

Media Services

# Multimedia Classroom Guide

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UCC has installed several Multimedia equipped classrooms to enhance the learning environment. This guide is intended to familiarize the user with the multimedia equipment and its operation. Please contact Media Services if you require an orientation or if you experience technical difficulties with the systems.

Our 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, and Campus Cable TV.
- DVD video playback. (PC DVD player)
- Elmo Document Camera

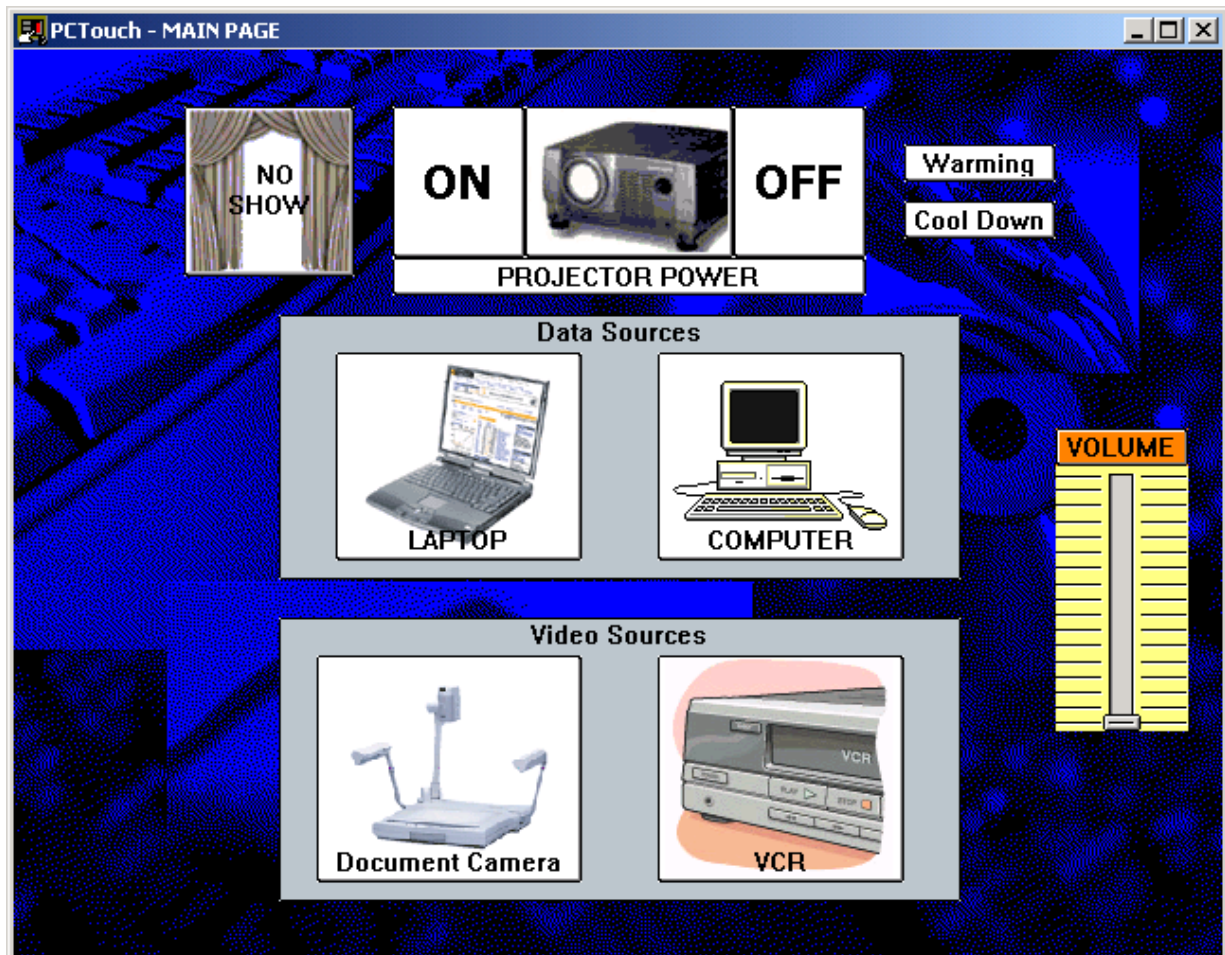
The system equipment is controlled from the podium computer using PCTouch software. Each room is equipped with a sound system to amplify sound from the various sources. The PC is network connected for Internet and LAN access.



