

Multimedia Quick Guide: ST-102

This quick guide is designed to be used as an easy how-to reference for the multimedia rooms at Worcester State College. The guide includes instructions for reserving and accessing a multimedia room and quick how-to instructions for using the equipment available in each multimedia room on campus.

Reserving a Multimedia Room

- All room reservations are made through Facilities (x8078).
- Access to multimedia rooms is granted through Campus Police (x8886).
- Podium keys are assigned through the Instructional Media Center (x8501).

Available Output Devices and Device Locations

- **Computer:** located in the podium; see podium configuration.
- **Document Camera:** located in the podium; see podium configuration.
- **DVD Player (also used for audio CDs):** located in the whiteboard panel directly behind the podium. The DVD player is the bottom player, beneath the two VHS players.
- **Microphone:** stationary microphone at podium, plugs for additional microphones located at podium; see podium configuration. Contact the Instructional Media Center in advance to arrange the availability of additional microphones.
- **Notebook:** panels to connect a notebook (laptop) to the multimedia system located on the podium and on the left media tower in the rear of the room; see podium configuration. Contact the Instructional Media Center in advance to arrange the availability of a connection cable.
- **Satellite Link:** accessed through the Crestron touch screen. Contact the Instructional Media Center in advance to arrange the availability of a satellite link.
- **Slide Projectors:** one located in each tower. Contact the Instructional Media Center in advance for access to the tower(s).
- **VHS Player:** located in the whiteboard panel directly behind the podium. The upper player is for playback. The lower player is used for the distance learning features of the room only.

Podium Configuration

The podium key will open all of the compartments in the podium.

1. Crestron touch screen
2. PC monitor
3. CPU
4. Keyboard/mouse tray
5. Podium microphone
6. Laptop connection panel
7. Document camera
8. Plugs for additional microphones
(Available through prior arrangements with the Instructional Media Center.)



Crestron Touch Screen

The Crestron touch screen is used to control most media devices in ST-102. Touch the screen to bring up the display. Press the **Turn System Power On** button to power up the system. A screen appears with labeled buttons on either side of a main window. The **Show** buttons on the left allow you to choose the media device you wish to display on the projector screen. The **Control** buttons and **Power** buttons are on the right of the main window. The **Control** buttons manipulate the lights, screens, projectors, and volume. The **Power** buttons turn the projectors on/off and turn off the system. An explanation of these buttons and their functions is given below.

A. Lights and Screens

1. Press the Lights and Screens button on the left side of the main window. The light settings and controls for the screens will display on the touch screen.
2. Press a light setting to change the current room setting. The settings are listed below.
 - a. High: All audience lights and front lights, excludes stage lights.
 - b. Medium: All audience lights, no front lights or stage lights. (Preferred for projector use.)
 - c. Low: Some audience lights, no front lights or stage lights.
 - d. Special: Stage lights only.
Note: Stage lights illuminate the open floor space in front of the audience. Front lights illuminate the whiteboard.
3. Press a screen button to raise or lower the specified screen, opposite its current position.
 - a. The small screen requires use of the left projector in Crestron (your right).
 - b. The large screen can use either projector or both projectors simultaneously.
 - c. Use of the small screen and projector is recommended for single projector presentations.

B. Volume

1. Press the **Volume** button on the left side of the main window. The volume settings will display on the touch screen.
2. There are three volume settings that can be adjusted: playback, microphone, and far end.
3. Playback controls the volume for all media devices connected to the multimedia system.
4. The microphone volume controls the podium microphone and any additional microphones plugged into the podium.
 - a. To mute the podium microphone, turn the volume all the way down.
5. Far End volume should be on Mute. This section is used for the distance learning features of the classroom and is not currently available.

C. Power

1. The Projector Power button will turn on the projectors. It takes about 30 seconds for the projector to warm up before it will show anything on the screen. The indicator lights on the front of the projector will tell you its status.
 - a. Green only: projector is warming up.
 - b. Red only: projector is cooling down after use. You cannot restart the projector until it goes into standby mode.
 - c. Green and Red: projector is in standby mode.
2. The System Off button will power down the multimedia network and turn off the Crestron touch screen.

D. Show

1. Show buttons allow you to select the device and projector (right or left) to be used.
2. The **Computer** and **Video Playback** buttons open screens with multiple device choices.
 - a. The **Computer** button gives you access to choose the Instructor PC, Notebook at Front, or Notebook at Rear.
 - b. The **Video Playback** button gives you access to choose the VCR, DVD player, Cable TV (**Note: This option is not currently available.**), or Satellite.
 - c. Both of these screens have a Picture Mute button. Pressing this button will blank the screen, but will not pause the program.
3. The **Document Camera** and **Audio Playback** buttons open device specific screens.
 - a. The Document Camera screen has buttons to choose the projector and a preview window. The preview window will show what is on the document camera.
 - b. The Audio Playback screen displays the controls to use for an audio CD placed in the DVD player. These are standard controls for a CD player.
4. The **Distance Learning** button should not be used; as the distance learning features of the room are not currently available.

