Level 2 - 8 Button Keypad System

The 8 Button Keypad System was designed for simplicity and dependability. It permits use of the Multimedia system without a remote.

1. To turn the system ON push the large "On" button at the top of the 8 Button Keypad. This will turn on the Data/Video Projector and activate the Crestron Switcher/Controller. You must also manually turn ON the Computer and Monitor, DVD/VCR and Document Camera as needed. Please note, the Computer Monitor will display the same signal that is sent to the Data/Video Projector.

2. After the Data/Video Projector has reached full brightness, you can select your source device by pushing one of the smaller Source Buttons on the 8 Button Keypad. There are four sources:

   PC – Instructor Station Computer
   VIDEO – VCR/DVD Player
   P-CAM - Document Camera
   LAPTOP – To Connect an External Laptop Computer

3. If you use a Laptop Computer, don't forget to toggle your Laptop to send the signal to the Data/Video Projector. This is often done by holding down the "Function Key" on your Laptop followed by pushing either "F4" or "F7". Consult your Laptop Computer Manual for instructions if necessary.

4. To control the Volume use the large "VOL +" or "VOL-" buttons on the Keypad.

5. To power down the system simply push the large "Off" button at the top of the Keypad. This will shut down the system and cool down the Data/Video Projector. You must also manually turn OFF the Computer and Monitor, DVD/VCR and Document Camera. Do not turn of the Kramer or Crestron equipment in the cabinet.

Level 3 - Touch Panel System
One or Two Data/Video Projectors

1. Touch the Touch Panel Once. You will see the message "Touch anywhere on the screen to power on the system" on the bottom of the Touch Panel Screen.

2. Touch the Touch Panel again. You will see the message "Please Wait" at the bottom of the Touch Panel Screen.

3. While you wait for the system to boot up, turn ON the Computer Tower, Document Camera, DVD/VCR Player, and pull down the Projection Screen as appropriate.

4. When the Main Screen appears you will see a list of available sources/equipment on the left hand side of the Touch Panel Screen. The "Master Volume" and "Video Mute" buttons are on the right hand side of the Touch Panel Screen.

5. Select the device you wish to use by touching the name of the device on the left hand side of the Touch Panel. That device should appear on the Preview Monitor and NOT on the Projection Screen.

6. To view the selected source on the Projection Screen touch the "Send To" button at the top center of the Touch Panel Screen. The white box below the "Send To" button tells you what source is currently being displayed on the selected Projection Screen.

7. To select other sources/equipment repeat steps 5-6. You will notice that the controls for the DVD/VCR and Ceiling/Document Camera will appear when the "DVD/VCR" or "Ceiling/Document Camera" is selected. On some of the older systems the "DVD/VCR" or "Document Camera" buttons may not be active in which you would use the controls located on the device.

8. To connect a Laptop Computer, use the extra SVGA Cable and Audio Stereo Mini jack that should be lying on top of the Instructor Station. If not, you must open the Instructor Station and connect your Laptop to the Instructor Station using an SVGA Computer Cable and Audio Stereo Mini Cable to either "Laptop 1" or "Laptop 2". Select the appropriate source on the Touch Panel Screen. DO NOT forget to toggle your Laptop, using the appropriate function keys, so that the monitor signal is sent externally to the Multimedia System.

9. You can also connect a microscope, video camera, or other external composite video signal by connecting the external device to the "Composite Video and Audio Aux" RCA Jacks located inside the Instructor Station. Select "AUX Video" on the Touch Panel Screen and then touch the appropriate "Send To" button so that it appears on the designated Projection Screen.

10. You will notice there are two Projector Power Buttons located in the bottom Right of the Touch Panel Screen. These are used to shut down either of the Data/Video Projectors if you don't need both in service. Please note that once you turn a Data/Video Projector off it has to go through its cooling/shutdown process before it can be turned on again. This process will take several minutes.

11. The "Video Mute" buttons are located either in the bottom left of the Touch Panel Screen or you can use the white button located below the "Send To" button. In any case the button will turn Red and indicated that the signal is "Video Muted". To view the signal just touch the "Video Mute" button and the signal will return to the Projection Screen. Please note: THIS DOES NOT SHUTDOWN THE DATA/VIDEO PROJECTOR. IT LEAVES THE LAMP "ON" AT FULL BRIGHTNESS.

