

How To Use the Audio Visual Equipment in the FCM Class Rooms



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FCM Room Contacts

Scheduling

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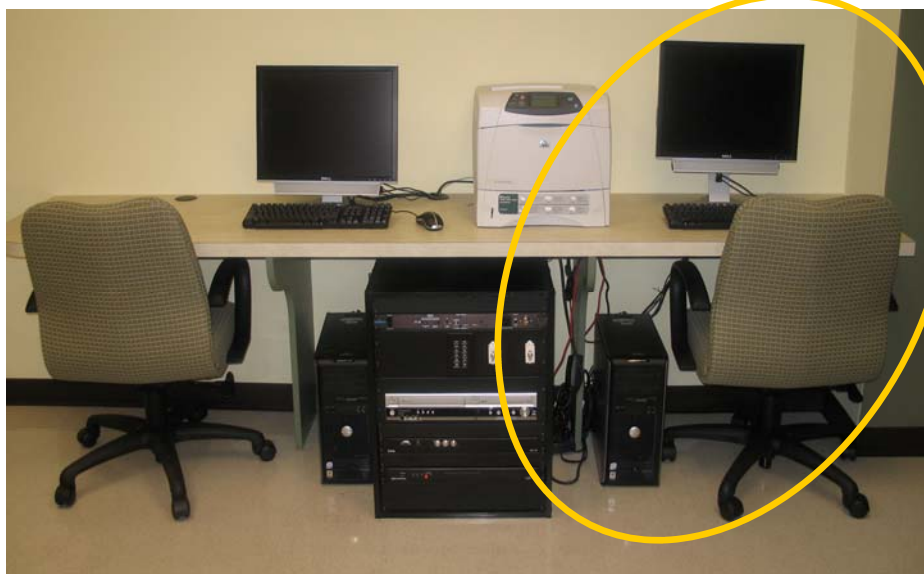
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In case of emergency, call **media services** 828-3400

Getting Started

Shake the mouse to wake up the computer on the right side of the AV control box.



Login using your assigned Novell username and password.

A screenshot of a Windows-style dialog box titled "Novell Login". The dialog box has a blue title bar with a red "N" logo and a close button. The main area is light beige. At the top, it says "Novell Client™ for Windows*" next to a red square with a white "N". Below this, there are two input fields: "Username:" with the placeholder text "Enter User Name Here" and "Password:". At the bottom, there are three buttons: "OK", "Cancel", and "Advanced >>".

Press the System On button located on the control panel. You will hear a clicking noise after pressing the button.



Press the PC button on the AV control Panel.



Make sure that the television is on. This will be indicated by a red light in the lower right corner (shown in the green box below).



If the TV is not on, use the power button (indicated in the yellow box) found on the bottom face of the TV.



CONNECTING A LAPTOP

You must have a VGA cable in order to project your laptop onto the flat screen TV. The VGA cable should plug into the side or back of the laptop as shown in the figure below.



Plug the other end of the VGA cable into the front of the AV control box.



With the AV box turned on, press the laptop button on the control panel. Now turn on your laptop.



If your computer does not automatically detect the external VGA cable, you will have to manually change your laptop's display signal. See the troubleshooting appendix for more details.

Make sure to shut the AV control box off when you are finished by pressing the System Off button as shown below. You will hear a clicking noise as the system turns off.



Viewing a DVD

Turn on the AV system. Make sure the TV is also turned on.



Turn on the DVD Player.



Press the DVD button on the AV control panel.



Press the OPEN/CLOSE button on the DVD Player to open the Tray.

NOTE: Always use the OPEN/CLOSE button to open or close the DVD Tray. Pushing on the disc tray could result in system damage.



It may be necessary to press play to view the DVD.



The volume can be controlled by the volume up and down buttons located on the AV control panel.



When you are finished with the system, please make sure to eject your disc and power off the DVD/VHS player. Also, press the system off button on the control panel.

You will hear a clicking noise as the AV system turns off.



Viewing a VHS Cassette

Viewing a VHS cassette is similar to the DVD process.

Switch the AV control panel over to VCR mode and turn on the power to the DVD player.

Use the play, stop, forward and reverse buttons to move through the VHS.

