Using The
Instruction Consoles

The consoles are of a standard type on-campus. They provide computer, document camera, DVD and projection capabilities.

To turn on the console, tap the control panel and touch "Projector On". Notice the panel also has inputs and screen controls.

Playing a DVD

1. Select "PC" as source, and insert disk into DVD player in computer
2. Use Windows Media Player or VLC player to play movie

(You can ignore the "DVD/VCR" button)
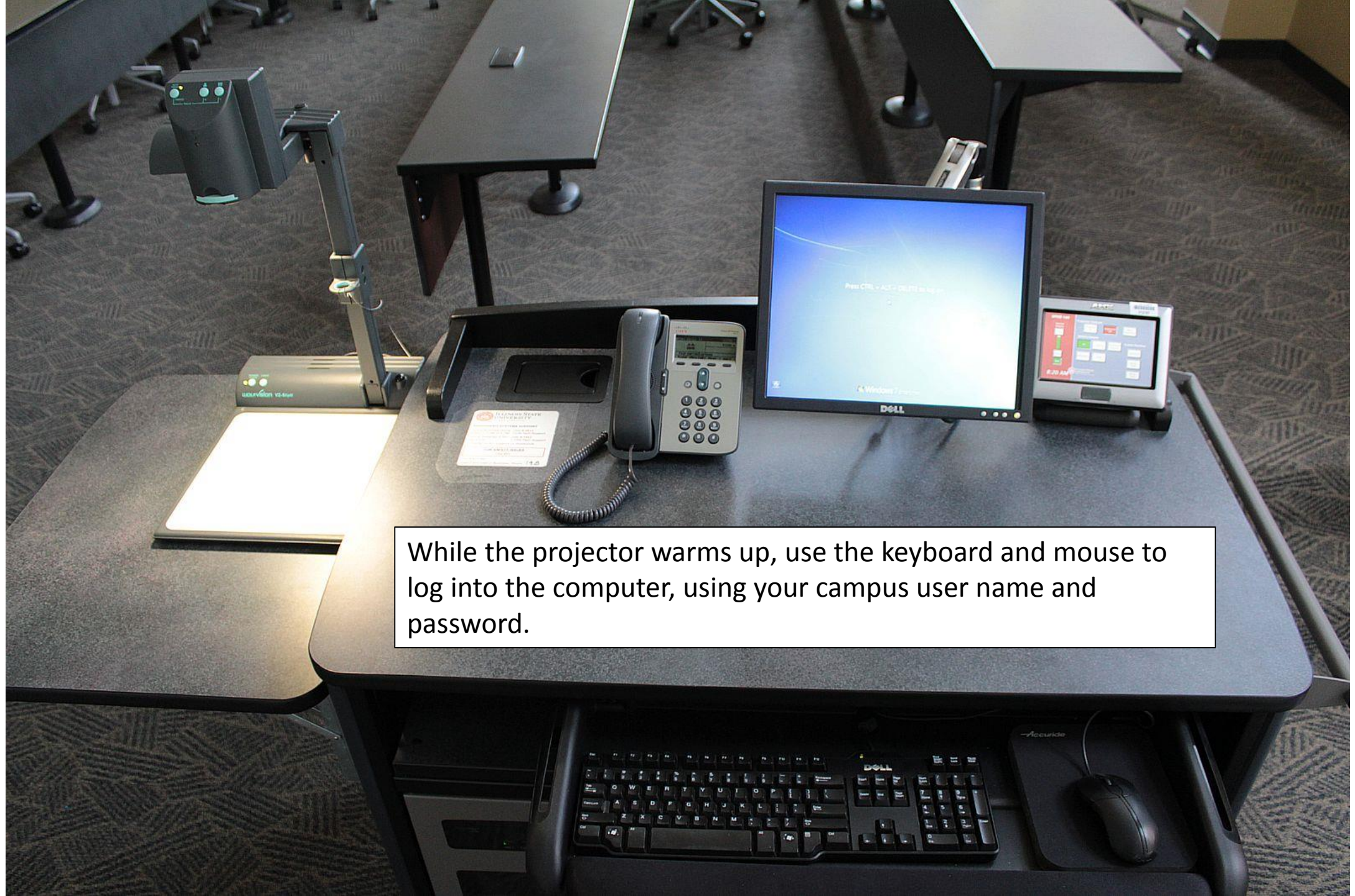
While the projector warms up, use the keyboard and mouse to log into the computer, using your campus user name and password.

