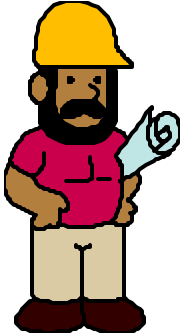


ELECTRONIC CLASSROOM OPERATIONS GUIDE



Room 502 V4.1



**Under
Construction**

**Under
Construction**

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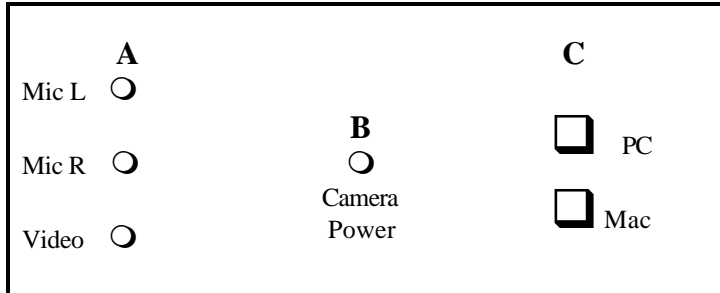
**Under
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I. START OF CLASS/START OF DAY PROCEDURES

1) **Press MAC or PC power button on the console plate.** Refer to figure 1.

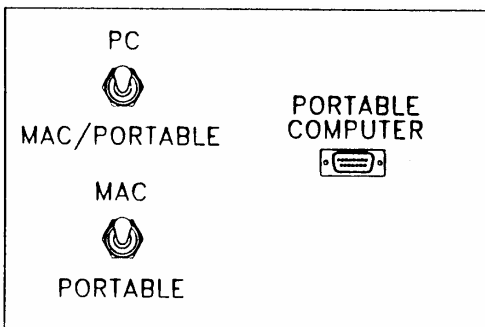
NOTE: If you are using a notebook computer **only** you can skip this step.



Console Plate - Figure 1

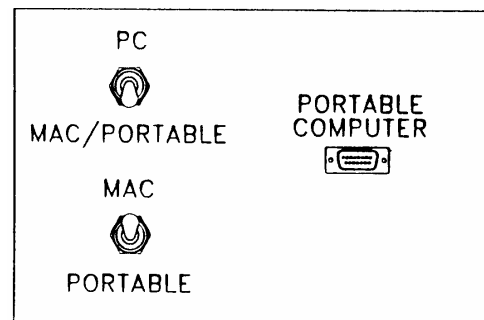
2) **Activate the Computer Selection Switch.** Refer to the diagrams below (figures 2.x) for the position of the switches.

PC



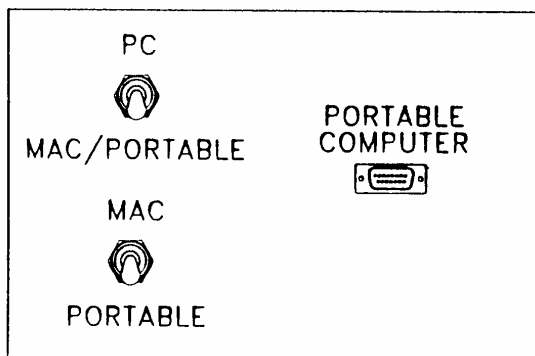
Computer Selection Switch – Figure 2.1

Mac



Computer Selection Switch – Figure 2.2

Document Camera /Notebook



Computer Selection Switch – Figure 2.3

NOTE: Connect the notebook computer to the document camera’s external cable. **DO NOT UNPLUG** the cable that is connected to the “portable computer” connector on the Computer Selection Switch plate.

Refer to “Using an external audio source,” on page 4 if you want to get sound from the notebook computer.

3) **Turn on the computer.**

- MAC** - Press the startup button in the upper right area of the MAC keyboard.
PC - Press the power button on the front of the computer.
Notebook - Press the appropriate power on button on your notebook computer.