The volume can be controlled by the volume up and down buttons located on the AV control panel.



rewind forward



stop play

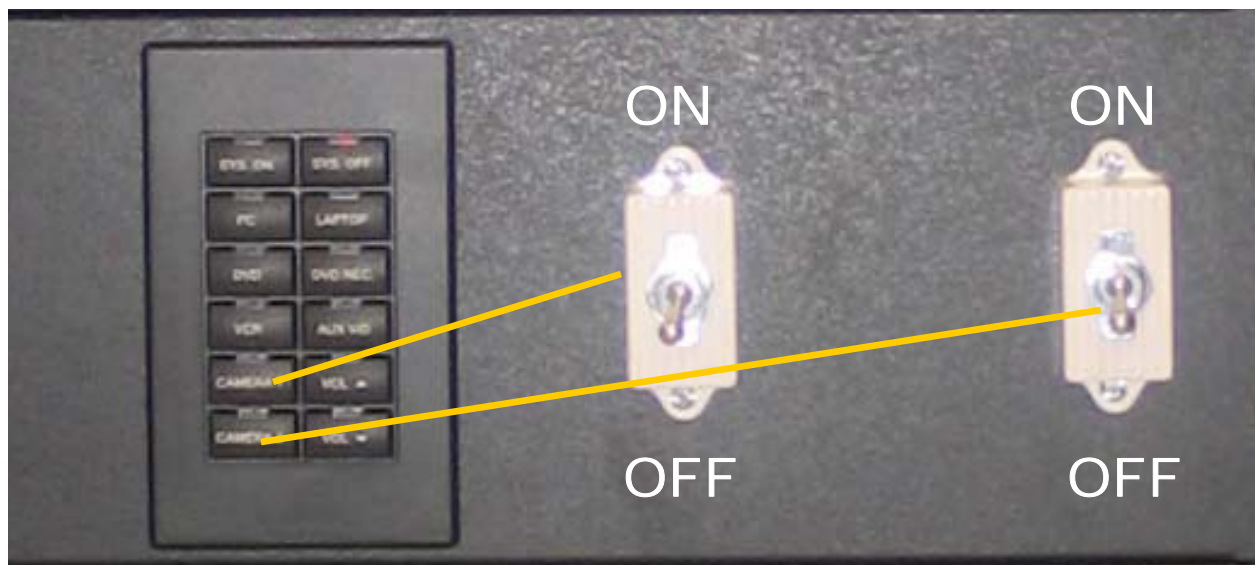
Please make sure to turn off both the VHS player and the AV control panel when you are finished.

