

Multimedia Hall Orientation Notes

(Revised 3/18/05)





The Multimedia Hall is reserved through the Office of Conference Services. The room comes as equipped; additional equipment is not available. If equipment problems arise when using the room during regular weekday office hours, please contact one of the following: Ernest Heard (x6424), Michael Davis (x6845), Randall Reynolds (x5471), Vance Wilson (5596), or Grover Baker (5493). Assistance with equipment problems on nights and weekends is generally unavailable. **SPECIAL NOTE:** If there is a need to use other equipment that does not already exist in the room, contact Michael Davis (x6845) or Randall Reynolds (x5471) **before plugging in other equipment.**

Pick up the MMH keys from the Circulation Desk. (The larger key unlocks the MMH door, and the smaller key unlocks all the compartments of the podium.) Unlock the left door to the MMH. Inside the room, on your right, there will be a light switch; punch the top button to bring on the lights.

Go to the podium:

- Touch the screen on the right hand side and it will come on.
- Press the **Room Control** button.
- Press the **Lighting** button.
- This screen will allow you lighting choices. For instance pressing the **Fluorescents Off** button will leave only the incandescent lights on. (This will allow a clearer view of the screen.) **NOTE: On the screen is an Incandescent Dimmer to adjust the brightness level.**
- Choose your lighting setup and then press the **Home** button.
(There is also a separate light on the podium to help see what you are doing if you need it.)

On the Home Page there are two volume controls:

- On the left is the Program Volume control. It controls the volume of the equipment you are running. You can use the up  and down  buttons to adjust the volume.
- On the right is the Microphone Volume control. You can press the **Mute** button to turn the microphone off or you can use the up  and down  buttons to adjust the volume.

The lavalier microphone (lapel mic), along with a laser pointer, is kept in a pouch in the rack drawer inside the bottom right compartment of the podium. The battery indicator on the lavalier microphone will show the condition of the battery with a green, yellow, or red light on the transmitter. There is a spare battery in the pouch if needed. If the lavalier microphone is intermittently cutting in

and out, the problem may be a faulty battery. (If the battery must be changed, please discard the old battery, and replace it with the new battery. A few extra batteries are kept in the rack drawer. Also, a stock of batteries is kept in the Library Director's outer office, in the second overhead cabinet.) There is a mute switch on the transmitter. The transmitter may be kept in your pocket and the microphone clipped onto your clothing. When you are finished, turn off the power and return the pouch to the rack.

On the far right hand side of the Home Page is the **Projection System On** button. **CAUTION:** **Before pushing this button, check to be sure there is nothing in the way of the projection screen, such as the conference table.** If everything is out of the way of the screen push the button. The projector will come on and the screen will lower. It will take the projector approximately 45 seconds to warm up.

On the far left of your screen are all of the equipment buttons. Press the **Computer** button and the computer will be projected on the projection screen. The computer CPU is located in the bottom left compartment of the podium. It has a floppy disk drive, a CD-ROM drive, and a zip drive. **NOTE: The computer should never be turned off.** If it does get turned off, you will need to power it up by pressing the power button on the CPU. No password is necessary to power up the computer. Use the small key on the MMH keychain to unlock the keyboard drawer. Now that you have access to the keyboard and mouse, use the mouse to go to launch the browser of your choice. (If you prefer to view the computer screen display on the inclined touch screen at the right, lightly tap the computer image on the touch screen to get a full screen image. Tap the screen again to reduce the image.)

The laptop control is a black compartment in the center of the podium. Press down firmly on the bottom edge of the lid until you hear a click. Then the lid will open. It has an electrical outlet, a computer port, an audio port, and a telephone jack. To close the lid press down firmly again until you hear a click. (An Ethernet cable, i.e. network cable, and an audio cable for the laptop are kept in the rack drawer of the podium.)

The Document Camera is housed in the right side compartment of the podium. Press the button **Doc Cam** on the left hand column of the screen to access its controls. **NOTE: Do not use the controls on the Document Camera to operate it; use the controls on the podium screen.**

- Use the small key to unlock the document camera drawer. Pull the drawer out.
- Press the Unlock button on the back of the camera and this will release the camera arm. Position the camera to point at the base.

- Take the two side lights and unfold them into their upright positions.
- To rotate your document, use the knob on the top of the camera.
- To view a transparency, push the **Base Lamp On** button.
- To view an opaque document, push the **Side Lamp On** button.
- When you are finished, press the **Lamp Off** button. Fold the lamp arms down. Push the **Unlock** button and lower the camera arm. Lock the drawer.

The DVD Player is located behind the bottom right compartment on the podium. Use the small key to unlock this compartment. Press the **DVD** button in the left hand column on the screen to access its controls. It will play DVDs and CDs and Video Disks. **NOTE: To play CDs select the DVD Player, not the CD Player.** (The **Cassette** option is not currently available.)

The VCR is located above the DVD Player. Press the **VHS** button in the left hand column on the screen to access its controls. **NOTE: Be sure the channel is set on L.**

The slide projector is located on a shelf on the back wall of the MMH. Press the **Slide** button in the left hand column on the screen to access its controls. Then press the **Slide Power** button to turn it on. There is an empty slide carousel on the back wall shelf by the projector to load slides if you don't have a carousel.

When you are finished using the MMH:

- Be sure the power button on the lavalier microphone is off, put the microphone, along with the laser pointer, back in the pouch, and return the pouch to the rack drawer.
- Close all applications on the computer screen, **but do not turn off the computer.**
- Turn off the document camera light and the slide projector light.
- Turn off the podium light.
- Press the **Home** button on the right side of the screen, then press the **Projection System Off** button on the screen to cut the projector off and raise the screen.
- Lock all of the doors and drawers on the podium with the small key.
- Pick up any handouts or trash left by your group.
- If you have moved furniture, return it to its proper place in the room.
- Cut the lights off by pressing the top button on the light switch by the door.
- Check both doors to be sure they are locked.
- Return the keys to the Circulation Desk.
- Report any equipment problems to the Library Director's Office.