Set Up Document Camera

1. To release and raise the camera arm, press the button on the base of the arm in the direction indicated by the arrows. Turn the camera until the lens is pointed down.

2. Raise the lamp into position by lifting the arms toward the back of the unit. Rotate the lamps so the light shines on the base.

Note: Arm lamps are not needed for transparencies, slides or negatives; they ARE needed to project paper documents and objects.

Note: Document camera lights are energy efficient and will turn off automatically after an extended period of inactivity (how to turn back on.--through arms base?)

Continued on reverse
Document Camera (continued)

**Touch Panel**

1. Touch **Doc Cam** to turn on the device, or press the power button on the document camera itself. There is a slight delay as the doc camera powers up; the light on the device will turn from red to green.

2. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).

   - Zoom (- and +) - control image size.
   - Focus - improve image quality
   - Lamp - turn on side arm lamps or lower base lamp
   - Freeze - press “on” to take a still shot of the currently projected image; press “off” to resume active projection

4. To select an audio source, select that device and then touch the **sound icon**.

For more information, refer to the **Quick Start** guide.
Using DVD or MP3

DVD or CD - Insert the DVD or CD.

Touch Panel

1. Touch DVD/CD.
2. The DVD/CD Controls appear. Controls are similar to standard DVD players (see reverse). Touch Eject and insert your DVD/CD into the player.

Note: If the DVD/CD player does not power on through the touch screen, turn it on and press Eject on the DVD/CD player itself.

Note: If you need to navigate through the DVD/CD menus, touch Left Display Options and/or Right Display Options to project the menus. If you entered the touch panel through the Audio Only option, you will need to turn the projector on.

Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise lower).

3. To select the audio source, select that device and then touch the sound icon.

For more information, refer to the Quick Start guide.

Continued on reverse
DVD or MP3 (continued)
Connecting an iPad, iPhone or iPod Touch

Cables - A laptop VGA cable, HDMI cable and audio cable are provided.

Cables (Mac devices) - Bring the appropriate Mac adapter for your device.

Power Outlets - For your convenience, power outlets are available on the far right side of the auxiliary input panel (see image below).

1. Connect the **VGA** OR the **HDMI** cable to the **port** on your device.
2. If you want to project sound from your device, connect the audio cable.

*Continued on reverse*
iPad, iPhone, iPod (continued)

**Touch Panel**

1. Touch **Laptop**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
   - OR-
   - If you connected through the HDMI cable, touch HDMI.
3. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).
4. To select an audio source, select that device and then touch the sound icon.

For more information, refer to the **Quick Start** guide.
Connecting a Laptop

Cables - A laptop VGA cable, HDMI cable and audio cable are provided.

Cables (Mac computers) - Bring the appropriate Mac adapter for your model.

1. Connect the VGA or the HDMI cable to the port on your computer.
2. If you want to project sound from your laptop, connect the audio cable.
3. If you need Internet access but do not have a wireless card, plug your Ethernet cable into the Campus Network port on the auxiliary panel (see below). Note: You will need to bring your own Ethernet cable.
4. For your convenience, power outlets are available on the far right side of the auxiliary input panel (see the image below).

Continued on reverse
Laptop (continued)

**Touch Panel**

1. Touch **Laptop**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
   - OR -
   - If you connected through the HDMI cable, touch HDMI.
3. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).
   **Note:** If the laptop image does not display, do one of the following:
   - Reboot your laptop.
   - Select the “mirroring”/LCD/CRT button on your laptop. The location of this button varies between laptop manufacturers and can be any of the function keys. It may be F3, F5, F7 or F8. Look for a small square on top of, or next to, a small monitor icon.
4. To select an audio source, select that device and then touch the sound icon.
   **Note:** If your source is the laptop, make sure the laptop sound setting is not muted or too low to be heard.

For more information, refer to the Quick Start guide.
Connecting a Second Laptop

Cables - Bring a laptop VGA cable, HDMI cable and an audio cable if you intend to use sound.

Mac computers - Bring the appropriate Mac adapter for your model.

1. Connect the VGA or the HDMI cable to the port on your computer.
2. Connect the other end of the VGA cable to the Aux VGA jack on the auxiliary input panel.
3. If you want to project sound from your laptop, connect the audio cable.
4. For your convenience, power outlets are available on the far right side of the auxiliary input panel (see the image below).

Continued on reverse
Second laptop (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
     - OR -
   - If you connected through the HDMI cable, touch HDMI.

3. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).
   **Note:** If the laptop image does not display, do one of the following:
   - Reboot your laptop.
   - Select the “mirroring”/LCD/CRT button on your laptop. The location of this button varies between laptop manufacturers and can be any of the function keys. It may be F3, F5, F7 or F8. Look for a small square on top of, or next to, a small monitor icon.

4. To select an audio source, select that device and then touch the sound icon (e.g., to select the SECOND laptop as the sound source, select Aux Inputs).
   **Note:** If your source is the SECOND laptop, make sure that the laptop sound setting is not muted or too low to be heard.

For more information, refer to the Quick Start guide.
Connecting a Musical Device

Cables - Bring a mini-to-mini cable to the classroom.

1. Connect one end of the cable to the headphone jack on the music player. Connect the other end to the AUX VGA AUDIO jack on the auxiliary input panel. Turn on the device.

Note: If you would like to show a video from an iPod video player, refer to the Connecting an iPod Video Player module.

Mini-to-mini cable

Auxiliary VGA Audio

Continued on reverse.
Musical device (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input Controls appear. Touch VGA.
3. Touch the sound icon.

