to toggle between the three possible device inputs:

• AV1 or Video 1 - used for VCR & DVD
• Comp 1 – use for computer
USING MAC OS X IN THE SMART CLASSROOMS

You will need to log in TWICE: The first login box logs you into the computer, while the second logs you into the servers and mounts the appropriate server volumes, including your Network Home Directory. Both logins require your Novell network username and password.

LOGIN TO OTHER SERVERS:

In Finder click GO > Connect to Server > then type in server address:

- Artstorage Address: Artstorage.scrippscollege.edu
- Web Address: Macweb.scrippscollege.edu
- Departmental Address: Macdept.scrippscollege.edu
- Home Directory: Machome.scrippscollege.edu

FINDING YOUR FILES

Find your personal files here:

This is your Network Home Directory. All files that you save here are stored on the Scripps server. You can access them from any computer on campus.

When working on a Mac, you can access this folder easily in most save dialogues. It is called My Network Home Directory and is located under Favorite Places.

Note: Desktop items and other settings also reside in the local Home folder. Please copy any desktop files you will need to the server before logging out.

LOG OUT

When you click on the Scripps Logout button, you will have thirty seconds to Cancel or Log Out before you are automatically logged out.