Atrium Technology Instructions

Things to remember:

- If necessary, turn on electrical power to the black metal closet equipment cabinet using red switch at top front.
- Remote control units for the projector, DVD/VCR, and Blu-Ray player are stored in a drawer near the bottom of the closet equipment cabinet.
- Audit volume is controlled by a knob on the Atrium wall near the equipment closet.
- To select or change the video source (laptop, DVD/VCR/cable TV, or Blu-Ray player) use the projector remote control. *Sources used for Atrium presentations: BNC for laptop, HDMI for Blu-Ray player, Video 1 for DVD/VCR/cable TV*.

TO USE LAPTOP COMPUTER

Setting Up:

1. Laptop input defaults to WALL PLATE near projector screen – if presenter prefers to connect using the FLOOR BOX in front of Blend Express, go to equipment cabinet in closet and change button labeled FLOORBOX-WALLPLATE to appropriate choice.
2. Lower projector screen using rocker switch on closet wall opposite cabinet.
3. Set up laptop in desired location and connect its VGA port to the VGA port in floor box or wall plate.
   - *If the presentation will include sound, use VGA cable with attached audio cable and attach audio cable to laptop headphone jack and the round audio port on the floor/wall plate.*
4. Turn on the laptop and wait for it to boot up.
   - Most laptops will sense that they are connected to a projector and will automatically route their display to the projector while adjusting the laptop screen display as needed.
   - The laptop should select the UDwireless network and allow connection if desired. If you would rather use a wired Ethernet connection, please request an Ethernet cable from the SBA IT Assistant and connect it to the laptop and the floor box or wall plate Ethernet port.
   - If you are using the SBA IT-provided laptop, you can log in to Windows with the username User and no password. ==If necessary you can then log in to Novell by clicking on the red N in the Start menu and entering your Novell username and password.==
   - If you need to connect to the Internet, enter your Novell username and password into the Cisco Clean Access login screen.
5. Turn on projector by pressing orange Power button on the projector remote.
   - Wait a few seconds for the projector to warm up.
6. Press the BNC button in the Source section near the top of the projector remote.

When Finished:

1. Turn off projector using the orange Power button on the remote.
2. Turn off laptop and disconnect the VGA cable (and audio cable is appropriate).
3. Return the remote(s) and VGA cable to the drawer in the equipment cabinet.
4. Raise projector screen using the toggle switch on the closet wall.

TO USE VCR/DVD PLAYER OR BLU-RAY PLAYER

Setting Up:

1. Lower projector screen using rocker switch on closet wall opposite the cabinet.
2. While inside the closet, use appropriate remote to turn on VCR/DVD or Blu-Ray
3. Press "PC" button on the podium control panel.
   - Wait for computer to boot. Log in to Windows by entering user name "faculty". There is no password. If necessary you can then log in to Novell by clicking on the red N in the Start menu or desktop and entering your Novell username and password.
   - *If you need to connect to the Internet, enter your Novell username and password into the Cisco Clean Access login screen*
4. Click on icons or <start> menu to access software.

When Finished:

1. Use the appropriate remote to eject VCR tape, DVD disk, or Blu-Ray disk and turn off power to the player.
2. Turn off projector using the orange Power button on the remote.
3. Raise projector screen using the toggle switch on the closet wall.

TO USE MICROPHONES

1. The lapel microphone and the battery/radio (base) unit for the handheld microphone is stored in the electrical charger that normally sits atop the lectern inside the closet. The handheld microphone is kept in a zippered storage bag in the equipment cabinet drawer and is attached to the base unit when it is to be used.
2. A red LED light on the lapel mic or handheld base indicates the unit is charging. After removing from the charger, press the mic button for a few seconds and release it; after a few more seconds it should turn green and be ready for use.
3. To mute the mic, press the button once and the LED will flash red; press the button again to turn the audio on again.
4. When finished, <u>use the tab</u> to remove handheld mic from the base and <u>do not</u> store handheld mic on top of its base – put the base on the charger and place the mic in the storage bag and return it to the equipment cabinet drawer.

For assistance contact the IT Assistant in Anderson 128 at 229-2361

Atrium TV Instructions

- Lower Screen

- Using Epson remote turn on projector (located above the Blend Counter). Point remote directly at the projector. Select the Video 1 / 2 input on the Epson Remote.

- Notice digital tuner on metal rack in closet. If necessary turn digital tuner ON by pressing the power button in the middle of the circular control array on the front panel OR by using the PHD remote stored in cabinet drawer.

- Using PDH remote select desired channel. Be sure to point the remote at the digital tuner. If you are outside the closet you must point the remote at the IR sensor located on the wall outside the closet where the audio control knob is located. There must be a clear path to the IR sensor, i.e. if someone is sitting at the table and blocking the sensor, the remote won't be able to change the channel.