

# **Introduction to the usage of the Multi-Media Teaching-Aid Centers (MTC) at PHS**

## **Key**

In order to have access to the main remote control and cables that you may need to work with MTC (**see Figure 1.**) adequately, you have to have a key to open the drawer located under the VCR. Keys can be requested in Gaskill Hall Room #130 (Audio-Visual). Each faculty member has to have his/her own key if they want to use the MTC.

## **Drawer**

In the drawer you should find the main remote control, a monitor cable to make a connection between your computer and the projector interface (**see Figure 2.**), and some other remote controllers, which can operate the installed devices individually (you may need to use them if the main remote control does not function).

## **Main Remote Control**

The Main Remote Control (**see Figure 4.**) is a black square-shaped control panel. You need only this remote to operate the whole system easily and successfully. The remote contains all the **Media Resources** that are available on the MTC. The following lines will describe how to use some of them (VCR – DVD – Guest Computer (laptop) – Document Camera).

## **Laptop Computers**

Faculty can use their own laptop computers with the MTC. Otherwise the PHS Department is furnished with three Apple laptop computers with ZIP drives (One IBM laptop will be available to faculty around October). Laptops must be resented in advance with Carmen via e-mail and return to Carmen's office immediately after use. In order to be able to use your laptop with the MTC please do the following steps!

1. Get the key and open the drawer.
2. Take the video cable (**see Figure 3.**) and connect your computer to the projector interface under the desktop. This interface also contains a power and an Internet outlet (**see Figure 2.**).
3. Turn On your computer.
4. Take the **Main Remote Control** and turn on **Projector Display**. This actually turns on the whole system and puts it in a ready state. (Projector may need 15-20 seconds to warm up.)
5. Switch **Media Resources** to **Guest Computer** reading and you should see the projection of the desktop of your computer on the white screen.
6. After finishing your class or presentation, please turn off **Projector Display** and disconnect your computer from the interface. Put all the cables back in the drawer and lock it.

## **VCR**

1. Take the **Main Remote Control** and turn on **Projector Display**.
2. Switch **Media Resources** to **VCR** reading
3. Turn on the **VCR** and insert a VHS video tape.

4. You can control the **VCR** either with the **Main Remote Control** (Functions – see **Figure 4.**) or with the function keys of the **VCR**. Also, you can adjust the **Volume** via the **Main Remote Control**.
5. After finishing your class or presentation, please turn off **Projector Display** and **VCR**. Put all the cables back in the drawer and lock it.

## **DVD**

1. Take the **Main Remote Control** and turn on **Projector Display**.
2. Switch **Media Resources** to **DVD** reading
3. Turn on the **DVD** player and insert a **DVD** disc.
4. You can control either with the **Main Remote Control** or with the function keys of the **DVD**. Also, you can adjust the **Volume** via the **Main Remote Control**.
5. After finishing your class or presentation, please turn off **Projector Display** and **DVD**. Put all the cables back in the drawer and lock it.

## **Digital Presenter** (Document Camera)

1. Take the **Main Remote Control** and turn on **Projector Display**.
2. Switch **Media Resources** to **Document Camera** reading
3. Remove cover and position the camera head and lights (see **Figure5.**).
4. Remove lens protector cap and turn the **Digital Presenter** on (there is a LED nearby the power button. This LED is red in a turned-off state and turns into green as the device is turned on).
5. With the help of the **Digital Presenter** you are able to show notes, objects and pictures. It has the option of **Zooming**, too.

5. After finishing your class or presentation, please turn off **Digital Presenter** and **Projector Display**. Put all the cables back in the drawer and lock it. Replace the lens protector cap and close the **Digital Presenter**.

**Note:** You can surf between different media resources without restarting the Projector. For instance, in the middle of a Power Point (PP) presentation you wish to show a short video clip. You only have to switch the **Media Resources** to **VCR** reading and press the **Play** button on the **VCR**. After the movie, you can return to the PP with pressing the **Guest Computer** button on the Main Remote Control.

