

Room 259
Video / Audio Instructions:
Sharp Video Data Projector;
DVD/VCR;
Wireless Microphone;
and Lighting Controls

Access to Room

Room 259 is available for use under the Instruction Use Policy . See:

<http://aok.lib.umbc.edu/reference/BI/roompol.php3>

These instructions will allow you to operate the video and system in Room 259. All instructions are from the orientation of the trainer facing the front of the room and screen, standing behind the instructor's workstation; the video projector is located on the ceiling in front of the room.

Sharp Video Data Projector

Directing or Aiming the Remote Control

- You can point the remote control (**Sharp Projector**) at the sensor on the unit (about the size of dime to the left of the lens) mounted on the ceiling.
- You can also 'bounce' a signal off the screen to the unit: aim for the middle of the screen. The angle from the remote control is 30 degrees; the angle of the remote sensor is also 30 degrees. See diagram below.

Turning on and off

- The "**On**" button will turn the projector on.
- If the terminal image is not projected, press "**Input 1**" on the **Sharp Projector** remote control.
- To turn off the data projector, press "**Standby**" once. A message will appear on the screen "**Enter Standby Mode?**" Press "**Standby**" a second time. The projector will shut down.

Blanking the Screen

- You can blank the image projected by pressing the "**Black Screen**" button. Press a second time to restore the projection.

Enlarging Image

You can enlarge the image on the screen by pressing "**Enlarge +**"; pressing "**Enlarge-**" will decrease the image. You can also use "**Undo**" to revert the size of the screen image back to the default size. "**Resize**", immediately above the "**Mute**" button, will also restore the screen default size.

Timer

- You can blank the screen and set a timer (default is for five minutes) by pressing "**Break Timer**". Increase or decrease the time in increments of one minute by using the "**up**" or "**down**" arrow buttons on the remote control.

Using the Remote Control

Available Range of the Remote Control

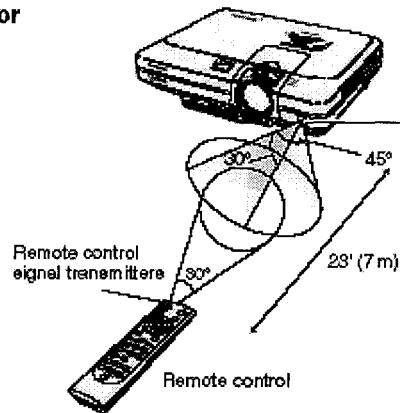
- The remote control can be used to control the projector within the ranges shown in the illustration.

Note

- The signal from the remote control can be reflected off a screen for easy operation. However, the effective distance of the signal may differ due to the screen material.

When using the remote control:

- Be sure not to drop, expose to moisture or high temperature.
- The remote control may malfunction under a fluorescent lamp. Under that circumstance, move the projector away from the fluorescent lamp.



VCR / DVD Playback and Remote Control Guide Notes

VCR Operation

1. Turn data projector on using the remote control ("**Sharp Projector**") by pointing the control at the screen and pressing "**On**".
2. When screen is illuminated, using the same remote control press "**Input 3**".
3. Insert videotape in machine. Machine will start playing video.
4. Use the **machine buttons** to rewind (pink) or fast forward (green) tape.
5. Use the VCR remote control ("**Sony Video DVD Combo**"), to : "**play**", "**pause**" or "**stop**" the tape.
6. Audio will play from the speaker mounted in the data projector. Use the "**Sharp Projector**" remote control to control volume by aiming it at the screen and pressing "-" or "+" for "**Vol**". The audio control indicator will fade out five seconds from when last triggered. There is a "**Mute**" button for muting the sound.
7. The screen can be enlarged seven times, reduced back to normal size, or frozen by using the remote control buttons which are marked "**Enlarge+**" and "**Enlarge-**" (see "**Enlarging Image**" on previous page).
8. Stop tape using the remote control ("**SONY Video DVD Combo**") when finished. Rewind using the machine **rewind** button (pink).
9. When finished, eject the tape using the button located on the machine (**yellow**).
10. Reset the **data projector** by pressing "**Input 1**" on the **data projector remote control**.
11. Turn machine off by pressing the "**Power**" button located on the left hand side.

DVD Operation

1. Turn data projector on using the remote control ("**Sharp Projector**")
2. When screen is illuminated, using the same remote control press "**Input 3**".
3. Open DVD player by pressing the machine button (**blue**).
4. Load DVD player. Close the server by pressing the same machine control button.

5. Use the VCR remote control ("**Sony Video DVD Combo**"), to '**play**', '**pause**' or '**stop**' the DVD.
6. Audio will play from the speaker mounted in the data projector. Use the "**Sharp Projector**" remote control to control volume by aiming it at the screen and pressing "-." or "+" for "**Vol**". The audio control indicator will fade out five seconds from when last triggered. There is a "**Mute**" button for muting the sound.
7. The screen can be enlarged seven times, reduced back to normal size, or frozen by using the remote control buttons so marked.
8. When finished, eject disc using the button located on the machine (**blue**). Close the server.
9. Reset the **data projector** by pressing "**Input 1**" on the **data projector remote control**
10. Turn machine off by pressing the "**Power**" button located on the left hand side.

Wireless Microphone

Turning System On and Off

There are three pieces of equipment needed to operate the wireless microphone system in Room 259:

- 1) the **TOA wall unit** located at the front of the room on the right hand side as you face the screen;
- 2) the **wireless receiver** which sets on the table at the front of the room on the right hand side as you face the screen.;
- 3) the **instrument transmitter** (into which the microphone is plugged) which can be clipped to a belt, put into one's pocket, or carried in the hand. This piece is to be kept with the wireless receiver at the front of the room when not in use.

Sequence For Turning The System On

1. TOA wall unit

- A. Set "**input1**" and "**master**" knobs to the middle range; set "**compression**" to middle range.
- B. Press the **power** button. This is the first button upper left hand side of the wall unit. A green light will come on.

2. Wireless receiver:

- A. Plug in the wireless receiver (if not already plugged in) to the wall outlet using the AC adapter unit; plug the wire for the adapter unit to the power input on the back of the unit.
- B. Plug in the Audio Out wire (three prong) into the wall unit next to the power outlet (if not plugged in already); plug in the male connector into the wall socket and female end to the receiver.
- C. Turn on the power switch (it slides off and on) located on the front of the receiver. A red light will come on.
- D. The volume control of the receiver need not be adjusted at anytime; the volume control is at the wall unit.

3. Instrument Transmitter (microphone)

- A. Plug in the microphone wire into the transmitter (if not already connected).
- B. Clip microphone to clothing.
- C. Move over to the TOA wall unit.
- D. Turn the **transmitter button located** on the top from the **off** position to the **on** position; be prepared to turn down the "**compressor**" knob on the wall unit should feedback occur.
- E. Speak into the microphone. Use the **master knob** on the wall unit to adjust the volume to the desired setting

**Sequence For Turning the System Off:
IMPORTANT**

To turn off the system, **follow this sequence:**

- A. First, turn off the **wireless receiver**.
- B. Second, turn off the **microphone**; make sure it is not on standby
- C. Third, turn off the **wall unit** using the power button.

Lighting

1. The light switch on Library Media side will turn all lights on in the room; the light switch on Serials side will turn all lights on *except* the first panel of lights at the front of the room which will allow the screen to be seen easier.
2. Turn off the lights completely using the same switch which was used to turn the lights on. The switch should be completely in the down position on the wall; lights should not be dim but completely off.

Securing The Room

Lock door by turning lock to a vertical position. Please make sure that both Library Media and Serials side doors are locked.

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