

Quick Reference Guide

Innovation Center Room 112

Projector Screen Operation



To Turn On/Off:

-Press and hold the ON button on the top right side of the NEC remote for about three seconds. Allow approximately one minute for the projector to fully warm up.

-Press and hold the OFF button on the top left side of the remote for about three seconds.

To Select an Input:

-The projector should be on input RGB1 when it is turned on. If not, press the RGB button every 4 seconds to cycle through the RGB inputs.

Lowering the Projection Screen:

- DO NOT allow the screen to raise or lower all the way - this will cause damage to the screen. Stop it before it hits the marker tray or before it retracts into the housing unit by returning the black wall switch to the middle position.

- Press the black switch on the wall behind the instructor station to the DOWN position to lower the screen or to the UP position to raise the screen.

- Make sure that the black switch is in the middle position when you leave.

Input Selection Options

The Extron Scaler:

- With the projector set on RGB, you will need to select the source (input) you wish to project by using the scaler found in the instructor rack.

Input Options

- The following are the input selection options:

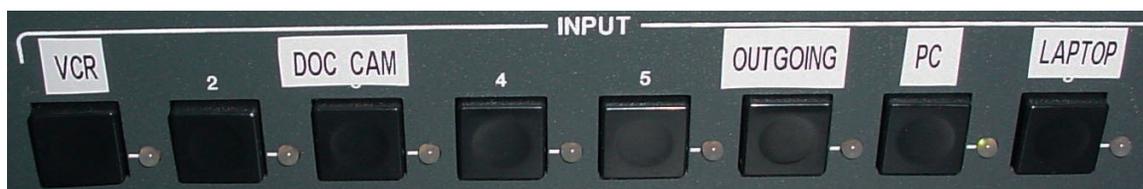
VCR – VCR/DVD Combo

DOC CAM- Elmo Doc Cam

OUTGOING – Image sent to other sites

PC – Computer

Laptop – Laptop cables



Southeast Missouri State University
MO Research Innovation Center

Prepared by ITV Technical Services

FOR SCHEDULING AND ROOM SUPPORT

Gina Harper: 573-651-2940

FOR VIDEOCONFERENCING SUPPORT

MOREnet: 1-877-896-9168

<http://www.semo.edu/innovation/>

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Auxillary Equipment Operation

REMOTE MOUSE:

- There is a wireless remote mouse located on the instructor station (see right).
- Press the left and right arrow keys to advance or reverse a powerpoint. The trigger button on the back of the remote also advances slides.
- If a menu pops up when reversing slides, contact Information Technology at 651-HELP to prevent this in the future.
- To use as a mouse, press the circle button in the middle of the remote.
- To use as a laser pointer, press the red laser button.



VCR/DVDs:

- DVDs are to be played on the computer, using Windows Media Player/ PowerDVD.
- There is a small tan remote that operates the standard VCR player, found in the instructor rack.
- Make sure you have selected VCR on the scaler in order for it to be displayed.

DOCUMENT CAMERA:

- The ON Switch is found on the back of the document camera.
- Lights: Press either Upper button to select the arm lights or base button to select the light under the object.
- Zoom- Press the Tele or Wide buttons.
- Focus – this doc cam is an auto focus camera. For additional focusing, pull out the tray found under the control panel.
- The document camera should always be on the Internal setting on the control panel – if it is not, the picture will not display.

LAPTOP HOOKUP:

- There is a VGA computer cable and audio cord in the middle of the instructor desk. Hook these into the matching ports on the laptop.
- There will be a Function key combination on the laptop (these vary) that you will have to press.
- Also, press the LAPTOP input to display the image on the front screen.



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Conferencing Equipment Operation

MICS:

- This room is equipped with wireless mics.
- Make sure you place the mic facing the person who is speaking.
- To use the mics, turn them on by pressing and holding the on switch on the back of the mic (see right).



- Press the PUSH button on the lower front of the mic to turn it on and off. The mic will turn red if the mic is muted and green if it is open.
- Make sure to turn off the mics at the end of the session. To turn off the mics, press and hold the on switch on the back of the mic (see left).

TELEVISIONS:

- This room is equipped with three televisions, with two in the back and one in the front of the room.
- Power is located in the lower right corner of the television.
- The left back television displays incoming video.
- The right back television displays the outgoing video.



- The front television can display either the incoming video or cable.
- Press the INPUT button in the lower right corner of the television to select one of the following:
 - **RGB** : Incoming
 - **Antenna**: Cable



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Conferencing Equipment Operation

CAMERAS:

- This room is equipped with two cameras, one in the front and one in the back. Both are operated by the Polycom remote.
- To change cameras (in your local room only), press the CAMERA button, which has a picture of a blue videorecorder on it (see right). A menu will appear on the back screen.
- Make sure to select the camera you wish to display before attempting to change its position.
- Using the arrow keys, scroll over to the correct camera, which will be one of the following:
 1. **Front Camera** - students in the room
 2. **Back Camera** - Instructor
 3. **NOT USED**
 4. **Computer** - All outgoing video.
- The circular arrow key in the middle of the remote moves the camera up, down, left or right.
 - The circle button in the middle of the arrows acts as an enter key.
- The blue +/- Zoom buttons are on the right side around the circular key.
- Volume is controlled by the orange +/- volume keys around the left side of the circular button.
- To mute or unmute all audio leaving or coming into the room, press the mute button, located under the circular button.



- All outgoing materials you wish to display (Computer, Doc Cam, VCR) go through the Content input in the Polycom. Make sure the input you wish to send out to the other sites is selected on the Scaler.
- When you want to switch from the scaler to a different camera, (or away from content, your materials), you must stop content.
- Pressing the Content button will also stop the content and change the source back to the last source used.
- You can also do this by pressing the CAMERA button again and selecting the input you are currently on. This input should have a "STOP" displayed on it. Select it and the content will be stopped.



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Connecting and Disconnecting

Accessing the Menu:

- When the Polycom system is brought live (by moving the remote), a main menu screen will appear.



Dialing a Manual Call:

- Using the Polycom remote, select the "Manual Call" option on the back screen using the arrow keys on the remote.
 - You can also press the green Call phone button on the remote to get to the call menu.
- Once the "Place a Call" screen appears, type in the IP address of the site you are trying to connect to.
- Ensure that the Call Quality is set to 384 and Video.
- Hit the green Call button (the phone) to dial the call.



- The IP address of this room displays on the main screen in the bottom right corner.



Multiple Sites:

- You can add multiple sites by going to the multiple site screen, accessed through the Call menu. Type in the IP addresses of the sites you need to add or select the names from the directory.



Accessing the Directory:

- To access the directory, use the arrow keys on the remote to select "Directory" from the main menu screen and press the center button on the remote.
- There is also a Directory button on the remote (see below) that will allow you access to stored numbers (list controlled by Gina Harper).



Disconnecting:

- To Disconnect, press the red phone button on the remote. This will bring up a prompt on the screen. Press the center button on the remote to confirm the disconnect.



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