Classroom

A/V

Quick Help Guide

Updated December 2011

Table of Contents

Classroom 1120

Capabilities

LCD Projection
VHS and DVD Playability
Videoconferencing – Requires an AV tech on hand to monitor
3-D Imaging

Software/Programs Available

Microsoft Office 2010
Adobe X
Internet Explorer
Mozilla Firefox
TurningPoint (Audience Response System)
Write n' Cite
TDMS
MathType

Please note: All classroom computers are reset to their original configuration on each reboot. This means anything you have saved or downloaded onto the computer will be erased each time the computer is restarted daily.

AV Guidelines
ON

1. Tap the AV screen with your finger to turn the AV panel on. You may need to wait a few minutes while the system warms up. (If the Polycom screen does not come on, then it has been turned off. Press the "on" button located on the lower right side of the Polycom screen).
2. Press the PC button on the AV panel.
3. Turn the computer on
4. If using your laptop and the image on your monitor does not display on the AV panel, press the FUNCTION key and the LCD key on your computer at the same time. You may need to do this several times until the image on the computer screen is also on the AV panel.
5. Once the AV panel shows the image that is on the computer, press the Send to Display button on the AV panel. The image should now project

From the time you turn on the projector, you will have 5 minutes to connect and send a signal from your computer to the projector. If you are unsuccessful, the projector will shut down and will require 3 minutes before you can turn it back on.

OFF

1. To turn off the system press the EXIT button located in the top right corner of the screen.

The AV screen will display the message, are you sure you want to shut down. Press YES.

Classroom 1160

Capabilities

LCD Projection
VHS and DVD Playability
Video Document Camera (Please see separate section for instructions)

Software/Programs Available

Microsoft Office 2010
Adobe X
Internet Explorer
Mozilla Firefox
TurningPoint (Audience Response System)
Write n' Cite
TDMS
MathType
STATA 12

Please note: All classroom computers are reset to their original configuration on each reboot. This means anything you have saved or downloaded onto the computer will be erased each time the computer is restarted daily.

AV Guidelines

1. Press the Projector ON button located on the AV panel. The green READY light and the red WARM UP light will come on.
2. After a few moments the red WARM UP light will go off.
3. Press the COMPUTER button located on the AV panel.
4. Turn the computer on.
5. If using your laptop and the image on your monitor is not projecting, press the FUNCTION and LCD keys at the same time on the computer keyboard until the image is displayed on the computer and is being projected. You may need to do this several times.

From the time you turn on the projector, you will have 5 minutes to connect and send a signal from your computer to the projector. If you are unsuccessful, the projector will shut down and will require 3 minutes before you can turn it back on.

6. To turn off the projector, hold down the Projector OFF button on the panel until the green ready light goes off.

Classroom 1170

Capabilities

LCD Projection
DVD Playability

Software/Programs Available

Microsoft Office 2010
Adobe X
Internet Explorer
Mozilla Firefox
TurningPoint (Audience Response System)
Write n' Cite
TDMS

Please note: All classroom computers are reset to their original configuration on each reboot. This means anything you have saved or downloaded onto the computer will be erased each time the computer is restarted daily.

AV Guidelines
ON

1. Tap the AV screen with your finger to turn the AV panel on. *Wait while the system warms up.*
2. Press the **PC** button.
3. The AV screen will display the message, the **PC** is now the input source.
4. Please wait a few moments as the system powers on.
5. Turn the computer on.
6. If using your laptop and the image on your monitor is not projecting, press the FUNCTION key along with the LCD key on the computer at the same time. You may need to do this several times until the image on the computer is projecting.

From the time you turn on the projector, you will have 5 minutes to connect and send a signal from your computer to the projector. If you are unsuccessful, the

projector will shut down and will require 3 minutes before you can turn it back on.

OFF

1. To turn off the system press the EXIT button located in the top right corner of the screen.
2. The AV screen will display the message, are you sure you want to shut down. Press YES.

Classroom 1182

Capabilities
LCD Projection
DVD Playability

Software/Programs Available
Microsoft Office 2010
Adobe X
Internet Explorer
Mozilla Firefox
TurningPoint (Audience Response System)
Write n' Cite
TDMS

Please note: All classroom computers are reset to their original configuration on each reboot. This means anything you have saved or downloaded onto the computer will be erased each time the computer is restarted daily.

AV Guidelines
1. Press the Projector ON button located on the AV panel. The green ready light and the red WARM UP light will come on.
2. After a few moments the red WARM UP light will go off.
3. Press the COMPUTER button located on the AV panel.
4. Turn your computer on.
5. If using your laptop and the image on your monitor is not projecting, press the FUNCTION key along with the LCD key on your computer at the same time. You may need to do this several times until the image on the computer is projecting.