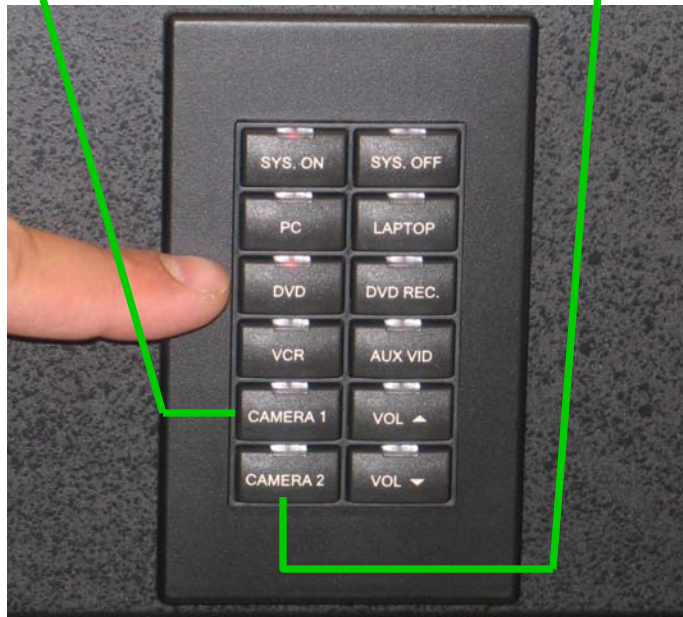
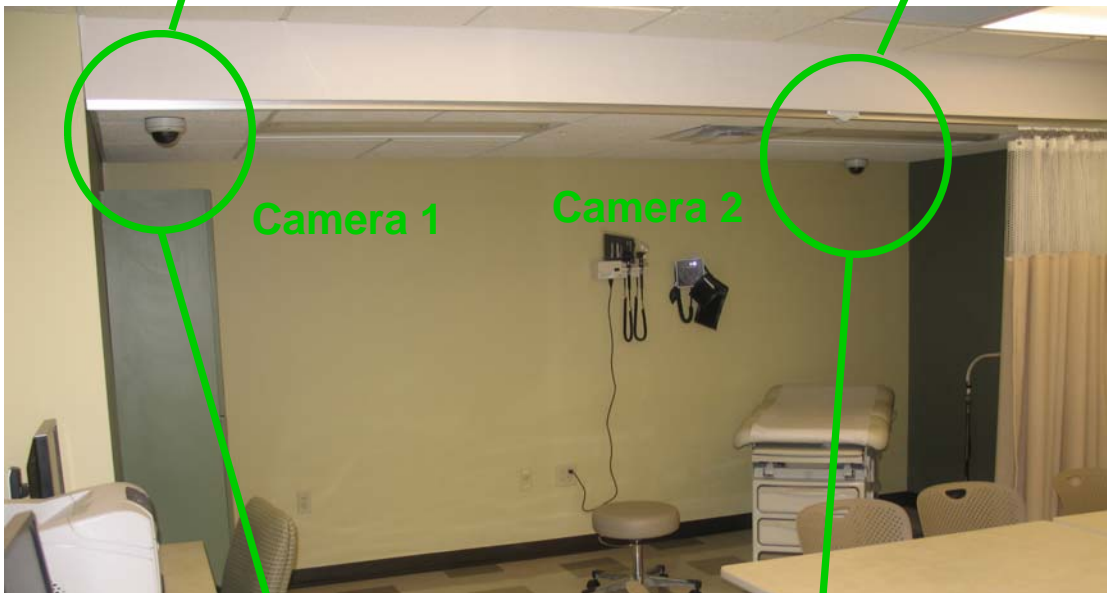
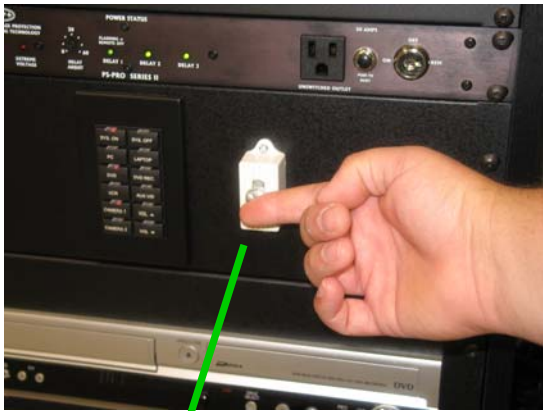
Recording a session to a DVD

The classroom has two cameras installed in the ceiling to allow video capture of a session in the FCM classroom. A microphone is also present in the ceiling in the center of the clinical area.



Each camera has its own on/off switch located next to the AV control panel. Also, each camera has a switch directly on the AV control panel.





In order to record to a DVD, insert the DVD-R disk into the DVD player.

Put the AV control panel onto the DVD setting, turn each white camera switch on, and then select camera 1 or camera 2 on the AV control panel. You should be able to see what is being recorded on the flat screen TV.

You can switch which camera is being recorded by using the camera 1 and camera 2 buttons on the control panel anytime throughout the recording session.



