

OLLI Audio Visual Equipment – Operating Guidelines

Projection Screen: To raise or lower the projection screen, flip toggle button to left of the white board.

LCD Ceiling Projector: - used for computer and DVD projections.

The LCD ceiling projector is used to project videos and images from the laptop computer and DVD player. It can also project Powerpoint or PDF slide images from the laptop computer.

- There are only 5 buttons on the remote you will need to use:
 - (A) ON
 - (B) STANDBY/OFF
 - (C) INPUT #2 (for computers)
 - (D) INPUT #3 (for DVD)
 - (E) SHUTTER



LCD Ceiling Projector Remote

Instructions for LCD Ceiling Projector

Aim the remote at the projector so the laser can be read by the projector.

Turn the projector on by quickly pressing and releasing the “ON” button (A). It takes just a second for the red light on the projector to turn off and the motor to turn on. An image will slowly appear on the screen with a countdown in the lower right corner to let you know when images from the laptop or DVD will appear on the screen. If you can’t get the LCD projector to turn on, make sure the very bottom button on the remote is in the “on” position (F).

To display laptop (classroom or instructor’s), keep pressing **Input #2** (C) until **RGB** appears in the upper left corner of the screen, which connects the laptops to the projector. (If the instructor uses his/her own laptop, unplug the cable (VGA) from the classroom laptop and plug into the instructors. If instructor needs HDMI or Mac connection, use the black adapter for PCs and the white adapter for Macs in the white plastic box on the top shelf of the cabinet.

DVDs can be played on the laptop using **Input #2** (C). If you need to use the **DVD player**, keep pressing **Input #3** (D) until **VIDEO** appears in the upper left screen, then follow instructions for **DVD Player** (p. 8).

If you need to “mute” the picture so you can use the white board, or not have the presentation as a distraction while the instructor is speaking, press the **Shutter** button (E). Then raise the screen. When you are ready to view the picture, press the Shutter button again and lower the screen. (If you accidentally turn off the LCD projector instead of hitting “Shutter” the LCD will need to recycle and takes 1 ½ minutes for this process. A green light appears on the lower left corner of the projector when it’s ready.)

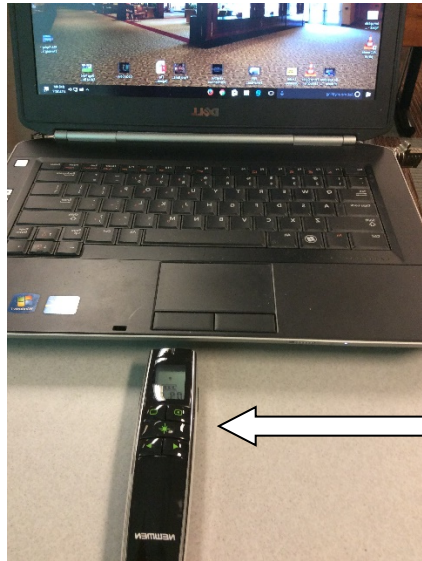
To turn off the LCD projector, press the **Standby** button (B) **two times** while aiming the remote at the projector.

Always turn the LCD projector off when it is no longer needed and especially remember to turn it off if the LCD is still shuttered at the end of class.

OLLI Audio Visual Equipment – Operating Guidelines

Presentations on laptops:

We will use either the classroom laptop computer (has connection to internet) or instructors may bring their own laptop (presenters can also connect to the wireless internet).