12. Please touch the "Help" button on the bottom left of the Touch Panel Screen. Here you will find a list of helpful numbers should you need assistance. Go back to the main screen by touching the "Return" button located on the bottom left of the Touch Panel.

13. To power the system OFF, touch the "Power" button on the bottom left of the Touch Panel Screen. You will be asked to confirm the shutdown. Touch the "Yes" button and the system will shut down. Complete shutdown by insuring the VCR/DVD, Document Camera, and Computer. DO NOT SHUT DOWN THE EQUIPMENT IN THE RACKS including the Kramer Scaler and the Crestron Control device.

Top 10 Suggestions

1. Visit your classrooms before the first day of classes to familiarize yourself with the classroom layout and equipment. Library Media staff and Office of Information Technology personnel are readily available for training and assistance. If you need keys for the Instructor Station please contact your Department Chair. They will process a Key Request with Library Media Services.

2. If you will be using new programs or software be sure to contact the Computer Help Desk at least a semester in advance so that the new material can be tested and installed as appropriate. This will insure compatibility with existing programs and provide for a smooth transition.

3. Please report any damage, loose cables, tripping hazards or system failure as soon as possible so that the necessary repairs can be made promptly.

4. Please do not move the Instructor Station. Do not disconnect any cables. Damage to the wiring and equipment can result.

5. When you push a button or touch a panel, wait a few seconds for the processor to respond. Continuously pushing the buttons will lock up the system and will require technical assistance.

6. Please remember to turn the Multimedia Presentation System OFF before leaving the classroom. The only exception would be if you know that the Instructor that follows you will also use the Data/Video Projector.

7. Please do not write directly on the document camera stage. It is not erasable. Place a sheet of paper on top of the stage to write on.

8. If your room has a Walltalker surface, remember to use ONLY dry erase markers. At the end of class remember to erase the Walltalker surface to prevent permanent damage. If you should accidently use the wrong type of marker please report it immediately to Library Media Services.

9. If you find the monitor and document camera are in the way or blocking valuable whiteboard space, do not unplug them. You can lay down the flat screen monitor on top of the Instructor Station screen side up to prevent damage. The document camera goose neck can be tilted downward to lay almost flat as well. Please make sure you do not twist any cables during this process. At the end of your class please return them to their original position for the next instructor.

10. While Library Media Services and the Office of Information Technology both are here to support your success, please understand that issues involving the Data/Video Projector, the document camera, DVD/VCR and control system will be handled by Media Services. Issues concerning the computer, logging-in, software and network access will be handled through the Help Desk. In any case, we all will do our best to respond quickly and address any problem you may experience.

If you need assistance during class please contact the following and let us know you are in class and need prompt assistance as soon as possible. Please be prepared to provide your full name, room number, a brief description of the problem and a contact phone number.

Library Media Services	**623-845-3119**
Media Coordinator	**623-845-3115**
Computer Help Desk	**623-845-3555**
Campus Safety	**623-845-3535**
Maintenance & Operations	**623-845-3030**
Student Life	**623-845-3525**

Notes:

Glendale Community College
Multimedia Presentation Systems

The Multimedia Presentation Systems at Glendale Community College are the result of a six year initiative involving the faculty, Library Media Services, and the Office of Information Technology. This initiative known as the Data Projector Upgrade Plan or DPUP provided for the installation of Data/Video Projectors, Computers and DVD/VCR's in over 275 locations at GCC Main and GCC North.

As the cost of Data/Video Projectors has decreased over time we have been able to add additional elements including Instructor Stations, document cameras, and control systems for the same price. During this process, GCC has also worked to standardize systems to insure ease of operation and reduce support costs. The end result is a three level system of standardization. Level 1 consists of the older systems that require battery operated remotes and do not have an Instructor Station. They consisted of a Data/Video Projector, computer and VCR. These systems require personalized training as each projector, system configuration and operation are slightly varied. Please contact Library Media Services at 623-845-3119 if you need assistance with training on any Level 1 Multimedia Presentation System.

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