4) **Lower the projection screen** using the rocker switch on the wall. **Return the switch to the neutral position when done lowering the screen.**

5) **Turn on the projector system.**

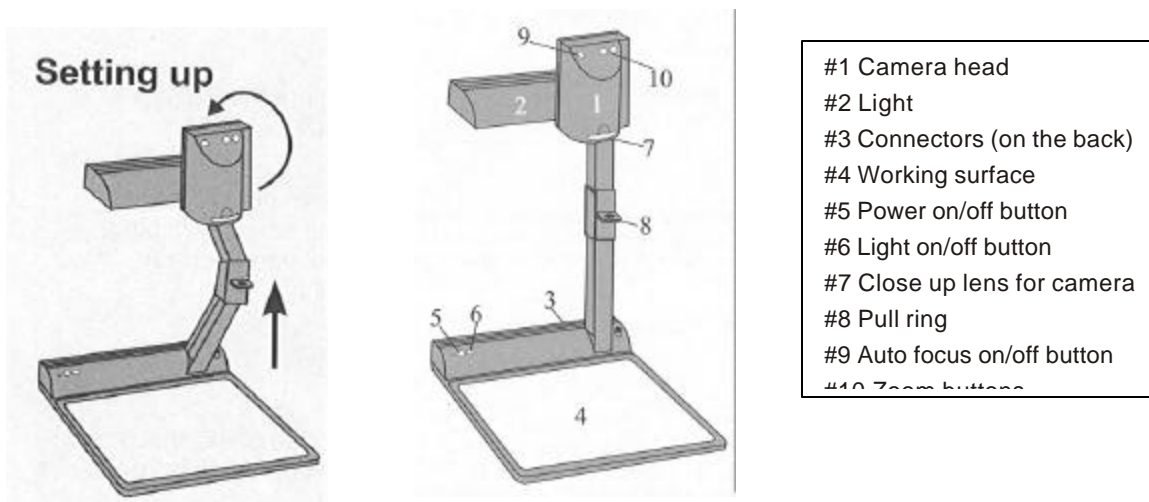
Point the projector's remote control at the screen and **press the blue \circ button**. After the projector powers up you should press the **COMPUTER 2 button** on the remote control. An image of the computer screen should appear after a brief pause. If you do not see an image of the computer on the screen, continue with the *Start of Class/Start of Day Procedures 6-10*, and then go to troubleshooting tip #2 on page XX.



Remote Control - Figure 3

6) Setup the document camera.

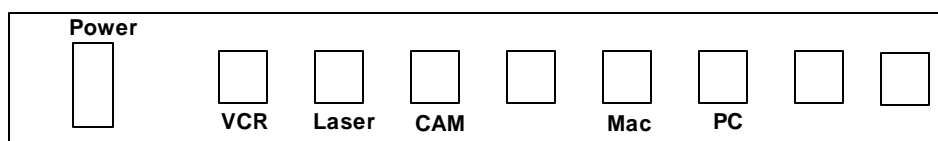
Pull the arm upwards using the special pull ring (#8). Turn the camera head (#1) so that it points down on the working surface (#4). Press the power on/off button on the document camera (#5) to turn it on. The power LED should come on.



Camera - Figure 4

8) Turn on the audio control box located under the audio/video switcher in the console cabinet.

9) Turn on the audio/video switcher in the console using the power button on the front of the switcher. Refer to figure 5.



Audio/Video Switcher - Figure 5

NOTE: If you want audio from the Mac or the PC you will have to press the respective button on the Audio/Video switcher. If you are using a video source (VCR or Laser disc) refer to the "Changing Between Display Or Audio Sources" section below.

10) Turn on the preview monitor in the console using the power button on the front of the preview monitor.

II. CHANGING BETWEEN DISPLAY OR AUDIO SOURCES

Changing between computer display and video display.

- 1) Make sure the video source (VCR or laser disc) is powered on.
- 2) Select the video source on the audio/video switcher (refer to figure 5).
- 3) Point the projector's remote control at the screen and press the VIDEO 2 button for video display or the COMPUTER 2 button for computer/document camera display.

Using an external audio source

If you want to use an external audio source (notebook computer, cassette player, portable CD, etc.) follow the instructions below.

- 1) Unplug the MIC L and MIC R connections on the console plate (A in figure 1).
- 2) From the line output or the headphone output of the external audio device, connect to the MIC L and MIC R inputs on the console plate.
- 3) Select CAMERA on the audio/video switcher (refer to figure 5).

Changing between computer and document camera displays

- 1) Make sure computers and document camera are powered on.
- 2) Make sure a computer screen is displayed. Press the COMPUTER 2 button for the computer/document camera display on the remote control.
- 3) Position the Computer Selection Switch for the computer/document camera you want to display (refer to figure 2.x.)

NOTE: If you want to see the notebook computer's image you should verify that the

- 1) Document camera's external video cable is plugged into the notebook computer external monitor port.
- 2) Computer Selection Switch is in the correct position (refer to figure 2.x.)
- 3) The camera's power LED indicator should be off. Press the power on/off button (#5) on the document camera (refer to figure 4) to turn it off if necessary.