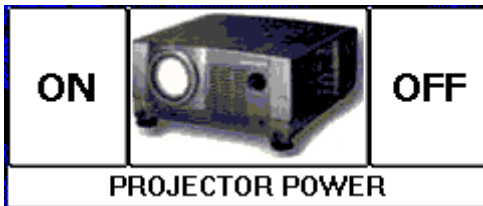
The Multimedia systems equipment functions are controlled from the podium PC using the software package "Projector Control". The Projector Control program is loaded in the start up files on the podium PCs and will start when the PC boots. If the Projector Control is window is not active, click on the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



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



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



The LCD Projector is switched on or off with the icon pictured to the left. **When switching on the projector 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.



The Computer icon routes the podium computer display to the LCD Projector. *The television will not display the PC image.*

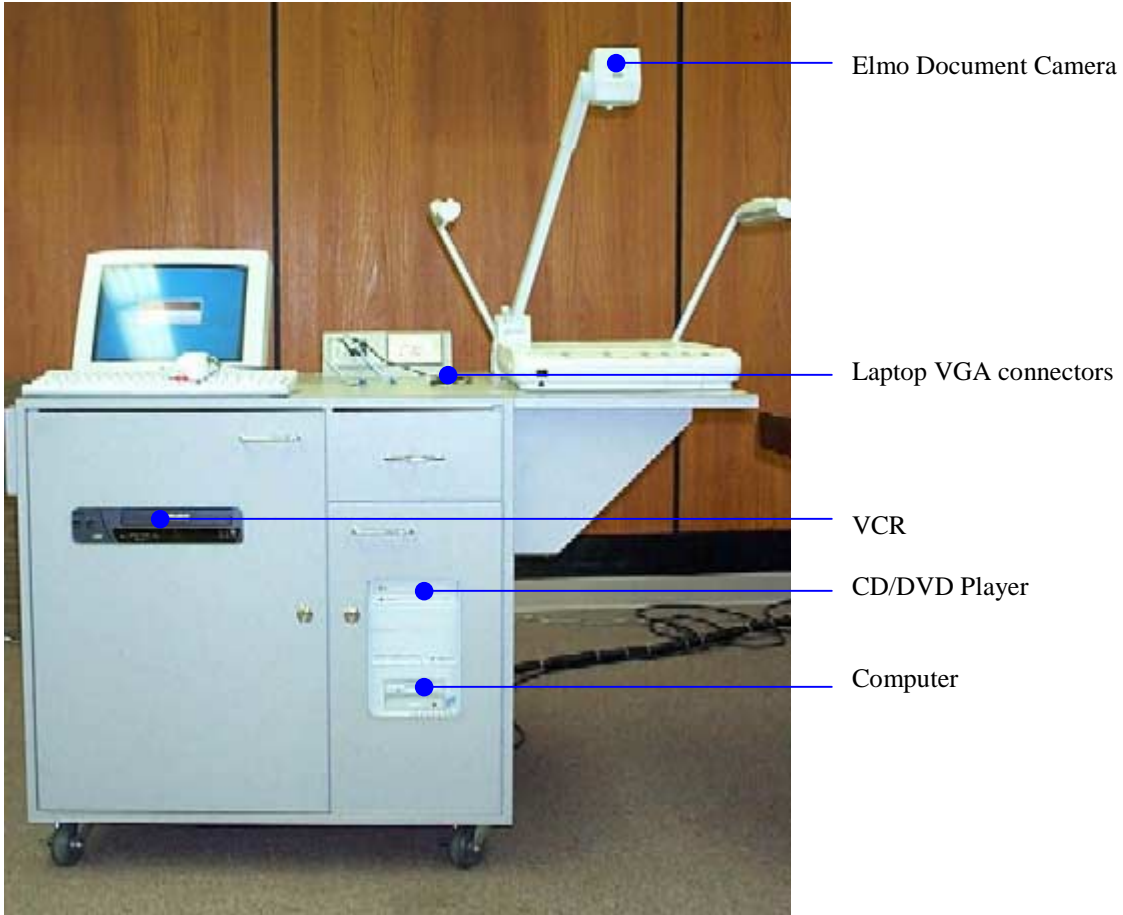


The Laptop icon routes display information from a laptop PC to the LCD Projector. A VGA cable is available on the podium desktop to connect to the laptop.



