Welcome to Palm Beach State College – Boca Raton Campus

Use the buttons on the left to assist you in using the Multimedia Classroom Equipment.

If you would like to schedule a one-on-one Multimedia Classroom Equipment Orientation please fill out the online: Orientation Request Form
1. POWER THE DATA PROJECTOR ON
   o Press the ON button at the top left corner of the Control Panel.
   o Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE SOURCE YOU WANT TO PROJECT
   o The two columns of buttons in the center of the Control Panel indicate the different inputs available.

3. TURN THE DIAL ON THE SWITCH BOX TO THE INPUT YOU WANT TO PROJECT

4. ADJUST THE VOLUME
   o If necessary, press the VOLUME +/- buttons on the Control Panel to adjust the audio volume to desired level.

5. POWER THE DATA PROJECTOR OFF
   o Press and hold the OFF button at the top left side of the Control Panel for approximately 3 seconds or until projector’s light turns off.
   o Note: The projector’s fan will continue to run after the projector is powered off to cool down the lamp. A cool-down period of several minutes may be necessary before projector can be powered on again.
1. POWER THE DATA PROJECTOR ON
   - Press the ON button at the top left corner of the Control Panel.
   - Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE ‘CAMPUS TV’ INPUT

3. USE THE CHANNEL +/- ARROWS TO TUNE IN CCTV CHANNELS
   - Note: The Boca Raton Campus CCTV broadcasts various television stations and videos from our collection on channels 3 to 11 during normal MTIS hours of operation. The Boca Raton Campus Info-Channel airs on channel 13.

4. ADJUST THE VOLUME
   - If necessary, press the VOLUME +/- buttons on the Control Panel to adjust the audio volume to desired level.

*ALWAYS POWER OFF EQUIPMENT AFTER USE*
1. POWER THE DATA PROJECTOR ON
   - Press the ON button at the top left corner of the Control Panel.
   - Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE APPROPRIATE ‘DVD’ OR ‘VCR’ INPUT

3. USE THE RIGHT SIDE OF THE CONTROL PANEL AS THE REMOTE CONTROL FOR EACH DEVICE
   - To Play a DVD:
     - Press the Open/Close button on the front of the deck then place the DVD on the tray.
     - Press the Open/Close button again to close the DVD tray.
     - Then you can Play/Pause, rewind, stop and fast forward using the buttons listed on the lower right side of the Control Panel.
     - When finished playing the DVD you can press the Open/Close button on the deck and the DVD tray will open and you can remove the DVD.
   - To Play a VHS Tape:
     - Insert the VHS tape into deck.
     - After tape is loaded you can Play/Pause, rewind, stop and fast forward using the buttons listed on the lower right side of the Control Panel.
     - When finished playing the VHS tape you can press the Eject VHS button on the deck and the tape will be ejected.

4. ADJUST THE VOLUME
   - If necessary, press the VOLUME +/- buttons on the SP Control Panel to adjust the audio volume to desired level.

*ALWAYS POWER OFF EQUIPMENT AFTER USE*
1. POWER THE DATA PROJECTOR ON
   - Press the ON button at the top left corner of the Control Panel.
   - Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. SELECT THE ‘COMPUTER’ INPUT
   - You may also need to power ON the computer inside the multimedia cabinet.

3. TURN THE DIAL ON THE SWITCH BOX TO THE ‘COMPUTER’ INPUT

4. SELECT THE ‘COMPUTER’ INPUT ON THE FACE OF THE DOCUMENT CAMERA
   - Note: In some classrooms the document camera and computer both utilize the RGB input. In order to see the computer image onscreen, it is necessary for the document camera to be powered on and the PC button to be selected (it will be illuminated in green).

5. ADJUST THE VOLUME
   - If necessary, press the VOLUME +/- buttons on the Control Panel to adjust the audio volume to desired level.
   - Note: If you don’t hear any audio or if the volume is not loud enough, please verify that the computer audio is not muted or turned down. To do this, click the speaker icon in the lower right corner of the computer screen. The volume control tab will appear onscreen and may be unmuted and/or adjusted.

*ALWAYS POWER OFF EQUIPMENT AFTER USE*
• Verify the computer is powered ON then log in with your Palm Beach State College user ID and Password.

• To use the LASER Pointer:
  o Press and hold down the LASER Pointer button on the Wireless Mouse.

• To advance slides in PowerPoint:
  o Open PowerPoint presentation and run SLIDE SHOW.
  o Press the RIGHT arrow to advance to the next slide.
  o Press the LEFT arrow to go back a slide.
1. **POWER THE DATA PROJECTOR ON**
   - Press the ON button at the top left corner of the Control Panel.
   - Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity.

2. **SELECT THE ‘DOCUMENT CAMERA’ INPUT**

3. **TURN THE DIAL ON THE SWITCH BOX TO THE INPUT YOU WANT TO PROJECT**

4. **SELECT THE ‘CAMERA’ INPUT ON THE FACE OF THE DOCUMENT CAMERA**
   - Note: In some classrooms the document camera and computer both utilize the RGB input. In order to see the document camera image onscreen, it is necessary for the document camera unit to be powered on and the CAMERA button to be selected (it will be illuminated in green).

