

# FOSTER ROOM MEDIA CABINET INSTRUCTIONS

If you need assistance or a key to the cabinet, please contact a technical support staff person in your individual department (Animal Science, Environmental Toxicology, or Nutrition).

## Important notes:

- *The projector will automatically shut off after 3 hours (just press the **PROJECTOR ON** button to power it back on).*
- *There are **2 power outlets in the cable cubby on the top of the podium** where you can plug in your laptop.*
- *Do not quickly or repeatedly turn the projector on and off as it will blow the bulb out (~\$400 to replace)*

## COMPUTER CONNECTION & PROJECTION

- **DO NOT TURN ON LAPTOP UNTIL ALL CONNECTIONS ARE COMPLETED (Note: there are 2 power outlets in the cable cubby where you can plug in your laptop)**
- If it is not already lowered, **LOWER PROJECTION SCREEN** using controls on podium to the right of the smart panel.
- On the smart panel, push the **PROJECTOR ON** button.
- **Red and green** lights next to the projector button will come on as it **warms up** (30-40 seconds). **Projector is ready when red light goes out, green light stays on.**
- **After the projector is ready**, push the button labeled **LAPTOP** on the Smart Panel. The window next to the button will light up.
- Remove **VGA cable** from the cable cubby to the left of the Smart Panel.
- Attach the **VGA cable** to the **MONITOR** port of your laptop.
- For **AUDIO** connection, plug the audio cable to your laptop slot that has a picture of headphones or says "speaker." To adjust **AUDIO VOLUME** use volume up/down buttons on smart panel.
- For **NETWORK** connection, pull the Ethernet cable from the cable cubby to your computer. Your laptop should be configured for DHCP and your Ethernet card address should be registered for the campus network. If you have not registered your network card, then you can use the static IP settings listed below:

**IP:** 169.237.247.129  
**Gateway:** 169.237.247.142  
**Subnet:**255.255.255.240  
**DNS1:** 169.237.1.250  
**DNS2:** 169.237.250.250

- **NOW TURN ON YOUR COMPUTER – There are 2 power outlets in the cable cubby where you can plug in.**
- Image on your computer screen should now project on the projection screen. If no picture on screen, you may need to reconfigure your laptop.
- **FOR PC'S:** Press at the same time the function (Fn) key and the Function number key with the picture of two screens or states CRT/LCD. This will change the image from the laptop screen to the projector screen. Press both keys a second time and the image will be on both screens.
- **FOR MAC'S:** Go to Apple, System Preferences. Click on Displays. Click on the Arrangement button. Check the box next to "Mirror displays" or drag the image of one monitor over the other.
- **WHEN FINISHED**, power down computer, remove cable connections and place cables back in cable cubby.
- Push **PROJECTOR OFF** button to turn off projector and raise the projection screen using the screen controls on the podium to the right of the smart panel.

## DOCUMENT CAMERA

A document camera is like a digital overhead projector. It projects whatever you have placed on the white space under the camera in real time (it will project both transparencies and plain pieces of paper).

- If it is not already lowered, **LOWER PROJECTION SCREEN** using controls on podium to the right of the smart panel.
- On the smart panel, push the **PROJECTOR ON** button.
- Red and green lights next to the projector button will come on as it warms up (30-40 seconds). Projector is ready when red light goes out, green light stays on.
- **After the projector is ready**, push the button labeled **DOCUMENT CAMERA** on the Smart Panel. The window next to the button will light up.
- **Pull out the drawer** on the right side of the podium (if you do not have a key to the podium, please check your department) – note that the document camera is in the **drawer that pulls out on the right SIDE of the podium (NOT behind the cabinet doors in the front)**. Unfold the arms for the lights and then hold down the lockdown button on the camera arm and raise the camera arm up and turn the camera to point down. Power on the document camera. Place your document under the camera to project it to the screen.
- **WHEN FINISHED**, power down document camera, fold down camera and then fold down the camera arm and light arms, close and lock drawer. Push **PROJECTOR OFF** button to turn off projector and raise the projection screen.
- Remember to **lock the drawer back up** when you are done.

## DVD/VCR PLAYBACK

- If it is not already lowered, **LOWER PROJECTION SCREEN** using controls on podium to the right of the smart panel.
- On the smart panel, push the **PROJECTOR ON** button.
- **Red and green** lights next to the projector button will come on as it **warms up** (30-40 seconds). **Projector is ready when red light goes out, green light stays on.**
- **After the projector is ready**, push the button under the window labeled **DVD/VCR** on the Smart Panel. The window next to the button will light up.
- Open the front **LEFT** cabinet door labeled **DVD/VCR** (if you do not have a key, contact your department). Push the **POWER** switch on the DVD/VCR player to turn it on.

### To play a DVD:

- Press **OPEN/CLOSE** button to open disc tray.
- Place DVD disk on tray then press **OPEN/CLOSE** button to close.
- Press the **PLAY** button to start the DVD.
- To adjust **AUDIO VOLUME** use volume up/down buttons on smart panel.
- To **FAST FORWARD** or **FAST REVERSE**, use the skip/scan arrows on the front of the DVD player. Each time the button is pressed, the speed increases up to 4 steps (2X, 4X, 16X and 100X). Press **PLAY** to return to normal speed.
- To **STEP THROUGH THE CHAPTERS** of a title press the forward or reverse skip/scan arrows.
- When finished, press **STOP** button, remove DVD disc, turn off DVD/VCR player, push **PROJECTOR OFF** button to turn off video projector and then raise projection screen.
- Remember to **lock the podium back up** when done using the DVD player.

### To play a Video tape:

- Insert tape.
- Press **PLAY** button to start the video.
- To adjust **AUDIO VOLUME** use volume up/down buttons on smart panel.
- When finished, press **STOP** button, remove tape, turn off DVD/VCR player, push **PROJECTOR OFF** button to turn off video projector and then raise projection screen.
- Remember to **lock the podium back up** when done using the DVD/VCR player.

## MICROPHONE

The microphone is located on the bottom shelf behind the front right locked cabinet door. Unlock the cabinet (if you do not have a key, please see your individual department) and remove the microphone. Connect the microphone to the GREEN microphone port on top of the podium behind the cable cubby. The volume control for the microphone is on the amp located beneath the DVD/VCR in the cabinet behind the left front door (the control is labeled "MIC"). Note that the volume is configured so that you cannot set the level high enough to cause feedback.

## SLIDE PROJECTOR CONTROLS

There is a slide projector port on the top of the podium to the right of the screen controls. This can be used to plug in a cable that has a control switch on it to forward and reverse the slides in the slide projector located behind the window in the room in the back of the Foster Room. The cable to forward/reverse the slides is located on the bottom shelf behind the front right locked cabinet door (if you do not have a key, please see your individual department). Remove the control and plug the cable into the port on top of the podium labeled "Slide Projector."