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 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 Video Projector by selecting the Document Camera Icon on the Projector Control Main Page.

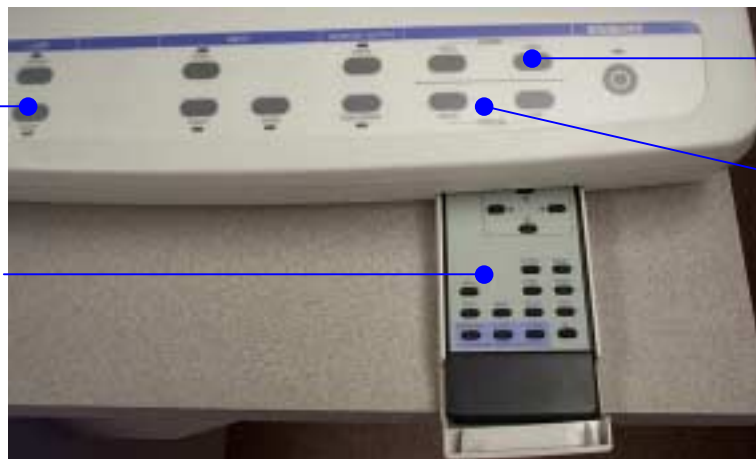


**Power Switch**

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.



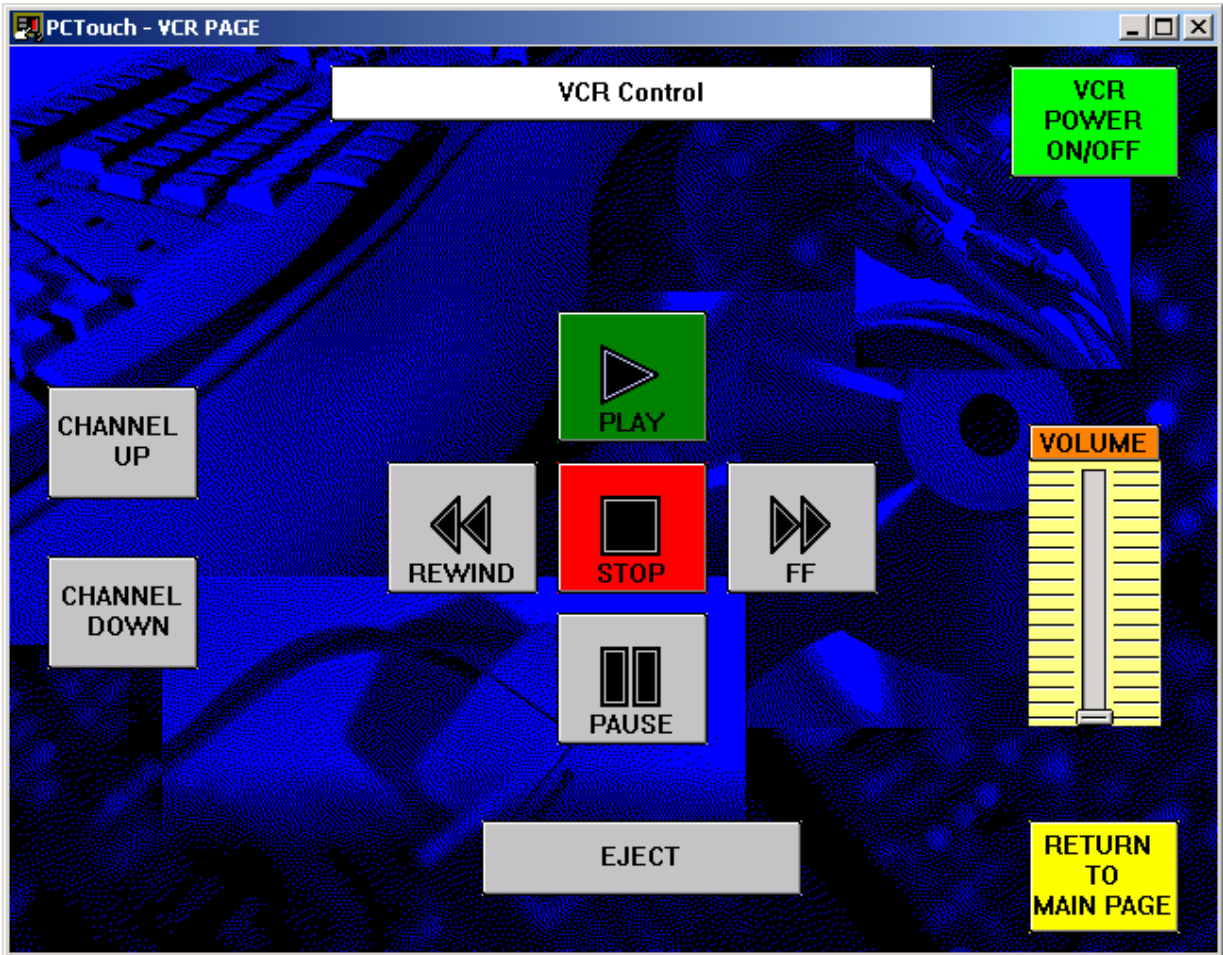
Use the Tele/Zoom controls to zoom in and out on the document