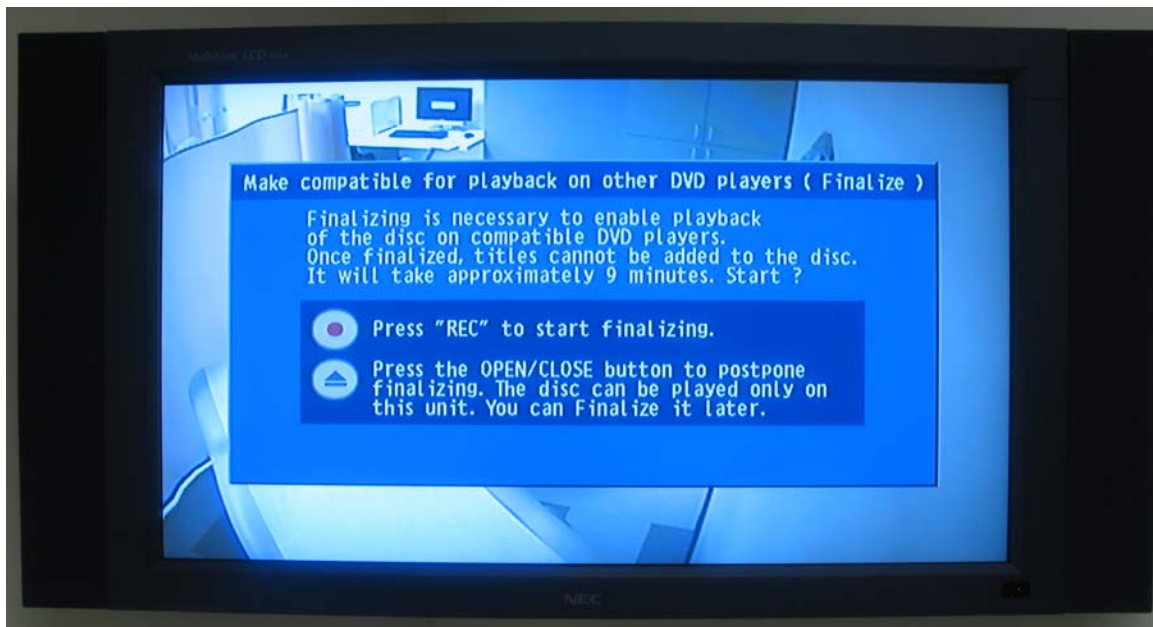
Press the DVD Record button on the AV control panel to begin recording. When finished, press the stop button located on the front of the DVD player.



This process can be repeated to record multiple sessions onto the same DVD disc before it is finalized. A DVD can only be viewed on the machine where it was recorded until it is finalized.

To finalize a DVD disc so that it can be played in other DVD players, press the OPEN/CLOSE button on the DVD player.

The message found below will appear on the flat screen TV.



If you do not wish to finalize the disc now so that you can record another session at a later date, simply press OPEN/CLOSE again to eject the disc.

Otherwise, press the Record button on the front of the DVD player to finalize the DVD disc.



After pressing record, another message will appear on the TV to indicate the amount of time left before the DVD disc can be safely removed from the DVD player.



Please make sure to turn off both the DVD player and the AV control system when you are finished.

Troubleshooting

Troubleshooting the Desktop PC

Problem: There is no signal on the flat screen TV

Solutions:

- 1) Make sure the desktop PC on the right side of the AV system is turned on.
- 2) Make sure the AV system is on (see page 5). You may need to turn off the AV system, boot the computer and then turn on the AV system.
- 3) Make sure to press the PC button on the AV control panel (see page 5)
- 4) Make sure that the flat screen TV is turned on (see page 6)

Problem: The desktop computer will not accept my Novell login.

Solutions:

- 1) Make sure that CAPS lock is off when typing the username and password.
- 2) Also, make sure you have the correct username and password.
- 2) See the contact list on page 3 for computer support questions.

Troubleshooting a Laptop

Problem: The laptop will not display on the flat screen TV.

Solutions:

- 1) Change the display output from the laptop.
 - **OPTION 1:** use the CRT/LCD display function, which is usually is a combination of the function key (Fn) and F8 or F4, depending on the computer manufacturer. Search for the function key on your laptop which either says CRT/LCD or has a small graphic resembling a TV or monitor.
 - **OPTION 2:** Most laptops will automatically detect an external VGA cable when the system is initially turned on. Try plugging the cable into the computer before booting it up.
- 2) Make sure the flat screen TV is turned on (see page 6)
- 3) Make sure the AV system is set to Laptop mode (see page 8)

Troubleshooting the AV System

Problem: There is no display on the flat screen TV.

Solution:

1. Make sure the TV is turned on (see page 6)
2. Make sure that the AV control panel is sourced to the correct video input (i.e. if using a laptop, make sure to press the laptop button)
3. If you are using a laptop, double check to make sure that the VGA cable is plugged in and that you have properly selected the external video source for your machine (see the previous page)
4. Call for technical support if none of these solve the problem.