5. **ADJUST THE DOCUMENT CAMERA SETTINGS IF NECESSARY**
   - At this point you may want to:
     - Adjust the arm if the object you are displaying is short/tall.
     - Adjust the camera lens and switch on the light options if needed.
     - Auto-focus on the image being displayed.
     - Experiment with different image options available on the control panel at the base of the document camera.
   - Examples of items that can be projected:
     - Textbooks, papers, objects, overhead transparencies (to display transparencies you will need to put a piece of white paper underneath or use the base lamp).

*ALWAYS POWER OFF EQUIPMENT AFTER USE*
1. **POWER ON** and **POWER OFF** BUTTONS ARE LOCATED ON TOP LEFT SIDE OF CONTROL PANEL
   
   - Note: You may hear the projector’s fan before seeing an image onscreen. The projector’s lamp can take up to 60 seconds to achieve its full luminosity. The projector’s fan will continue to run after the projector is powered off to cool down the lamp. A cool-down period of several minutes may be necessary before projector can be powered on again.

2. **SELECT THE SOURCE YOU WANT TO PROJECT**
   
   - The two columns of buttons in the center of the Control Panel indicate the different inputs available.

3. **IF USING THE INSTRUCTOR’S PC, CONNECTING A LAPTOP, OR USING THE DOCUMENT CAMERA, YOU WILL ALSO NEED TO TURN THE DIAL ON THE SWITCH BOX TO THE INPUT YOU WANT TO PROJECT**

4. **ADJUST THE VOLUME**
   
   - If necessary, press the VOLUME +/- buttons on the Control Panel to adjust the audio volume to desired level.

5. **USE BUTTONS ON THE RIGHT SIDE OF THE CONTROL PANEL AS THE REMOTE CONTROL FOR DVD/VCR FEATURES (PLAY, PAUSE, FAST-FORWARD, REWIND, ETC.**

6. **CHANNEL TUNER BUTTONS FOR CCTV ARE ON THE LOWER RIGHT SIDE OF THE CONTROL PANEL**


   YOU MAY ALSO PRESS THE 9. **HELP** BUTTON FOR MEDIA PERSONNEL IN-PERSON TECHNICAL ASSISTANCE.
1. FIND THE VGA CABLE ON THE DESKTOP WITH A TAG MARKED “LAPTOP”

2. CONNECT THE END OF THE VGA CABLE TO THE VGA PORT ON YOUR LAPTOP

   Note: This connection is generally blue or black in color. Make sure you align pins as you connect them. The VGA port is usually found on the back or side of the laptop.

   Note: Both ends of the VGA cable must be connected prior to powering on both devices.

   Note: If you’re using a Mac laptop or other device that does not have a VGA connection the presenter will need to provide the adapter to connect to the classroom VGA cable.

3. IF YOUR PRESENTATION INCLUDES AUDIO, CONNECT THE MINI AUDIO CABLE TO THE HEADPHONE JACK ON THE LAPTOP

4. TURN THE SWITCH BOX TO “LAPTOP” INPUT

5. POWER ON THE DATA PROJECTOR

6. SELECT THE “LAPTOP” INPUT ON THE SP CONTROL PANEL

7. LOG INTO THE COMPUTER USING YOUR PALM BEACH STATE COLLEGE USER NAME AND PASSWORD

   NOTE: If no image displays on wall screen, use Fn + LCD on your laptop.

For immediate assistance, call Media Technology at 561-862-4800

To report a problem that is not immediate, submit an online Trouble Report
Please see below for basic troubleshooting tips:

• If you cannot see computer or CCTV image on the wall screen:
  o Verify that the SP Control panel is on the proper INPUT for the device you are trying to use.
  o **NOTE:** If using the instructor’s PC make sure the Switch Box is on “Computer” (not Laptop or Document Camera).

• Cannot turn data projector on or off:
  o If you see 2 red lights on the projector itself, it could be locked up or the lamp may need to be replaced. Please press the “HELP” button on the SP Control Panel or contact MTIS at 561-862-4800 for service.

• Wireless mouse is not advancing slides or laser pointer not visible:
  o Wireless Mouse remote could be out of sync or batteries may need to be replaced.
  o **NOTE:** If you remove the batteries and try to replace them the remote may still not work unless its synced by MTIS. Please contact MTIS at 561-862-4800 for service.

• No Audio
  o Verify that the data projector audio is not all the way down.
  o If using the computer, make sure the audio is not muted. The computer’s audio control icon will be at the bottom right corner of the monitor.

YOU MAY ALSO PRESS THE **HELP** BUTTON LOCATED ON THE CONTROL PANEL FOR MEDIA PERSONNEL IN-PERSON TECHNICAL ASSISTANCE.