Use the Auto focus button to focus the object presented.

# VCR Control Window



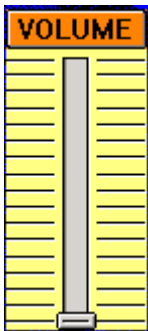
When the VCR icon is selected the PCTouch VCR control window will open. The VCR icon also routes video from the podium VCR to the Video projector and TVs. Campus cable is available via the VCR tuner to view on the projector. The VCR control window allows remote control of VCR functions.



Clicking on the Function icons controls the VCR functions; Play, Fast Forward, Rewind, Pause. The Input Select icon selects the VCR input, either Line, or Tuner. 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. When switching from the VCR Control page back to the Main page in the Projector Control window VCR audio will be muted.



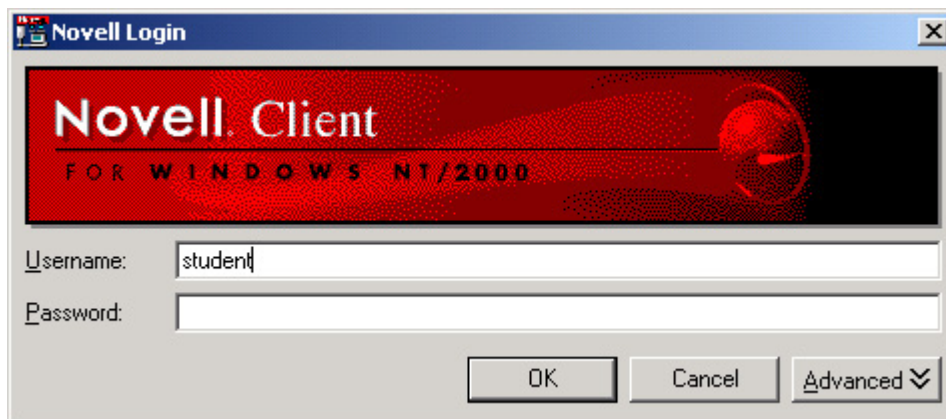
Audio levels are controlled using the volume level slider on the Projector Control window. Volume is variable for the VCR, DVD, and Computer audio sources. The DVD audio is adjustable within the PC DVD program as well by right clicking during DVD playback and adjusting the volume bar.

# Network Login

If you wish to access your Network Drive locations:

- Enter your UCC 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**

# Technical Support

Should you encounter technical problems please contact Media Service Technicians

Murray Doubt at 828-5336 or email [mdoubt@cariboo.bc.ca](mailto:mdoubt@cariboo.bc.ca)  
Arnold Boudreau at 371-5880 or email [aboudreau@cariboo.bc.ca](mailto:aboudreau@cariboo.bc.ca)

Or

AV Services answering machine 828-5070