Barsema Hall Auditorium

Navigating the Touch Panel
A/V Source buttons are located on the left side of the touch panel screen. Press a Source button for a preview in the center of the touch panel screen. Volume controls are located on the right side of the touch panel.

Controlling Room Lights
You have control over the lights in the auditorium from the podium.

<table>
<thead>
<tr>
<th>#6</th>
<th>ON</th>
<th>Stage 100% - Audience 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3</td>
<td>Video 1</td>
<td>Stage 0% - Audience 20%</td>
</tr>
<tr>
<td>#4</td>
<td>House</td>
<td>Stage 0% - Audience 40%</td>
</tr>
<tr>
<td>#1</td>
<td>OFF</td>
<td>Aisle Lights only</td>
</tr>
<tr>
<td>#5</td>
<td>Lecture</td>
<td>Stage 50% - Audience 50%</td>
</tr>
<tr>
<td>#2</td>
<td>Video 2</td>
<td>Stage 0% - Audience 5%</td>
</tr>
</tbody>
</table>

Displaying a Computer Image
Open CENTER Cabinet containing PC. Press BLUE ON button on Front Panel of PC. Novell dialog window appears... 1) If you need access to your F:\drive, login with your USERID and Novell Password. Click OK. (Changing context is no longer necessary.) 2) If you only need access to the Internet, click Workstation Only BOX (no password). USERID changes to Faculty. Click OK. Within a few minutes, the Novell Login screen will pop-up on your screen reminding you to login. Click the X in the upper right corner to cancel the screen. The network repeats this approximately 3 times, and then the login prompt stops. 3) If you logon as Workstation Only and then decide you need access to your F: drive, either shutdown and restart the PC, or Logoff Faculty and type your Userid, Password. When prompted for a Windows password, type: faculty.

Press the Podium Computer button from the left side of the touch panel. Press the Send to Center Screen and/or Side Screen button to display the PC Image on the projected screen.

Using the VCR / Cable TV
Press the VCR button from the left side of the touch panel screen. VCR controls and a preview window appear on the touch panel. The VCR is in the far left cabinet. Insert VCR tape. If you are not playing a VHS Tape, Cable TV will be projected. Channel 27 is the auditorium. Channel 22 is NIU broadcast. Channel select forward and backward is on the touch panel. The channel number appears momentarily in the upper left corner of the preview window on the control panel when you push the up or down arrow to select a channel.

Press the Send to Center Screen and/or Side Screen button to display the video on the projected screen. To remove the TV or VCR image from the BIG SCREEN, Press Blank Center Screen and/or Blank Side Screen.

Using a Laptop
In the left-bottom cabinet there is an audio/video 2-wire cable labeled “laptop”. Plug them into the tilt & plus pop-up connector on the podium desktop, and to the laptop. The laptop image should now appear on the projector screen and the desktop screen. Depending on the laptop model, remember to switch the monitor using Function F4 or F8. A blue network cable is in the drawer for laptop network (Internet) connection if the laptop has a network card that is set to obtain its IP address automatically (DHCP/Dynamic).
Using Document Camera #1 (on the top of the podium)

On the base of the Document Camera, push the POWER button.  
Press Document Camera 1 from the left side of the touch panel screen.  A preview will appear.  
Use the controls on the touch panel or at the document camera for operation.  
Press the Send to Center Screen and/or Side Screen button to display the image on the projected screen.

Using Document Camera #2 (in drawer on the right side of podium)

On the base of the Document Camera, push the POWER button.  
Press Document Camera 2 from the left side of the touch panel screen.  A preview will appear.  
Use the controls on the touch panel or at the document camera for operation.  
Press the Send to Center Screen and/or Side Screen button to display the image on the projected screen.

Controlling Volume

Use Source Volume to control the volume from all a/v sources.
Use Microphone Volume to control the volume from the microphone.

Using the Microphone(s)

There are THREE remote microphones in the bottom of the left cabinet.  Push the on/off toggle switch to ON.  If the “low battery” light stays RED, your battery is low.  There is no MUTE on this microphone - just push the on/off toggle switch to OFF when not using it.  A 9V alkaline battery lasts 8 hours.  Replacement batteries can be obtained in BH228 Mon-Fri.  There is a clip for your belt and lapel.

Remember to turn off the microphone when you are done so as not to drain the battery.

Remote Mouse

Use to advance or reverse your PowerPoint presentation slides.  Use wheel on right side to page down (roll downward) or page back up (roll forward)

Laser Pointer

To turn ON the laser pointer ... hold down the Orange Button and the Mode Button simultaneously.  
The mode Button will flash a red light when the laser is activated.

Room Control Options

Press the Room Control button in the lower left corner of the panel.  You can raise or lower the center and side projector screens.  You can close the auditorium doors with the touch of a button.  Press Podium Side Panel to return to original panel screen.

MyCap Close Captioning

For hearing impaired students, the MyCap unit display close captioning for Cable TV and VHS tapes.  Unit is on bottom shelf of the cabinet.  If not lite up, hit the ON button.  Also available in Tech Resources are “Pesonal Auditory Receivers” with ear buds.

Shutting Down

1. Remove CD ROM Disk/ Floppy Disk/ Zip Disk/ VHS tap.  2. Properly shut down the Computer from Windows.  
3. Put all remotes in the cabinet.  4. Lock doors & drawer on cabinet - turn knob to the left.  
5. Press the Room Off button.  6. Confirm shutdown.  7. The system will take time to shut down and cool down before being ready to start again.

If you need assistance while using the auditorium, send someone to Barsema 228 with your request.