In the front of the console is a standard computer; media options include jump drive and DVDs.

The Keyspan Remote mouse allows you to control a power point from anywhere in the classroom. The little rubber button moves the mouse pointer – clumsily. But the left and right arrow buttons are your left- and right-mouse buttons and work very well. The little round button with the laser symbol on it is a laser pointer. The scroll wheel on the right side is specifically for moving forward and backward in Power Point presentations.

The F5, full-screen and volume controls on the remote mice don't work.

Make sure the power switch is in the ON position. The batteries last about a year whether it is turned on or off, so it is OK to leave the Keyspan turned on.

The wireless microphone transmitters use AA batteries and can be hooked over a pocket or belt.
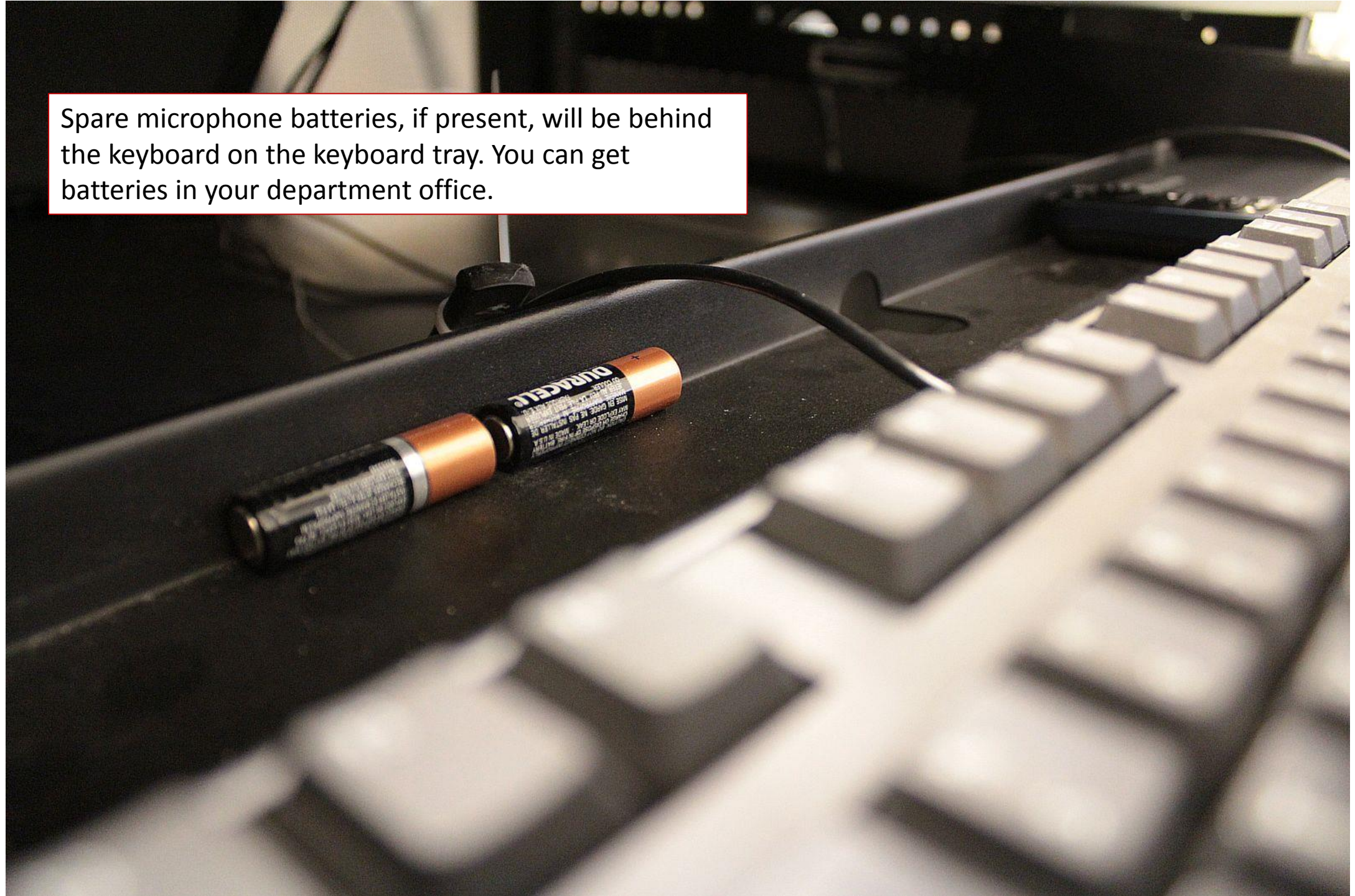
The microphone itself should be clipped to your lapel.