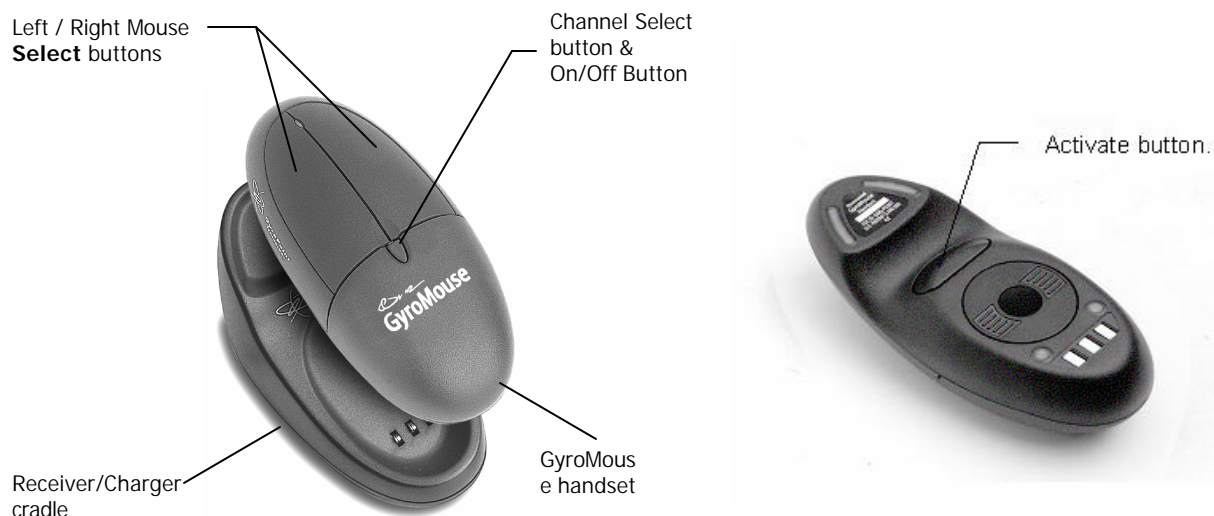
III. ADJUSTING AUDIO LEVELS

- 1) **Make sure you have the correct source device selected** (VCR, laserdisc, camera, Mac, or PC) on the Audio/Video switcher (refer to figure 5).
- 2) **Adjust the volume on the audio control box** located under the audio/video switcher. The green light should be lit.
- 3) If you still have an insufficient audio level, increase the volume on the source device (VCR volume, computer's volume/sound control panel, etc.).

IV. USING GYROMOUSE

GyroMouse can be used on the desktop or in the air. On the desktop, it works like an ordinary mouse. In the air, the cursor is controlled using subtle movements of your wrist.

GyroMouse controls are shown below:



Left / Right Mouse Select Buttons

The Select buttons (see picture above) function like the left/right buttons on a standard two-button mouse. Pressing either select button will also turn the GyroMouse back on if it has been in “sleep” mode. See also Channel Select below.

Channel Select Button & On/Off Button

The Channel Select button (see picture above) has two functions: radio channel selection and GyroMouse power switch on/off.

- Change RF Channel - Click this button rapidly to change RF channels if you experience inconsistent or erratic mouse behavior due to possible radio interference
- Turn Off - While holding the Channel Select button, click the Activate button (until the green LED shuts off).
- Turn On - Click any button to reactivate

Activate Button

The Activate button (located on the underside of the GyroMouse) enables you to control the movement of the mouse cursor when using it in the air. See “Using The Gyromouse In The Air” on page 8.

Using The Gyromouse On The Desktop

- 1) Start the computer.
- 2) Remove the fully charged GyroMouse from the receiver/recharger cradle and place it on a flat surface or mouse pad. The LED light on the receiver base will flicker rapidly when communicating with the GyroMouse handset.
- 3) Use GyroMouse like a standard desktop mouse.

Using The Gyromouse In The Air

- 1) Remove the GyroMouse from its receiver/charger cradle and hold it in a comfortable, relaxed position with your index finger on the Activate Button and your thumb on the Select Buttons, as shown in the picture. *(See page 7 for picture showing the location of the select and activate buttons.)*
- 2) Click on any button to turn on the GyroMouse. The LED (light) on the handset glows green to indicate adequate battery charge.
- 3) Press and hold the Activate Button with your index finger to move the cursor.
- 4) **While holding the Activate Button, move your wrist up, down, sideways, in a manner similar to using a flashlight.** The mouse cursor moves in the direction desired.
- 5) Use your thumb to press the left/right mouse select buttons.