PowerPoint Remote

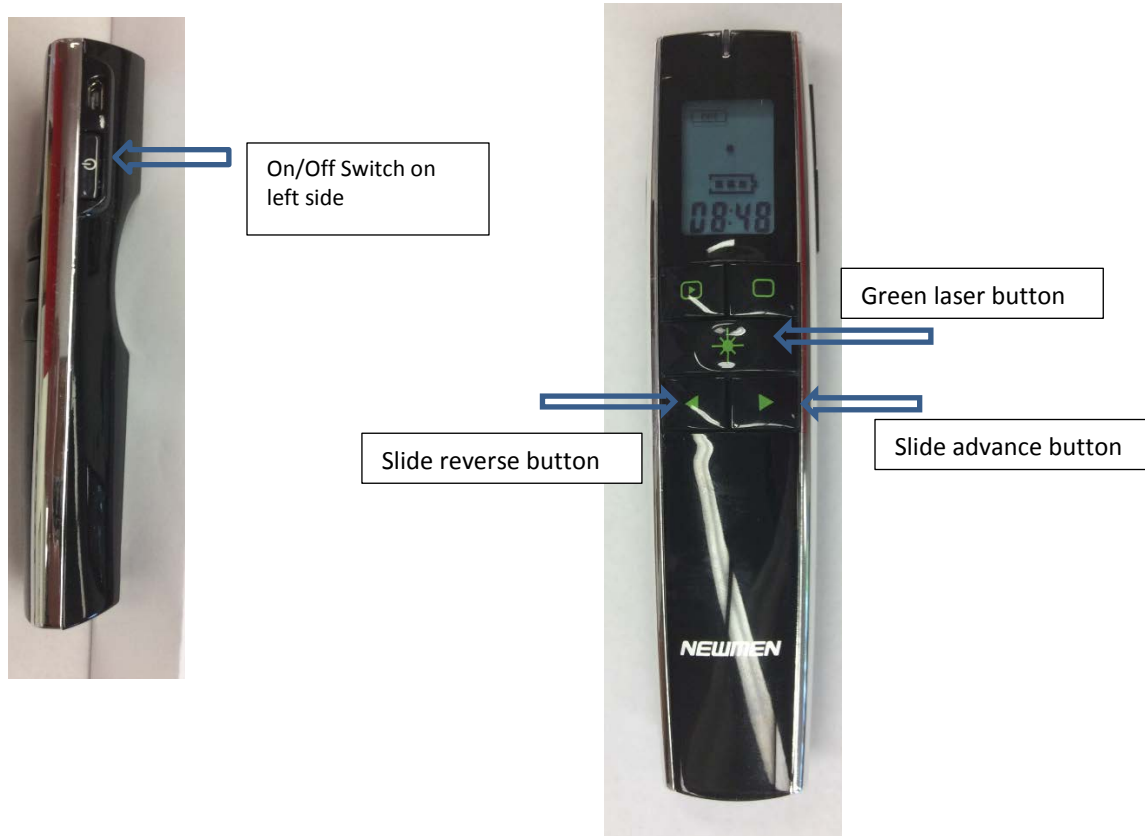


Our Classroom Laptop Computer

- Instructors may bring their presentation on a flash drive. Install it on the left side of the computer.
- Our laptop computer is usually on and ready to use. To view the laptop screen on the LCD overhead projector, use the LCD remote.
- Keep pressing Input 2 until “RGB” shows on the upper left corner of the screen.
- You can play DVDs on our laptop which means less equipment and remotes to worry about but it isn’t always the best for convenience for the instructor or host. You can put the DVD into the computer (the DVD player is on the right side of the computer) and leave the LCD remote on Input 2, “RGB.”
- Trouble shooting. The equipment used by a previous class may impact what happens when you turn on the LCD projector. If you turn on the LCD projector in conjunction with the laptop or DVD but nothing appears on the screen, you will need to press the correct LCD remote button (Input 2 or 3) to connect to the equipment you are using.
- The LCD projector will shut down if it isn’t connected to the laptop or DVD player.
- Use the hand-held PC remote control to advance Power Point/PDF slides (see picture on next page)
 - Remote can be used anywhere in the room.
 - The antenna for the remote is plugged into the back of the laptop.
- Volume on the laptop must be up in order for the mixer volume control to work.

OLLI Audio Visual Equipment – Operating Guidelines

PowerPoint Remote



The remote has an on/off button on the left side. Press and hold the button until the remote turns on – the screen light up with information. To turn off the remote, press and hold the button until it shuts off. **Please turn this off when the class is over.** Place the PPT remote control on the stand with the laptop.

The arrow right and left buttons are for advancing or reversing the slides. The button with the starburst is the button for the green laser.

Ignore the two buttons above the laser button. They are for programming the remote to do other things. Also, ignore the two rectangular buttons on the right side of the remote as they are for programming the time and timer.

There is a battery power indicator on the remote screen.

OLLI Audio Visual Equipment – Operating Guidelines

This remote is rechargeable and needs to be plugged into the computer via the remote cord after the last class of the day to charge it up for the next day's classes. **Please make sure you get the remote from the instructor when the class is over.** Place remote on tray in front of the laptop for the next class.

If an instructor brings his laptop, please use the spare remote and antennae in the plastic baggie located in the white bin on the left of the top shelf. Be sure to collect these items when the class is over and return items to baggie and bin.