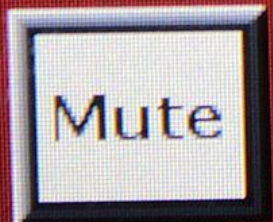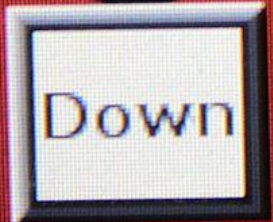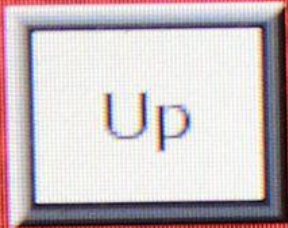BE SURE TO TURN THE MIC OFF WHEN YOU ARE DONE!
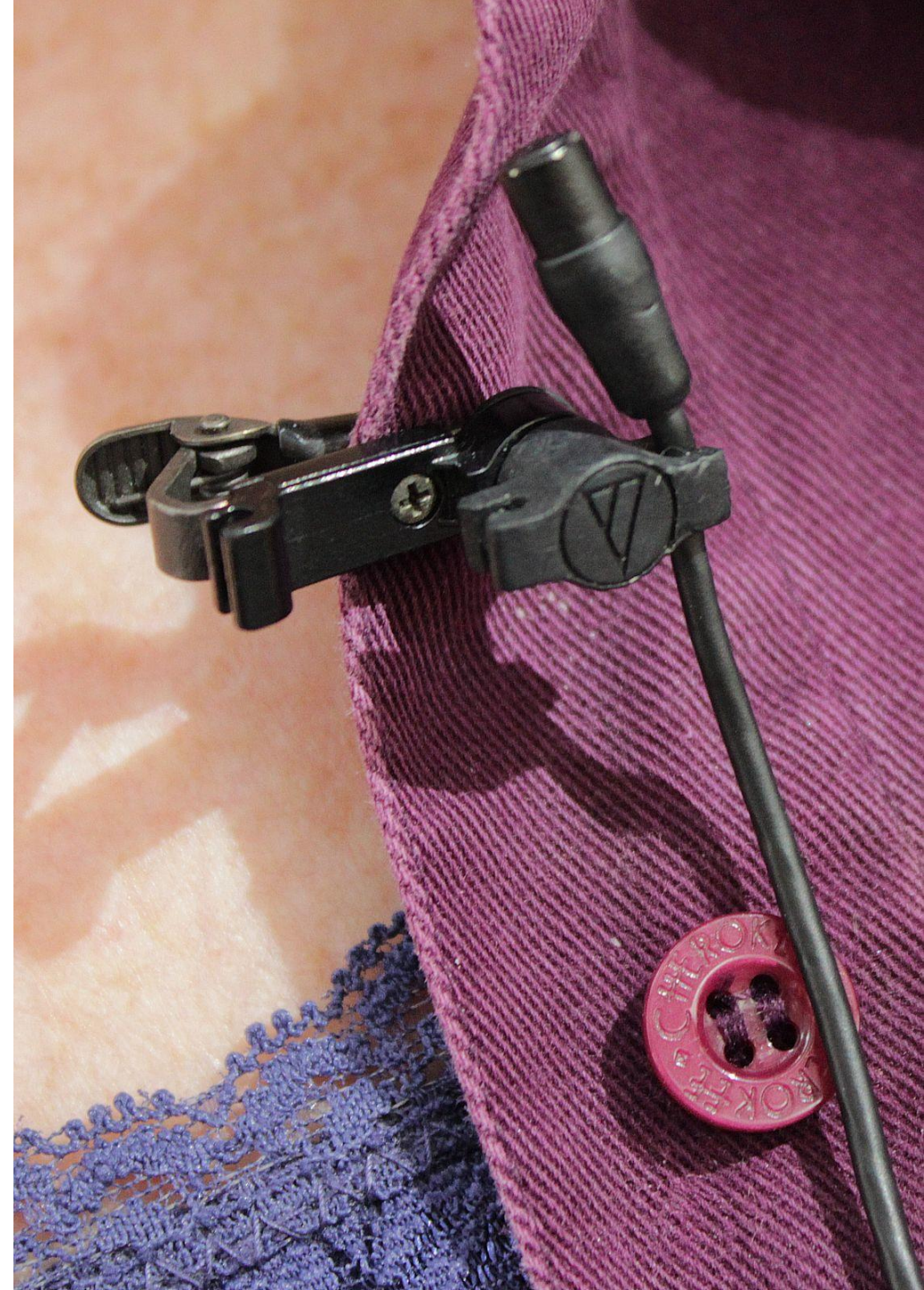
To turn on the microphone press the **Power button** until the red light comes on, then release. You can ignore the other buttons.