Tips – Double-click the Activate Button to keep the cursor continuously active. To stop the cursor, click the Activate Button once.

GyroMouse responds to angular movements in mid-air. You do not have to move your entire arm; small and subtle wrist movements will control the cursor.

GyroMouse is not line-of-sight, **so you DO NOT have to point it at the receiver or screen.** Just hold it in a comfortable position!

Care And Maintenance

Charging The Battery

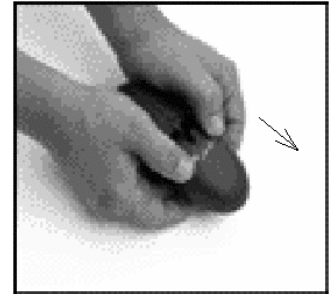
To the charge battery, place the GyroMouse on the receiver/charger cradle **after each use**. The LED should initially flash slowly—this indicates a “quick charge” mode. After 5 hours the LED will glow green indicating a “deep charge” mode.

Installing Or Removing Batteries

- 1) From the top of the GyroMouse handset, slide the battery cover open by pushing firmly with your thumbs as shown.
- 2) Remove the old battery by carefully pulling the battery connector from the battery socket.
- 3) Remove the spare battery from the standby battery charger kit by carefully pulling the battery connector out of the battery socket on the battery charger kit.
- 4) Connect the spare battery to the mouse by carefully aligning the slots on the battery connector with the battery socket on the mouse. Insert battery connector until it snaps into place.

The battery connection is a one-way fit only: DO NOT FORCE.

- 5) Place battery pack in compartment, and then replace the cover as shown. **Make sure wires do not interfere with the battery cover when closing.**
- 6) Re-dock the GyroMouse by placing the GyroMouse handset the on the receiver/charger cradle for approximately 5 seconds. You should be able to use the GyroMouse after re-docking it, if the spare battery was fully charged. Otherwise, leave the GyroMouse on the receiver/charger overnight. The LED on the mouse will slowly flash to indicate it is charging. When fully charged, the LED glows a solid green and GyroMouse is ready for use.



Resetting The Gyromouse

If the GyroMouse is connected properly (there is a cursor on the screen) but is not working, try resetting your unit.

- 1) Open the battery door and unplug your battery. Follow the “Installing Or Removing Batteries” instructions above.
- 2) Wait for 60 seconds.
- 3) Plug the battery back in. Follow the “Installing Or Removing Batteries” instructions above.
- 4) Place the GyroMouse handset in the Receiver/Charger cradle for 5 seconds, then try to use the GyroMouse.

IV. END OF CLASS/END OF DAY PROCEDURES

1) Turn off the projector system.

Point the projector's remote control at the screen and and **press the blue \odot button** (listen to see if fan goes off).

2) Raise the projection screen using the rocker switch on the wall. Return the switch to the neutral position when done raising the screen.

3) Turn off the computer.

MAC Quit the applications that are running.
 Pull down the SPECIAL menu and select SHUTDOWN.
 Press the power button on console plate for MAC (C in figure 1).

PC Quit the applications that are running.
 Click on the **Start** button on the task bar at the bottom left of the screen.
 Click on **Shutdown**. Make sure "*Shutdown the computer?*" is selected in the dialog box. Click on the **Yes** button.
 WAIT FOR THE monitor screen to go blank. When the screen is blank, press the power button (C in figure 1) on the console plate for PC.

Notebook Shutdown your notebook computer as you normally would.
 Disconnect the video and audio cables.

4) Turn off the camera.

- Press the power on/off button on the document camera (#5) to turn it off (refer to figure 4). The power LED should turn off.
- Turn the camera head (#1) so that it points away from the working surface (#4) and out toward the audience.
- Push the arm downward using the special pull ring (#8) until the arm fold down and the camera head/light assembly touches the working surface (#4).

5) Turn off the preview monitor in the console using the power button on the front of the monitor.

6) Turn off the audio control box located under the audio/video switcher in the console cabinet.

7) Turn off the audio/video switcher in the console using the power button on the front of the switcher (refer to figure 5).

8) Turn off all other video devices (VCR, laser disc) you used during your session.

9) Turn off the overhead lights and lock the classroom doors on your way out.