



THOMPSON RIVERS  
UNIVERSITY

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# Multimedia Classroom Guide

**This guide is intended to familiarize the user with the TRU multimedia equipment and its operation. Please contact Media Services if you require an orientation or if you experience technical difficulties with the systems.**

## Technical Support

Should you encounter technical problems please contact Media Service Technicians

Murray Doubt at 828-5336 or email [mdoubt@tru.ca](mailto:mdoubt@tru.ca)  
Arnold Boudreau at 371-5880 or email [aboudreau@tru.ca](mailto:aboudreau@tru.ca)  
Or  
AV Services answering machine 828-5070

Multimedia classrooms have been equipped with a ceiling mount LCD projector. Inputs available to project are;

- Computer display from the podium PC, or a connection provided for a laptop computer
- VCR tape playback.
- DVD video playback.
- Elmo Document Camera

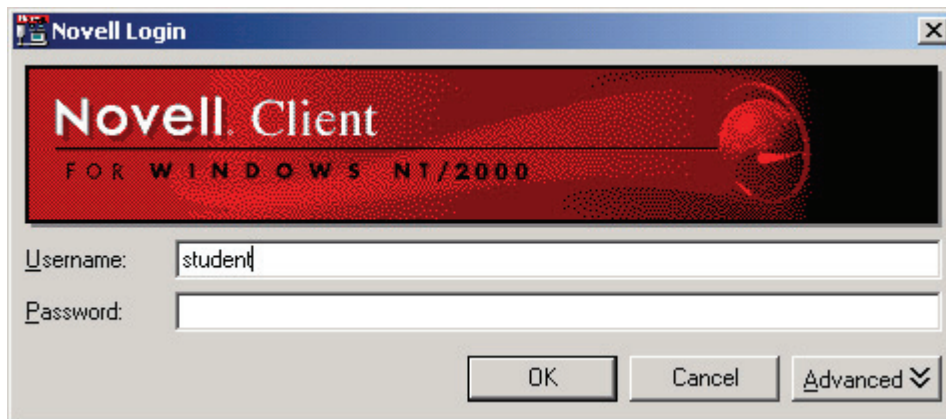
The system equipment is controlled from the podium computer using Projector Control software. Each room is equipped with a sound system to amplify sound from the various sources. The PC is network connected for Internet and LAN access.

## Network Login

If you wish to access your Network Drive locations:

- Enter your TRU username
- Enter your password

At the Novell Login window

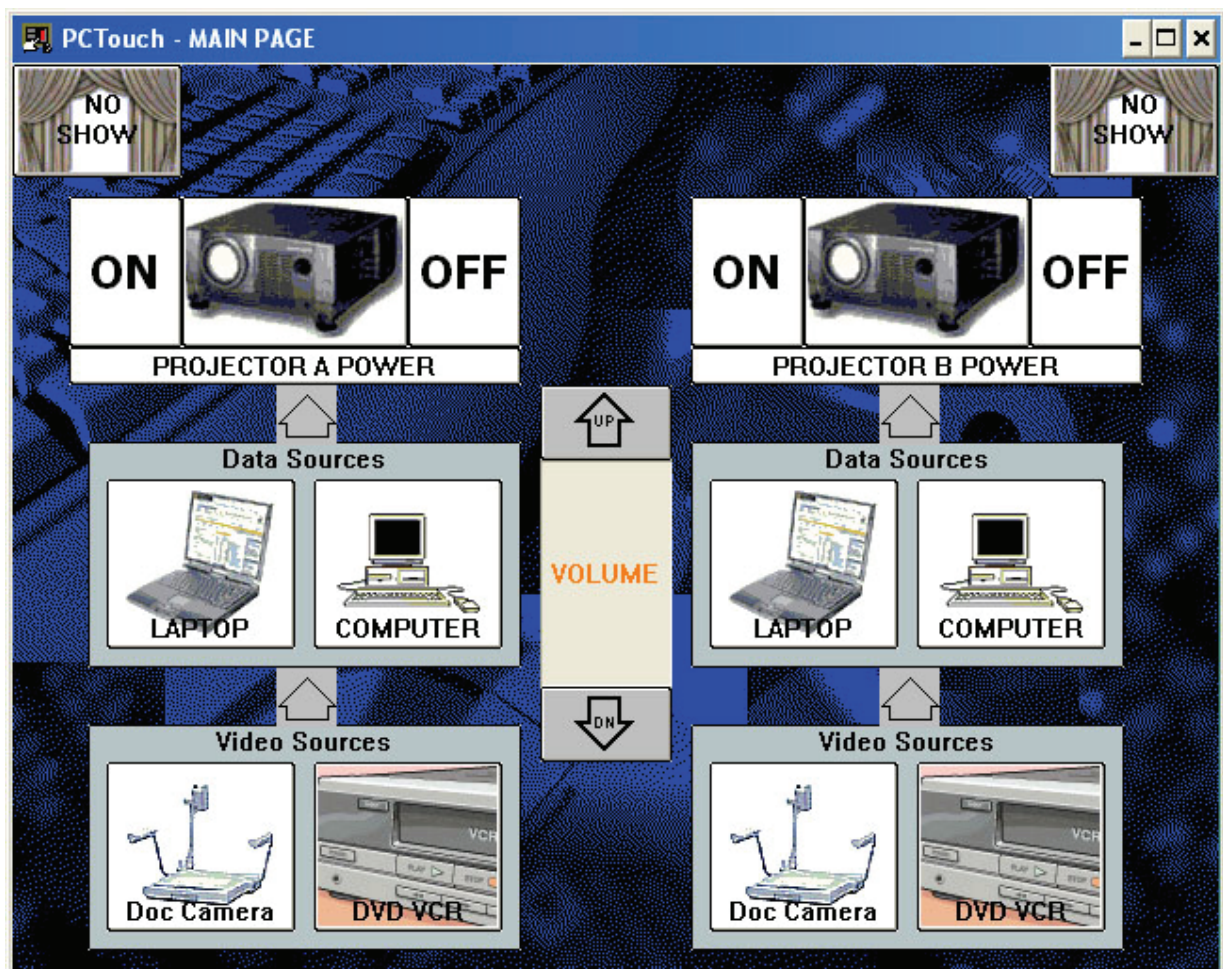


If you do not require network access, click "OK" at the Novell Login window, **no password is required**

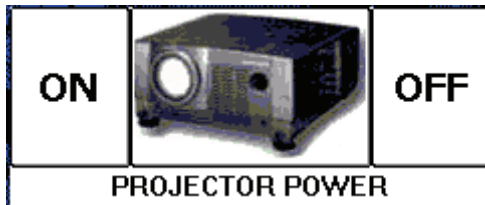
The Multimedia systems equipment functions are controlled from the podium PC using the software package "Projector Control". The Projector Control program is loaded in the start up files on the podium PCs and will start when the PC boots. If the Projector Control window is not active, click on the Projector Control desktop icon to activate the program.



The Projector Control main page controls the LCD Projector power, and sources (data or video) for the Projectors. The VCR icon will open a corresponding control window, which will allow function (FF/Rewind etc.) control.



The LCD Projectors are ceiling mounted and controlled from the Projector Control main page



The LCD Projectors are switched on and off with the icon pictured to the left. **When switching the projector on, allow 2 minutes for the projector to reach full brightness.** When the Projector has been shut off allow 5 minutes for the projector cool down before re-powering.

After the LCD Projector power is on, select the information source you wish to view from the Projector Control window icons. With two projectors you are able to route different inputs to each projector, for example Document Camera to Projector A, Computer input to Projector B.



The Computer icon routes the podium computer display to the LCD Projector.



The Laptop icon routes display information from a laptop PC to the LCD Projector. A VGA cable is available on the podium desktop to connect to the laptop.



The No Show icon blanks the projection screen image. The podium monitor remains on. Click the icon a second time to restore the projection image.