From the time you turn on the projector, you will have 5 minutes to connect and send a signal from your computer to the projector. If you are unsuccessful, the projector will shut down and will require 3 minutes before you can turn it back on.

6. To turn off the projector, hold down the projector OFF button until the green READY light goes off.

Classroom 1186

Capabilities
LCD Projection
DVD Playability

Software/Programs Available
Microsoft Office 2010
Adobe X
Internet Explorer
Mozilla Firefox
TurningPoint (Audience Response System)
Write n' Cite
TDMS

Please note: All classroom computers are reset to their original configuration on each reboot. This means anything you have saved or downloaded onto the computer will be erased each time the computer is restarted daily.

AV Guidelines
1. Press the Projector ON button located on the AV panel. The green ready light and the red WARM UP light will come on.
2. After a few moments the red WARM UP light will go off.
3. Press the COMPUTER button located on the AV panel.
4. Turn the computer on.
5. If using your laptop and the image on your monitor is not projecting, press the FUNCTION key along with the LCD key on the computer at the same time. You may need to do this several times until the image on the computer is projecting.

From the time you turn on the projector, you will have 5 minutes to connect and send a signal from your computer to the projector. If you are unsuccessful, the projector will shut down and will require 3 minutes before you can turn it back on.

6. To turn the projector off, hold down the projector OFF button until the green READY light goes off.

Auditorium – HSEC

Capabilities

LCD Projection
VHS and DVD Playability

Software/Programs Available

Microsoft Office 2007
Adobe 7.1
Internet Explorer
Mozilla Firefox
Google Chrome
TurningPoint 2008 (Audience Response System)
MathType
Oracle Calendar
Bookworm
iTunes
Word Perfect Office

AV Guidelines

ON

6. Tap the AV screen with your finger to turn the AV panel on. You may need to wait a few minutes while the system warms up. (If the Polycom screen does not come on, then it has been turned off. Press the "on" button located on the lower right side of the Polycom screen).
7. Press the PC button on the AV panel.
8. Turn the computer on
9. If using your laptop and the image on your monitor does not display on the AV panel, press the FUNCTION key and the LCD key on your computer at the same time. You may need to do this several times until the image on the computer screen is also on the AV panel.
10. Once the AV panel shows the image that is on the computer, press the Send to Display button on the AV panel. The image should now project

From the time you turn on the projector, you will have 5 minutes to connect and send a signal from your computer to the projector. If you are unsuccessful, the projector will shut down and will require 3 minutes before you can turn it back on.

<u>OFF</u>

2. To turn off the system press the EXIT button located in the top right corner of the screen.

The AV screen will display the message, are you sure you want to shut down. Press YES.

Classrooms 1, 2, & 3 – HSEC

Capabilities

LCD Projection

Computers are not available in any of these classrooms. If you wish to use a computer, you must bring your own laptop and connect it to the LCD projection system at the front of each room. Instructions are posted above each unit.

ACCESSING THE UCSD-GUEST WIRELESS NETWORK ON A LAPTOP

1. View available wireless networks (bottom right of your laptop)
2. Select the UCSD-GUEST wireless network
3. Open your web browser and attempt to connect to any web page
4. Follow the instructions on the displayed page
5. You will be connected to the requested Web site within two minutes

Instructions are also posted at
http://blink.ucsd.edu/go/wireless.

CONFERENCE PHONE INSTRUCTION GUIDE, for conference calls, webinars.

<mark>IMPORTANT: The conference phone will only work with the phone cord that comes up through the computer stand. Do not use the phone outlets on the wall.</mark>
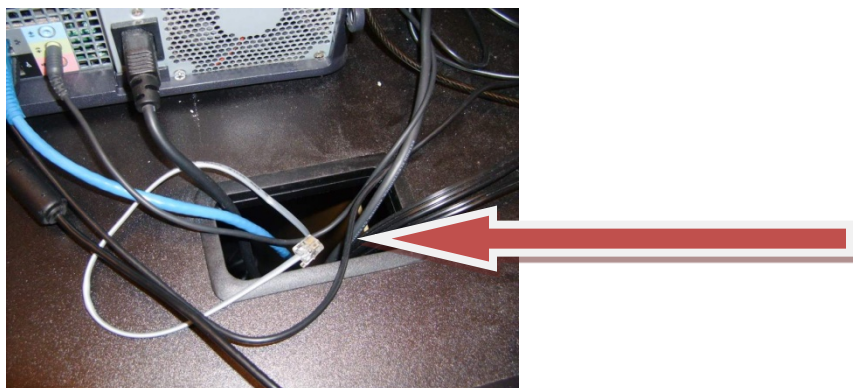
- Setting up the phone.
    - The two power cords in the box are identical - plug one of them into the speaker phone and the other one into the square signal box.
    - Plug the phone cord that comes up through the computer stand into the signal box and then plug in both power cords.
    - The phone will search for the signal box. When it connects, the lights will flash & you'll hear a beep.