## Appendix



Figure 1.: MTC

Figure 2.: Interface

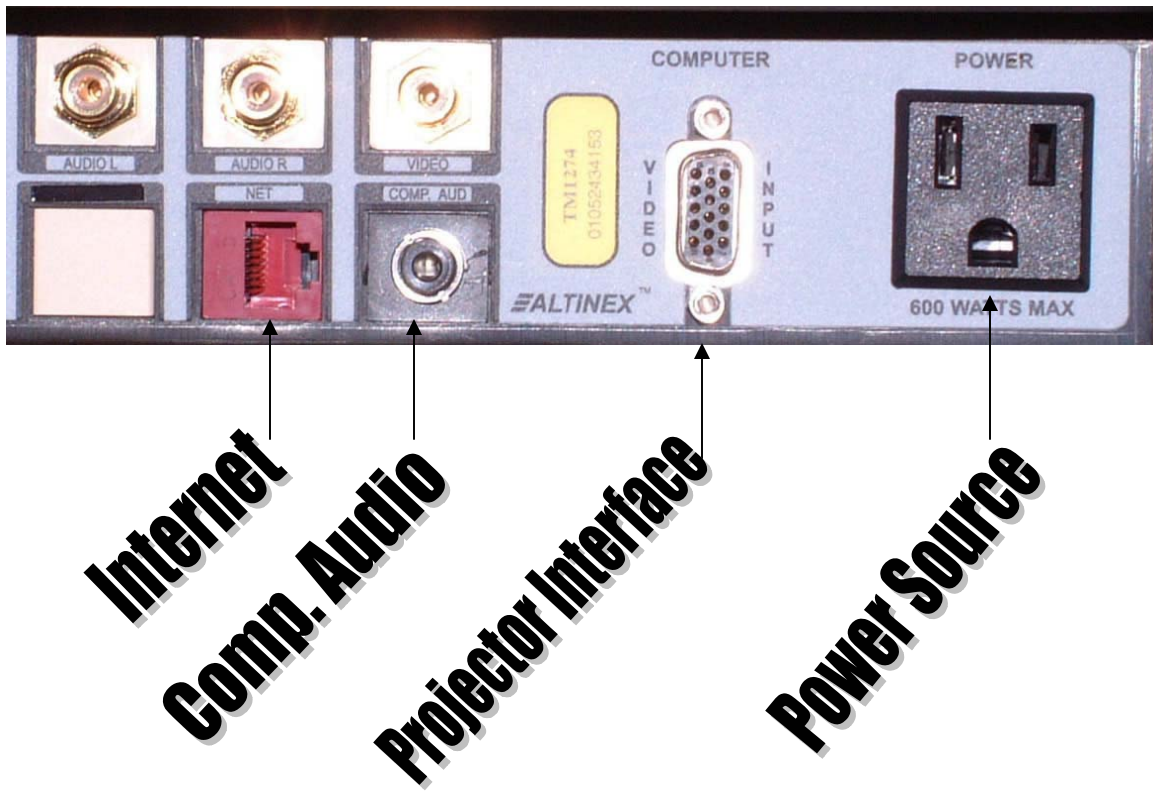


Figure 3.: Video Cable

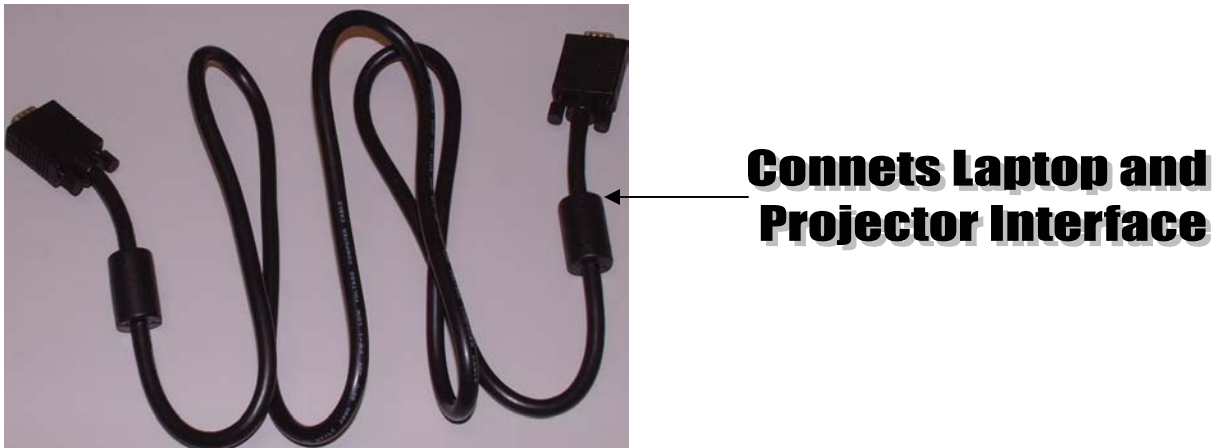


Figure 4.: Main Remote Control