Spare microphone batteries, if present, will be behind the keyboard on the keyboard tray. You can get batteries in your department office.
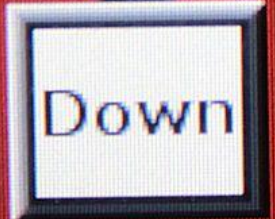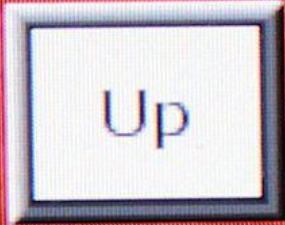
The microphone volume controls are located on the main control panel. Honestly they can be a little glitchy sometimes so you might need to keep trying.

Generally you don't need to turn the sliders up or down as the default levels are pretty good. On occasion the slider volume won't display but the sound will probably work.

In this illustration, the system volume is turned up, but the mic volume is "Muted". Result will be no sound. Un-mute the mic to get mic function.

For best projection results, turn off the saucer-shaped lamps in the room, and close the blinds. In particular, turn off the track lights that shine on the screen.

Use the "can lights" that shine downward on the students' work space, but don't shine on the screen.

Position the console monitor for your best viewing angle. Set the height down next to the console top, so your students can see you and the projection screen or white board.

If the document camera has trouble focusing, turn auto focus off, then back on. →

Also notice the "zoom" control. Useful for small objects.

When using the document camera, select the source with the control panel, then turn on the camera power and light. Position the camera as shown here →

The document camera works with any printed material, even transparencies, and 3-dimensional objects.