For more information, refer to the **Quick Start** module.
Connecting a VCR

Cables/Equipment - Bring a VCR and the appropriate cable to the classroom.

1. Do ONE of the following to connect the cable(s) to the back of the VCR (the VCR back panel may vary between models):
   - **RCA cable** (yellow, white and red) - connect the yellow cable to the VIDEO OUT jack, and the white and red cables into the AUDIO L and R jacks, respectively.
   - OR -
   - **Component Video cable** (blue, green, red, plus audio cables) - connect the green cable to the Y jack, the blue to Pb and red to Pr. Attach the audio cables into the audio out jacks.

2. Do ONE of the following to connect the cables to the auxiliary input panel:
   - **RCA cable** - connect the yellow cable to the VIDEO PB jack. Connect the white to the AUDIO LEFT jack (white), and the red into AUDIO RIGHT (red).
   - OR -
   - **Component Video cable** - connect green to Y, blue to PB and red to PR and then, the audio cables into the red and white AUDIO jacks.

3. Plug the VCR power cord into a power outlet and turn on the VCR. For your convenience, two power outlets are located on the far right side of the auxiliary input panel.

*Continued on reverse*
VCR (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input controls/connections appear. Touch **Composite Video**.
3. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).
4. To select an audio source, select that device and then touch the sound icon. Sound can be controlled from the touch panel.

For more information, refer to the **Quick Start** module.
Connecting a Video Camera

Depending on the type of connection that your video camera offers, do ONE of the following:

- If your video camera uses RCA cables (see graphic), follow the Composite Video connection steps included below.
  - OR -
- If your video camera uses VGA or HDMI connections, use the steps included in the Laptop module to connect your video camera.

Composite Connection

Equipment - Bring the video camera and appropriate RCA cable for your camera model.

1. Connect the cable to the AV IN/OUT jack on the video camera.
   Note: Location and names will vary due to different camera models.
2. Connect the cables to the auxiliary input panel, as follows:
   - **RCA cable** - connect the yellow cable to the Pb jack (below VIDEO).
   - Connect the white and red cables to the AUDIO LEFT (white) and AUDIO RIGHT (red) jacks respectively.
3. Turn on the camera.

Continued on reverse
Video Camera (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input controls/connections appear. Touch **Composite Video**.
3. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).
4. To select an audio source, select that device and then touch the sound icon. Sound can be controlled from the touch panel.

For more information, refer to the **Quick Start** module.
Using Videoconferencing

Initiate a Videoconference Call

1. Do either of the following:
   - From the startup screen, touch Videoconference (Initiate Call...)  
   - OR -
   - If you’ve already entered the system, touch Call/Answer

2. The keypad is displayed (see below). Depending on whether the person with whom you want to videoconference is on or off campus, do one of the following:
   - On campus - To connect with a videoconference unit on the Pittsburgh or Qatar campus, enter the local address.
   - Off campus - Enter the far-end's videoconferencing address (e.g., H.323 or SIP).

3. Touch Dial.
4. Once you have connected to your party, use the touch panel for additional functionality (see reverse).

Receive a Videoconference Call

1. Make prior arrangement with MediaTech to coordinate your videoconference. The Videoconferencing: Common Scenarios module (included in this documentation) offers an address list.
2. Touch Accept Call.
3. Once you have connected to your party, use the touch panel for additional functionality (see reverse).
Videoconference (continued)

**Touch Panel**

1. Touch **Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner, touch the down arrows for display options (e.g., on, off, raise, lower).
2. To swap images between the front right and left displays, touch the **Swap** arrow.
3. To end your videoconference, touch **Disconnect**.

**Camera/Display Options**

- Touch **Presenter** or  to project the lectern area of the classroom.
- Touch **Audience** to project the room/audience area.
- Touch **Remote** to control the image displayed in the remote location. **Note:** The Remote camera must be capable of this functionality.
- Touch **Self View** to project the same image as is being displayed in the remote location on the front right monitor.
- Touch  to project a wider view of the lectern area that allows the instructor to move about.
- To share an image with the remote location, touch **Share**.
  - Touch **Laptop** to share Camera + Laptop images.
  - Touch **Doc Cam** to share Camera + Doc Cam images. **Note:** The remote videoconference system must be capable of this type of sharing.
Using Videoconferencing: Common Scenarios

Scenario 1: Presenting locally and to a remote location

1. Touch Presenter.
2. Touch to focus on the lectern or for a wider view that allows you to move about the front of the room, press .
3. Touch Self-View.

**Front Monitors**
- Lectern/presenter -or-wide view displayed here.
- Remote camera image displayed here.

**Back Monitor**
- Remote camera image displayed here.

Scenario 2: Collaborative discussion

1. Touch Audience.
2. Touch Self-View.

**Front Monitors**
- Audience/room displayed here--facilitates discussion.
- Remote camera image displayed here.

**Back Monitor**
- Remote camera image displayed here.

Scenario 3: Instructor led demonstration with document camera

1. Follow steps for Scenario 1 (above).
2. Touch Share and then touch Doc Cam.
3. Touch Swap to swap images between the two front monitors.

**Front Monitors**
- Document camera image displayed here.
- Remote camera image displayed here.

**Back Monitor**
- Remote camera image with local camera as picture in picture.
# Videoconference Address List

<table>
<thead>
<tr>
<th>Location</th>
<th>On campus address</th>
<th>Off campus address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wean 5328</td>
<td><a href="mailto:weh5328.classroom@andrew.cmu.edu">weh5328.classroom@andrew.cmu.edu</a></td>
<td>001120790125328</td>
</tr>
</tbody>
</table>