- Using the phone.
    - The button with the phone icon is the on/off button. Press it & you will hear the dial tone. Dial your number. To hang up, press the button again. (Think of the button as your handset.)
    - When placing a local call, press 8 then the 7-digit number, or if on-campus, just dial the extension (eg, 24900).
    - You will need a long-distance code in order to place a long-distance call.
    - **When calling multiple parties**, you are the initiator (you place the call).
        - Dial the 1st number, ask them to hold when they answer, then press the Flash button.
        - Dial the 2nd number, ask them to hold when they answer, then press the Flash button, etc.

- When you have the last person you need to connect on the line (don't put them on hold), press the number 3.
- You will hear a loud beep and all the lines will be connected.

VIDEO DOCUMENT CAMERA – Set-up and use.

Classroom 1160

For **set-up and technical issues**, please contact your Administrative Assistant. An appointment for set-up will be scheduled with the AV group via http://meded.ucsd.edu/av_rooms/av/new_requests/. Please give at least one week's notice of intended use.

Set-up:

1. Connect one end of the vga cable to the back of the Video Document Camera (VDC) – (port on the far left in the first row of vga ports).
2. Connect the other end to the port labeled "laptop" in the floor panel next to the AV cabinet.
3. Connect mouse to VDC in the port labeled "mouse".
4. Plug in power cord.
5. Turn on VDC.
6. To show image on screen, press "laptop" on AV touch panel (by computer).
7. Toggle between "laptop" & "PC" on AV panel to alternate images from computer & VDC.
8. Use remote control to zoom, lighten/darken, etc.
9. The remote control takes 2 AAA batteries. If new batteries are needed, please contact your Administrative Assistant.

TROUBLESHOOTING

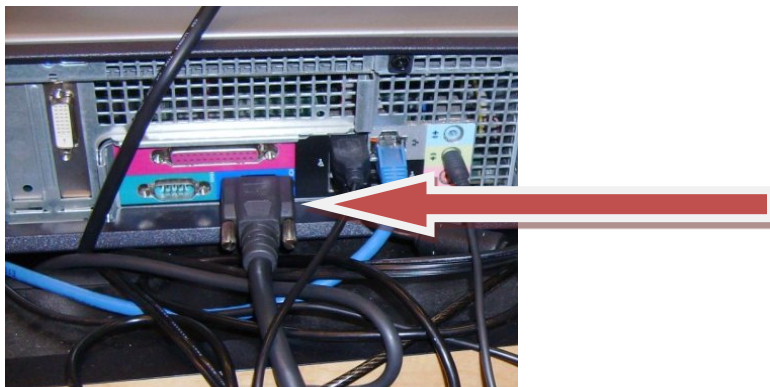### All I see on the monitor is a floating box of colors.

If this is what you see:

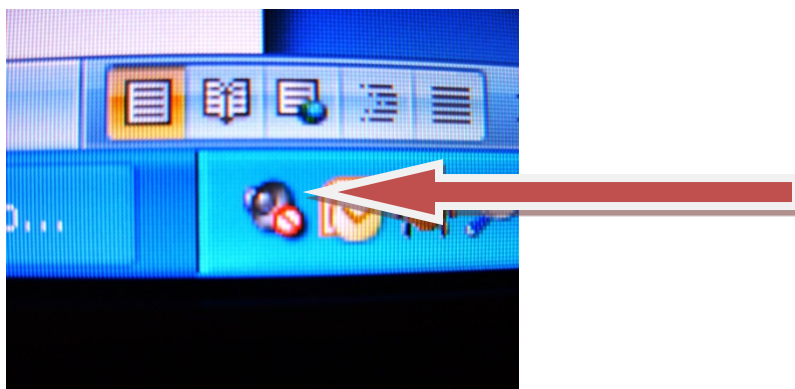Then it means that the monitor is unplugged from the computer:

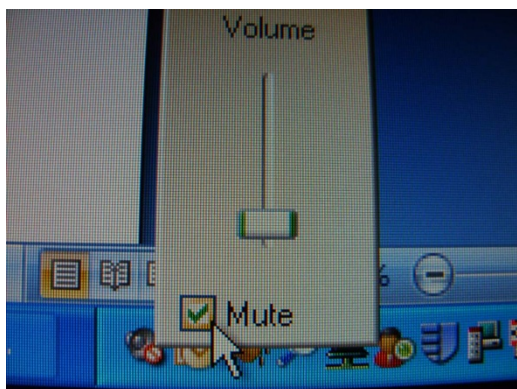Plug the gray VGA cable back into the computer:

I don't have sound.
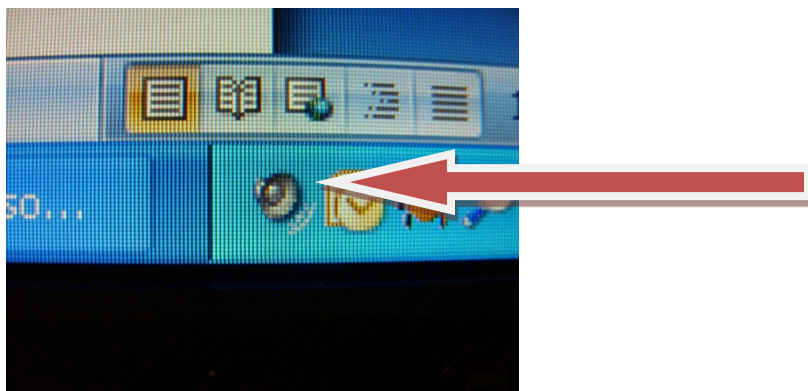
Potential Problem #1:

If you see this in the bottom right corner, then it means that the volume is muted:

Click on the icon and uncheck the "Mute" checkbox (then click anywhere on the desktop to get rid of the gray box:
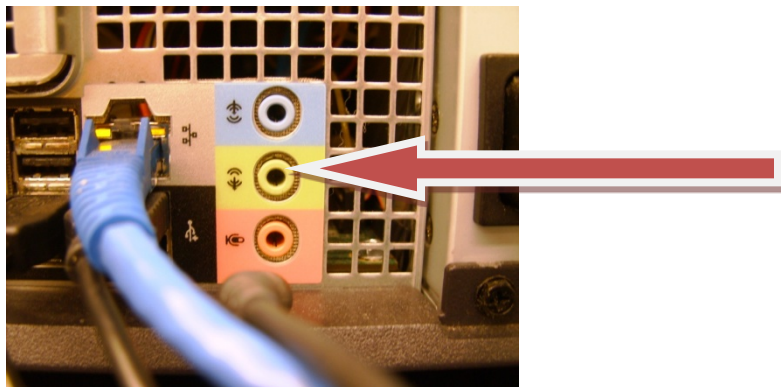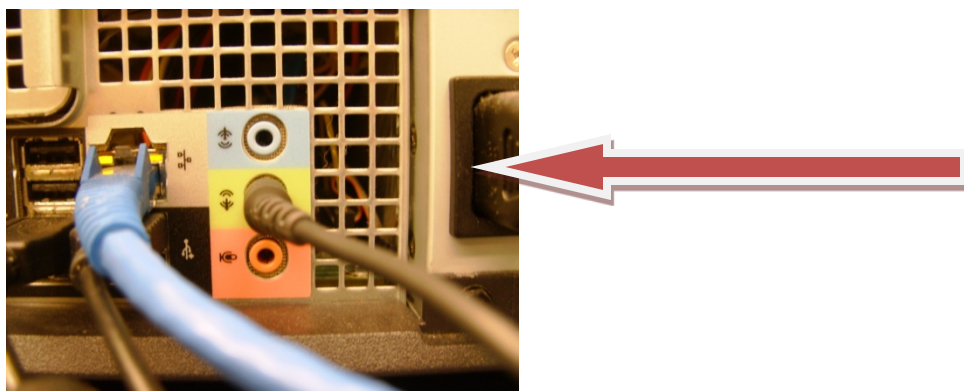

Now you should see this:

Potential Problem #2:

The sound cable may be unplugged. Look at the back of the computer.

If you see this:

Plug the gray sound cable into the green port:

The projector turned off by itself and it won't come back on.

The projector probably overheated and needs 5 minutes to rest. Wait 5 minutes and then turn it back on.

AV TECHNICAL SUPPORT CONTACTS

Please contact your designated Administrative Assistant first for any technical problems. If your Administrative Assistant is unavailable:

School of Medicine-AV
Phone: 858.534.0963
Pager: 858.616.2899
email**:** av-rooms@ucsd.edu
http://meded.ucsd.edu/av_rooms/av/services/

ACMS – Media Services Support
Classroom Support Line: 858.534.5784
- Monday–Thursday: 8 a.m.–7 p.m.
- Friday: 8 a.m–4:30 p.m.
- Saturday–Sunday: 4 p.m.–7 p.m.

http://mediaservices.ucsd.edu/