Use the cables provided to connect a laptop, and select laptop from the console control panel. →
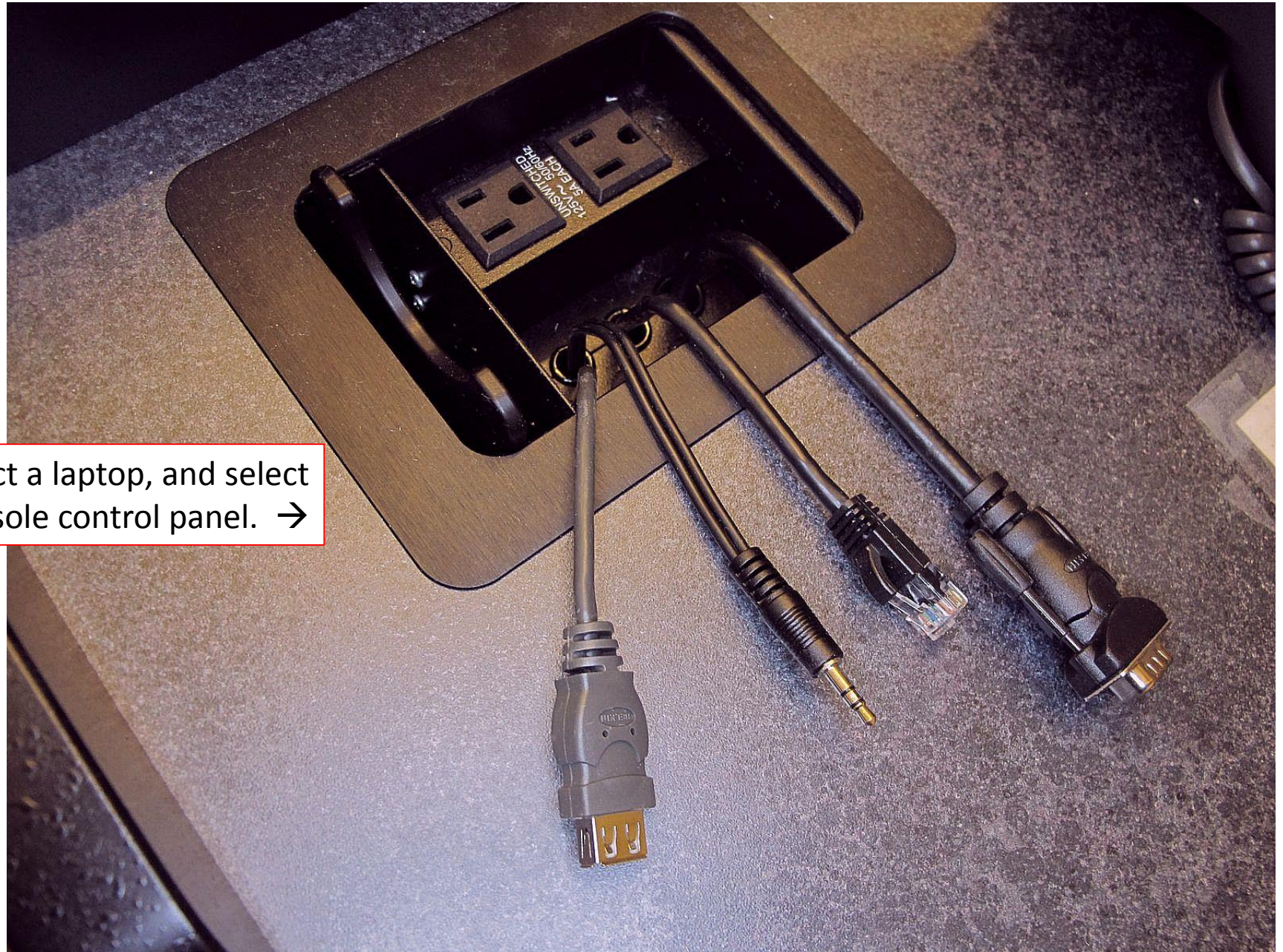
If you need technical assistance, use the telephone to call the numbers on the support sticker as indicated.

If you don't get a dial tone, make sure the phone receiver is fully inserted into the cradle, then lift and try again. Sometimes when you set the receiver down it won't really "hang up" and the result is no dial tone.

Please call during the class or when the problem occurs. Usually we can help right away and get your class back on track.

ONLY bottled water
in classrooms and labs

- Food and drink are permitted in Atrium and conference rooms

- Water-bottle filling fountains are located throughout the building

When you are finished with your class, please TURN OFF THE PROJECTOR.

Sometimes the screen will go up but the projector fails to shut off. If this happens, press "Projector Off" *again* so that the projector actually shuts off.

This is very important because projector bulbs are very expensive, and over the course of a semester they do add up. We appreciate your help in keeping this cost down!

$350

Thank you for reviewing these instructions

- If you have any questions please email cobsupport@ilstu.edu. We'll appreciate the opportunity to provide an answer and to improve this presentation!

College Of Business Technology Support

SFHB 025

(309) 438-2813