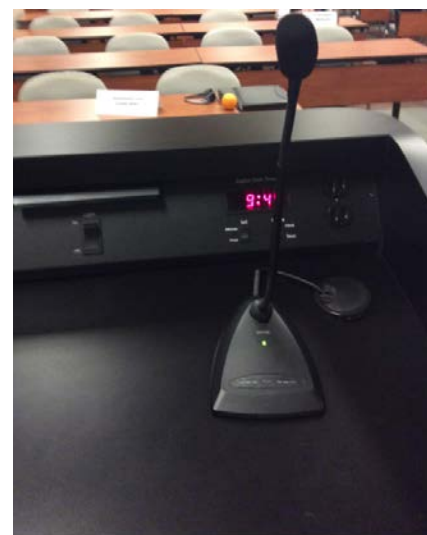


Changing From OLLI Computer to Presenter's Computer:

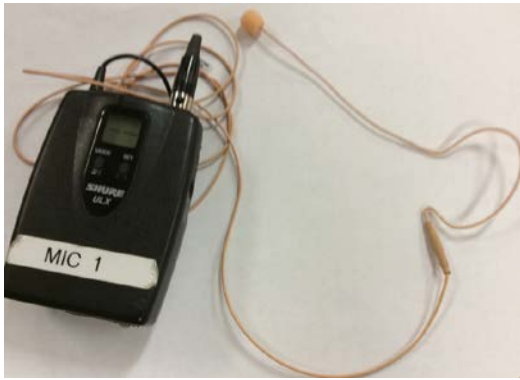
- If a presenter brings his/her own laptop, unplug the computer cable from the OLLI laptop and plug it into the presenter's laptop.
- Mac users usually bring their adapter cord. However, we have an extra Mac dongle (white) in the white plastic bin on the top shelf of the cabinet. Adapters for various computer needs are in the white plastic bin on the top shelf.
- Some instructors have newer computers that require an HDMI to VGA dongle (black) that is located in a basket on the top shelf of the cabinet. If any of the adapters are missing, please call for A/V support so they can bring a new one.
- If a presenter needs audio for their laptop, unplug the audio cord -- gray cord on the right side of classroom laptop and plug into presenter's laptop -- (headphone input icon)
- You will have to turn up the computer volume button on the mixer (fourth dial from the left) to hear any audio from OLLI's laptop or the instructor's laptop. (See **Volume Controls**, pages 6 & 7.) **IMPORTANT**-- the volume on the presenter's computer must be turned up, too, if they are playing audio from their computer.

Basic Speaker/Presenter Facilities:

Podium: The lectern microphone power should always on, and the volume is controlled with the 1st volume knob on the left on the mixer. The mixer is located on top of the metal cabinet. The podium has clock, timer, and light for presenters. The mike has a "push" button so if an instructor has to cough or sneeze or need to talk with someone privately, hold down the "push" button and it will cut out the mike. The host notebook is kept on the first shelf under the podium.



OLLI Audio Visual Equipment – Operating Guidelines



Microphones: There are two microphones for instructors to wear: a jawline microphone (shown above) and the standard lapel microphone. The jawline mike is the best choice if an instructor wants to wear it. Since the microphone is near the mouth, there is no loss of volume compared to the lapel mike clipped to clothing or when the speaker turns his/her head. The mikes (labeled MIC 1—jawline microphone and MIC 2—lapel microphone) correspond to the dials on the mixer box on top of the cabinet (see section on **Volume Controls**, pages 6 & 7). The mixer should never be turned off. If, however, you come in the room and cannot get the mikes to work, please check to see if the lights are showing on the mixer. If not, the master switch is probably turned off. You will need to turn it on. (See pages 6 on **Volume Controls**.)

- If the instructor chooses to use the lapel microphone, make sure it is facing up and as close to the chin as possible without touching the chin or rubbing against clothing. (Do not fasten onto the lapel or off to the side of garment. Make sure the mike doesn't fall down because of lightweight material or inside a shirt, etc.)
- The clip on the microphone can be rotated so the microphone is always pointed up. The base of the mike has a "hook" on the back that can be fastened to a belt, pocket, or waistband.
- The jawline microphone can be worn on either ear and the part that fits around the ear is flexible to make it smaller or larger. It should be snug enough so the microphone part doesn't wobble. The microphone does not need to be placed right in front of the mouth. The wire that leads from the ear to the microphone can be straight or slightly curved allowing the microphone to be about an inch from their jaw/chin.
- Turn on either microphone by flipping the toggle switch to "on"—this is located on the top of the microphone. The light turns green when it's ready.
- If you turn the light on and the battery power is down to one bar (displayed on the front of the microphone) and/or the light turns from red to green to red, remove the battery and replace it with a new one.
- Batteries are in the white plastic bin on top shelf of cabinet. Put the old battery in the plastic tub on top of the cabinet.
- **Retrieve the microphone from the instructor before he/she leaves the room. Put the jawline microphone in the blue/yellow box. DO NOT wrap the wire around the base of the microphone. Put the lapel microphone in the white plastic basket on the top shelf of the cabinet for the next class.**