Device Specific Instructions

A. General Directions

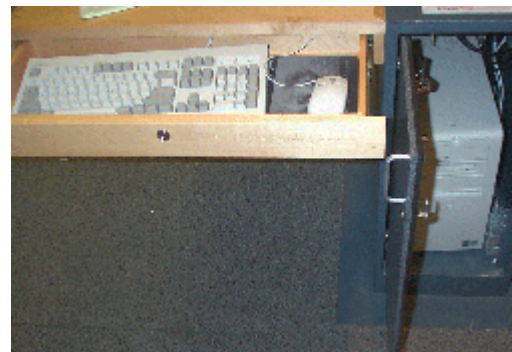
1. For all devices, turn on the Crestron touch screen.
2. For all devices, except Audio Playback, lower the appropriate screen. See the Crestron Touch Screen section above.
3. For all visual devices, except the overhead and slide projectors, power up the appropriate projector(s). See the Crestron Touch Screen section above.
4. Notes on directions:
 - a. All directions assume you are standing behind the podium facing the audience.
 - b. The rear of the podium is the side on which you are standing.
 - c. Directions in the Crestron touch screen are from the audience perspective (the opposite of your perspective from behind the podium).

B. Audio Playback (CD)

1. Place CD in the DVD player.
2. At the Crestron touch screen, press the Audio Playback button on the left side of the screen.
3. The Audio Playback menu will appear. Press the play button.
4. To adjust the volume, press the Volume button on the right side of the screen. Adjust the Playback control to the desired volume.

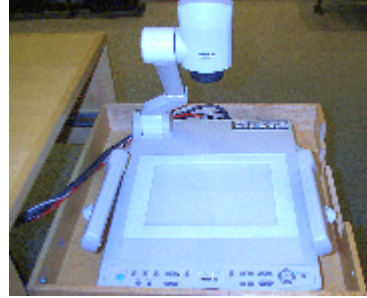
C. Computer

1. Using the podium key, open the CPU and keyboard/mouse compartments on the podium. (See the podium configuration above.)
2. Turn on the CPU.
3. When the computer has booted, enter your WSC network logon to access the computer.
4. At the Crestron touch screen, press the Computer button on the left side of the screen.
5. The Computer menu will appear. Press the Instructor PC button.
6. Press the appropriate projector button.



D. Document Camera

1. Using the podium key, open the document camera compartment on the podium. (See the podium configuration above.)
2. Pull out the tray the device sits on. Raise the side lights and camera arm as shown on the right.
3. At the Crestron touch screen, press the Document Camera button on the left side of the screen.
4. The Document Camera screen will appear. The main window will show a preview of the image.
5. Press the appropriate projector button.



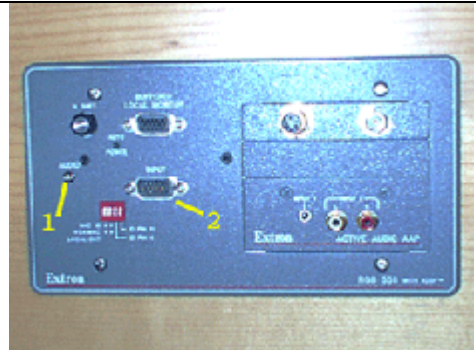
E. DVD Player

1. Place the DVD in the DVD player.
2. At the Crestron touch screen, press the Video Playback button on the left side of the screen.
3. The Video Playback menu will appear. Press the DVD button.
4. Press the appropriate projector button.
5. To adjust the volume, press the Volume button on the right side of the screen. Adjust the Playback control to the desired volume.



F. Notebook

1. The notebook can be connected to the system at the podium or in the rear of the room through panels like the one on the right.
2. There are two parts of the plug that attach to the panel at the input port (2) and audio port (1) noted in the image.
3. Connect the other end of the cable to the notebook.
4. At the Crestron touch screen, press the Computer button on the left side of the screen. The computer menu will appear.
5. Press Notebook in Front or Notebook in Rear to correspond with where you plugged it in.
6. Press the appropriate projector button.



G. Satellite Link

1. At the Crestron touch screen, press the Video Playback button on the left side of the screen. The Video Playback menu will appear.
2. Press the Satellite button.
3. Press the appropriate projector button.
4. To adjust the volume, press the Volume button on the right side of the screen. Adjust the Playback control to the desired volume.

H. Slide Projectors

1. Contact the Instructional Media Center in advance to arrange access to the tower(s).
2. Place slides in the appropriate projector. There is a slide projector in both towers. Use the projector in the right tower for the small screen.
3. The remote used to operate the projector is located in the drawer beneath the DVD player.
4. The remote is used to turn the projector(s) on/off and advance the current slide.

I. VHS Player

1. Place the video in the VHS player.
2. At the Crestron touch screen, press the Video Playback button on the left side of the screen.
3. The Video Playback menu will appear. Press the VHS button.
4. Press the appropriate projector button.
5. To adjust the volume, press the Volume button on the right side of the screen. Adjust the Playback control to the desired volume.



When leaving the room, please be sure to shut down the multimedia devices and turn off the lights.