## Podium Equipment Locations



Laptop VGA connector

Elmo Document Camera

DVD/VCR

Computer

CD/DVD



Laptop PC VGA, Network/LAN, and Audio connectors

# Elmo Document Camera

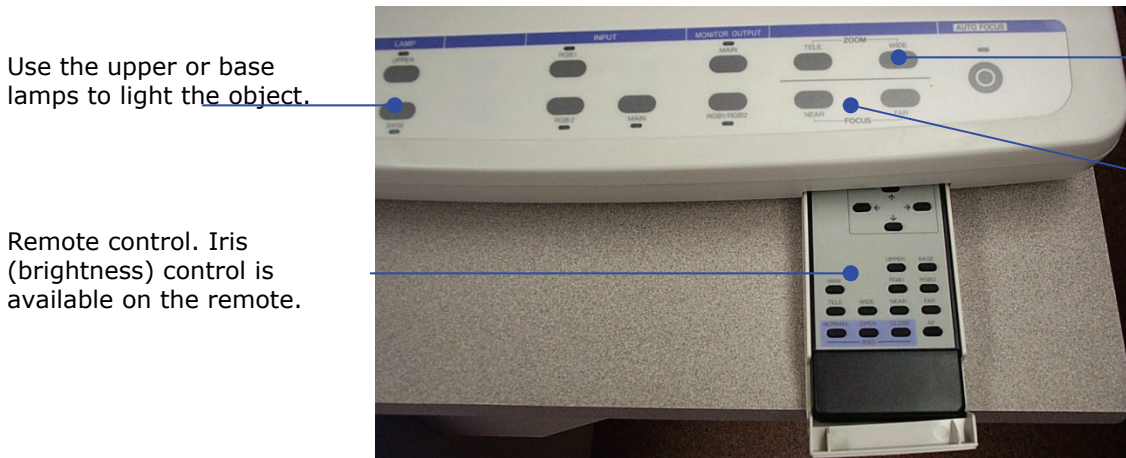


The Elmo Document camera is used to display images, text, and three-dimensional objects. The video signal from the document camera is routed to the LCD Projector by selecting the Document Camera Icon on the Projector Control Main Page.



Power Switch

The Elmo document Camera power switch is located on the right rear surface.



Use the upper or base lamps to light the object.

Remote control. Iris (brightness) control is available on the remote.

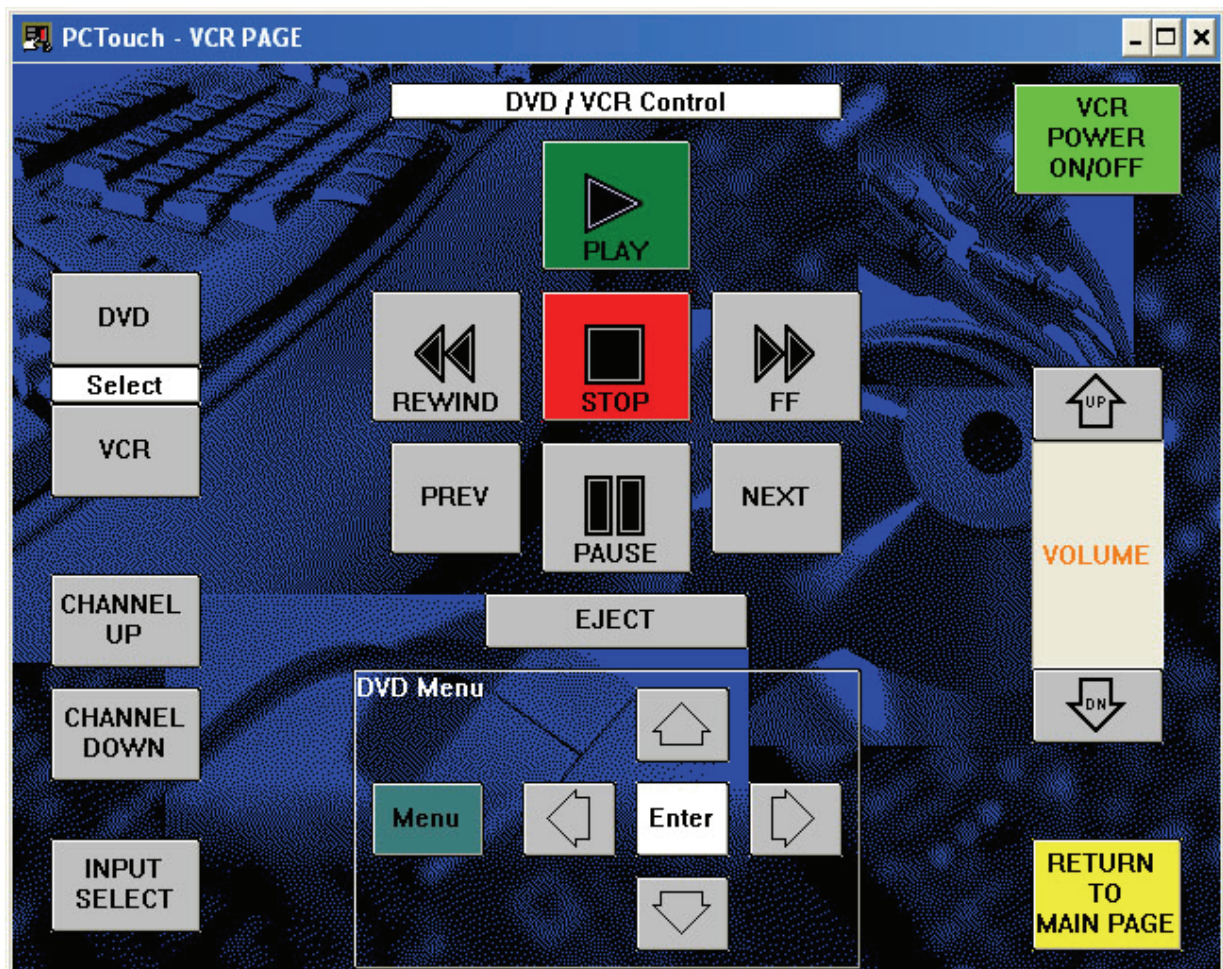
Use the Tele/Zoom controls to zoom in and out on the document

Use the Auto focus button to focus the object presented.