On/Off toggle

OLLI Audio Visual Equipment – Operating Guidelines

- **Make sure microphone is turned off when not in use** to save on batteries. The batteries tend to last 8 hours. If a mike is “cutting out” the battery is usually getting low; replace battery. If there aren’t any in the plastic bin, try the other lapel mike so the presenter can continue. Let the program manager know the batteries are gone so we can get new ones in the room.
- The lectern microphone is always on. Please stand close to the microphone with your mouth being a few inches away from it. If you are soft spoken, you may have to turn up the volume. If you have a strong voice, you may have to step back from the microphone some.

Volume Controls:



- The mixer box is located on top of the cabinet and the dials are labeled for each specific audio equipment being used. The dials for the computer -- iPod, DVD CD -- should always be at “0” when not in use. These are the dials you need to adjust for any equipment volume other than the microphones.
- Please have the speaker talk naturally to see if the volume needs adjusting before class starts. Coordinate this effort with the speaker. Please adjust volume during class if needed. You can hear the instructor well from the front seat, but members in the back may have trouble hearing. Please eye the room often to see if members appear to have trouble hearing or if the volume is too loud. It’s always a good thing to encourage members at the beginning of each class to raise their hand if they are having trouble hearing so you can adjust the volume.
- The two big dials to the right and left of the digital readout (above Mic 2 and Tape dials) are lights. You can pull these out so you can see the dials when the room is dark, for example, during a movie,.

OLLI Audio Visual Equipment – Operating Guidelines

- The master on/off switch is to the top right on the box. If you come in and the lights on the mixer are not on, flip the master switch to on.
- There is a master volume control button to the far right of all the volume controls. **DO NOT** turn this master volume control up. It causes feedback and static when it is turned up too high. The level it's at (9:00 position) works for the A/V equipment in the room.

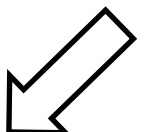
Document Projector: mobile unit

- The document projector is on the table to the right of the computer stand. To use the document projector, remove the computer cable from the laptop and plug it into the back of the document projector. The LCD remote should be on Input 2, RGB—same as for the computer to display.
- Press “power” button and put item for display under the light and projection unit.
- Adjust “necks” for better lighting and projection of document. You might need to adjust the room lighting and/or document projector lighting depending if the projected item is text, or a plain or glossy photo.
- A focus knob is located under the projection unit.
- Move picture, book or paper for best viewing.
- The remote (velcroed to the base of the projector) has many options for dimming or brightening the light, zooming in or out, and flipping the picture.



Sony DVD Player:

- Turn the DVD player (top shelf) on by pressing the “power” button in the upper right corner and a green light will appear on the power button. Wait a few seconds, then press and hold for a second the “open/close” button on the left of the DVD (it's a little slow to respond). If it doesn't open in a few seconds, press and hold the open/close button again. The tray will open. Insert DVD, then press the open/close button to close tray.
- Use Sony DVD remote to play the DVD. It should always be left on top of the DVD player when not in use.
- Volume control is the 6th volume knob from the left on the unit on top of the metal cabinet. (See page 6 & 7)



OLLI Audio Visual Equipment – Operating Guidelines



- See **LCD Ceiling Projector** (p. 1) to setup the LCD Projector.
- When done, hit “open/close” button to eject the DVD.
- If you cue a DVD in preparation for the instructor to use, you only have 15 - 20 minutes to keep the DVD on pause before it shuts off. When it shuts down, the LCD projector will shut down 30 minutes after that. If the instructor isn’t going to use the DVD immediately, it’s best to put the DVD in at the time or shortly before the instructor will be using it.

CD Player: – bottom unit in picture above.

- The power button is on the upper left side of the CD player.
- Open/Close button is on far right of disc player. Load the disc(s) and press Open/Close button to close. The player holds up to 5 CDs.
- Use the Sony CD remote to operate.
- Volume control is the 7th volume knob from the left on the top unit in the metal cabinet. (See **Volume Controls**, pages 6 & 7.)

iPod: see mixer on page 6

OLLI Audio Visual Equipment – Operating Guidelines

- If an instructor has music to play off an iPod, the cord to connect the iPod to the mixer is in the blue/green box on the top shelf.
- Plug the cord into the port marked iPod, 5th dial from the left, and then adjust the volume. The volume on the iPod must also be turned up for the mixer to pick up the music.