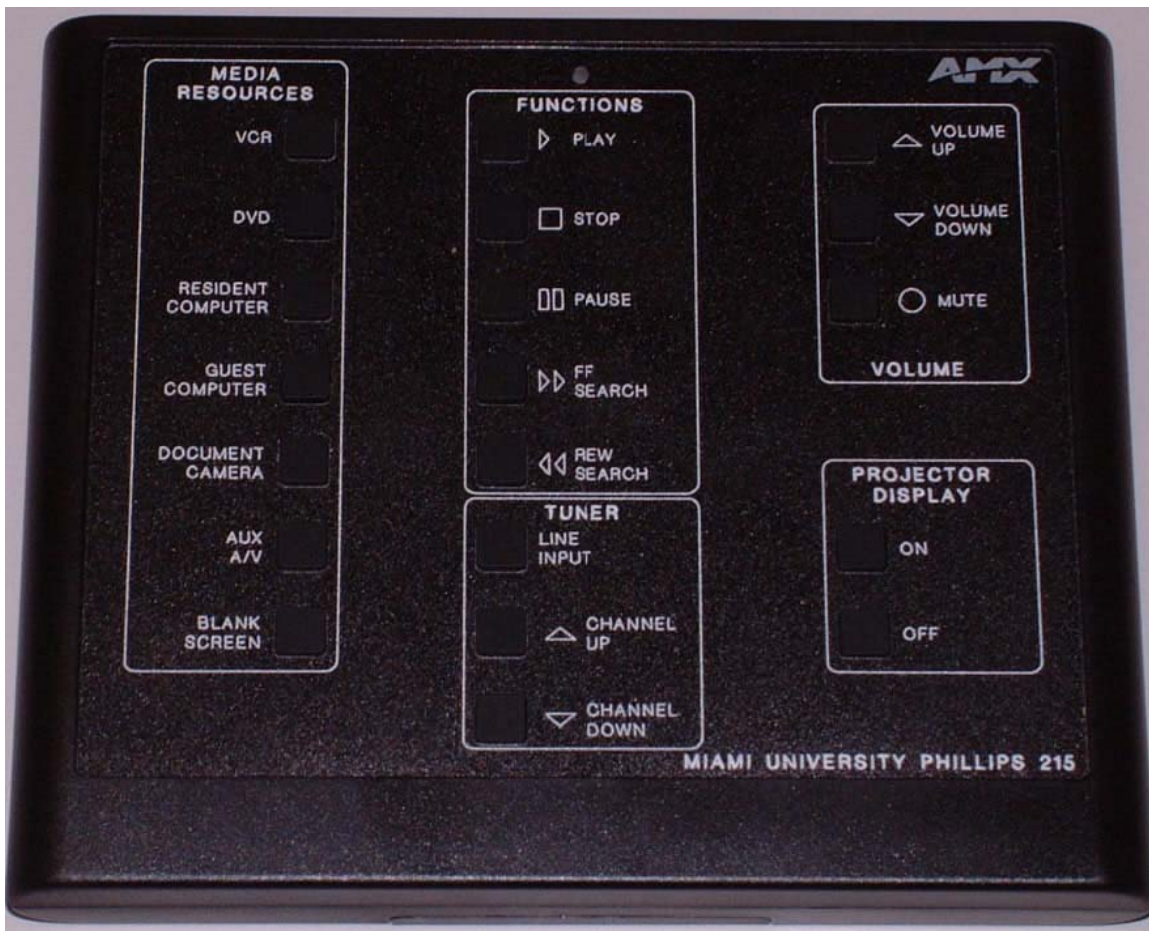
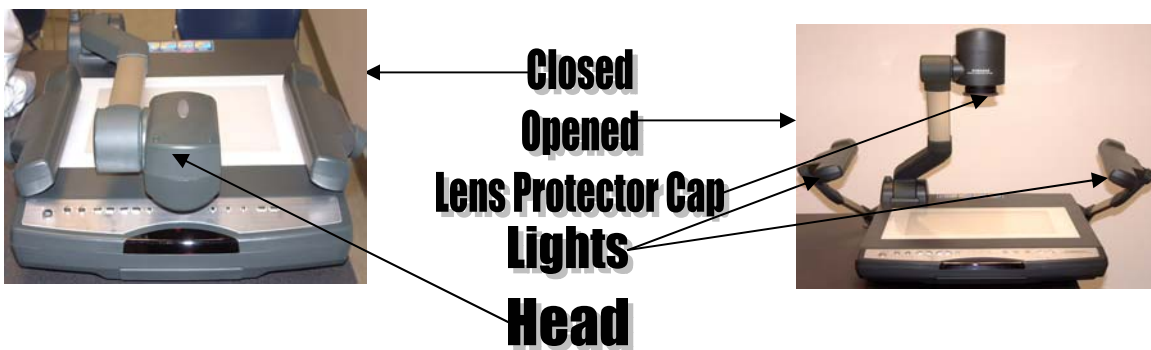


Figure 5. Digital Presenter



# Function keys of the Digital Presenter



**Power**

**Zoom  
Out & In**

**Focus  
Near & Far**

**Lamp**