## DVD/VCR Control Window



When the DVD/VCR icon is selected the PCTouch DVD/VCR control window will open. Video from the podium VCR is routed to the LCD projectors. Campus cable is available via the VCR tuner to view on the projector. The DVD/VCR control window allows remote control of DVD/VCR functions.



Clicking on the Function icons controls the VCR functions; Play, Fast Forward, Rewind, and Pause. The Input Select icon selects the VCR input, either Line, or Tuner. The tuner can be used to view campus cablevision. The volume bar controls playback sound level.

## Volume Control

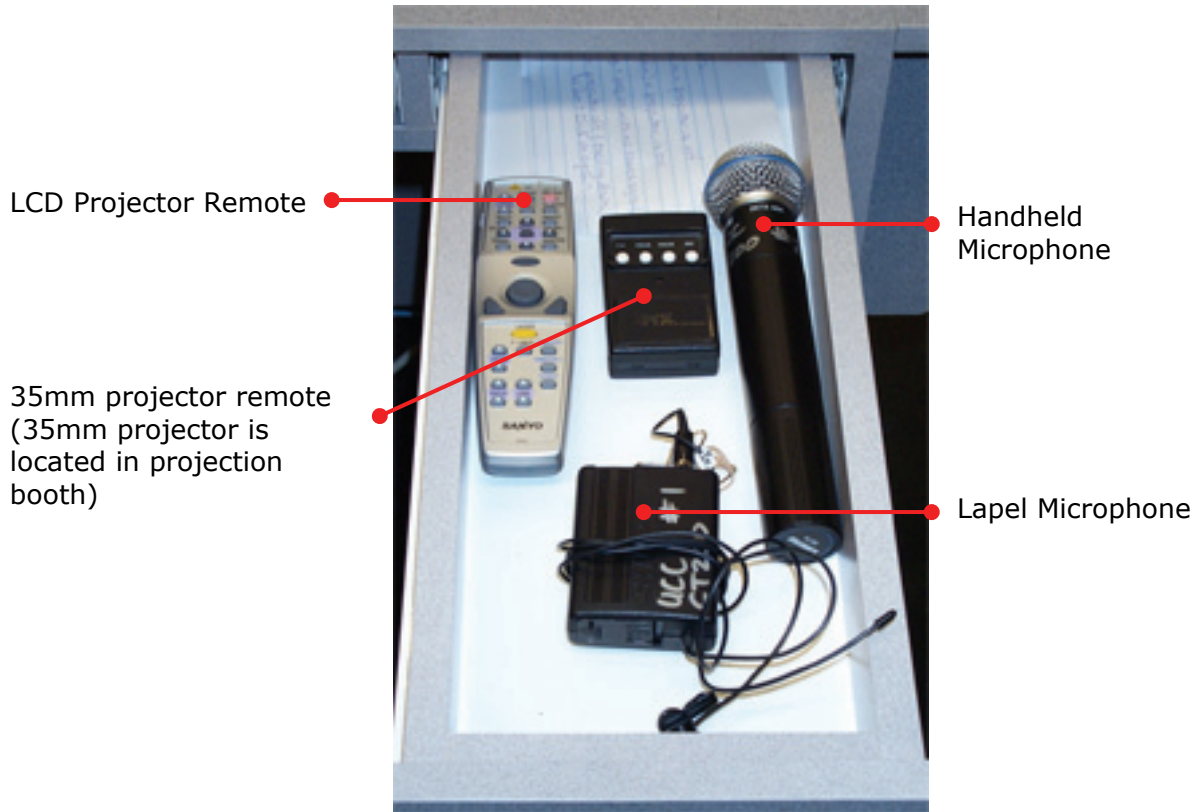
Sound sources are switched when a Projector input is selected, for example, when the computer icon is selected PC sound is routed to the amplifier. **With the two projector system the most recent input select is the active audio input.**



Audio levels are controlled using the volume bar on the Projector Control window. Volume is variable for the VCR, DVD, Microphone and Computer audio sources. The DVD audio is adjustable within the Power DVD program as well by right clicking during DVD playback and adjusting the volume bar. Move the volume bar by clicking on the up/down buttons.

# Microphones

CT200 is equipped with both a wireless handheld microphone and a wireless lapel (body pack) microphone. The microphones are currently stored in to podium desk drawer.



Microphone Sound level is adjusted using the PCTouch Volume control. Both microphones use standard 9 volt batteries.



The base units for the wireless microphones are located above the equipment cabinet. Please leave the base unit power ON.