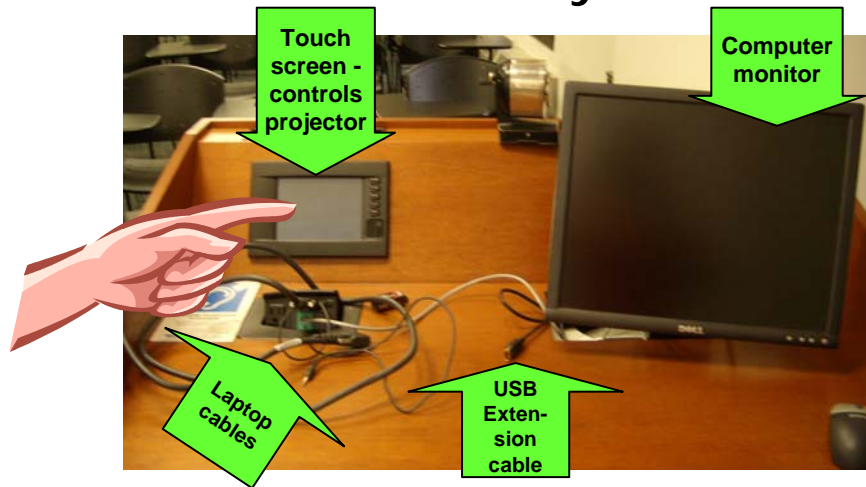


Lectern layout



- Touch the small screen to “wake it up.”
- You might have to turn on the computer inside the cabinet.

The lecterns in 1230 and 1240 are essentially the same, though they are laid out as “mirror images” of each other. These instructions work for either room.

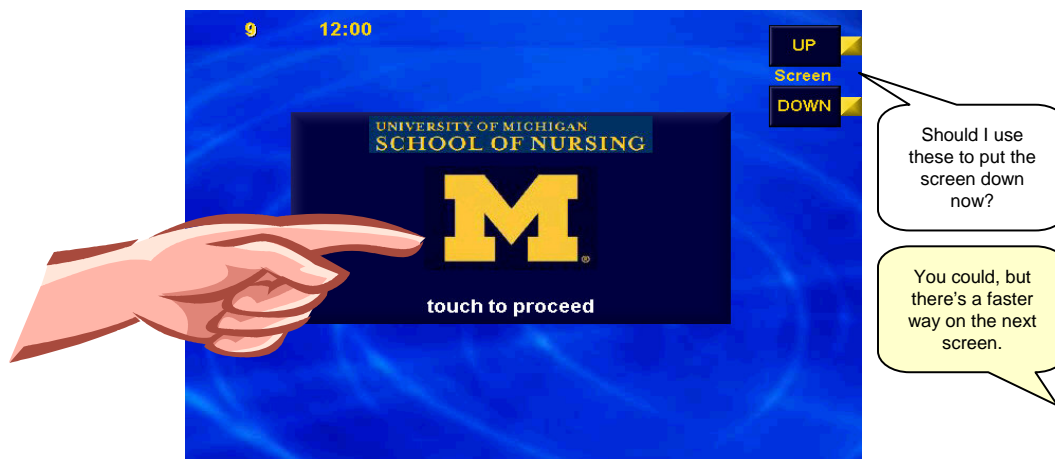
- The smaller monitor is a “touch screen” and is used to control all the different machines, from the projector to the VCR. If it is blank, touch it firmly to “wake it up.”
- Usually, the computer will be left on. Shake the mouse; the large monitor should display a login screen. If the computer remains off, you’ll have to unlock the cabinet and push the power button on the front of the computer to turn it on.
- You can hook up your USB drive to the extension cable right next to the monitor.
- You can hook up your own laptop to the cables under the touch screen.
- There is a visualizer (also called a document camera) located inside the cabinet. It slides out on a drawer on the left side.

Overview

- **Control the projector, computer, etc. through the “touch pad”** mounted in the lectern.
- To save time, **turn on the projector first** so it can warm up while you log into the computer.
- If you want to use the whiteboard without putting up the screen, **write on a sheet of paper under the visualizer**. Switch quickly between projecting PowerPoint slides and the visualizer by pushing the buttons on the touch panel.
- Please **turn off the projector** at the end of class.
Bulbs cost \$600 each!

See also a video of the startup procedure.

Touch center of screen to begin



If you see this screen, just touch the center to continue.

See also a video of the startup procedure.

Turn the projector on – this also lowers the screen

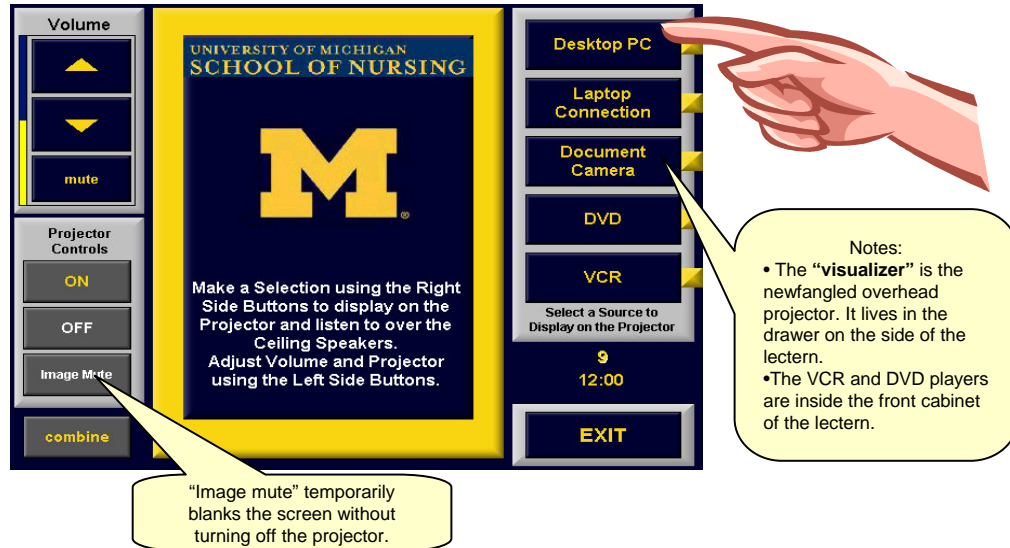


You can turn the projector on by pushing the “on” button.

- The screen will lower at the same time.
- Actually, this step is optional, because when you select the computer or other machine to project, it will also turn on the projector and lower the screen.

See also a video of the startup procedure.

Pick the machine you'd like to display –
this also lowers the screen



The buttons on the right side of the screen let you select which machine to display through the projector.

- Picking a machine also lowers the screen and turns on the projector automatically.
- You can switch back and forth between machines – for example, the computer and the document camera (visualizer) – simply by pressing the buttons.
- Use the “Image mute” button in the lower left to temporarily blank the screen and not project anything at all.

See also a video of the startup procedure.

Log in – Faculty – Part 1



1. Press **CTRL-ALT-DELETE** on the computer keyboard

2. Enter your **Kerberos username and password**.

3. Be sure you're logging into **"UMICH.EDU (Kerberos Realm)"**

Faculty log-in should proceed just as if you were at the computer in your office.

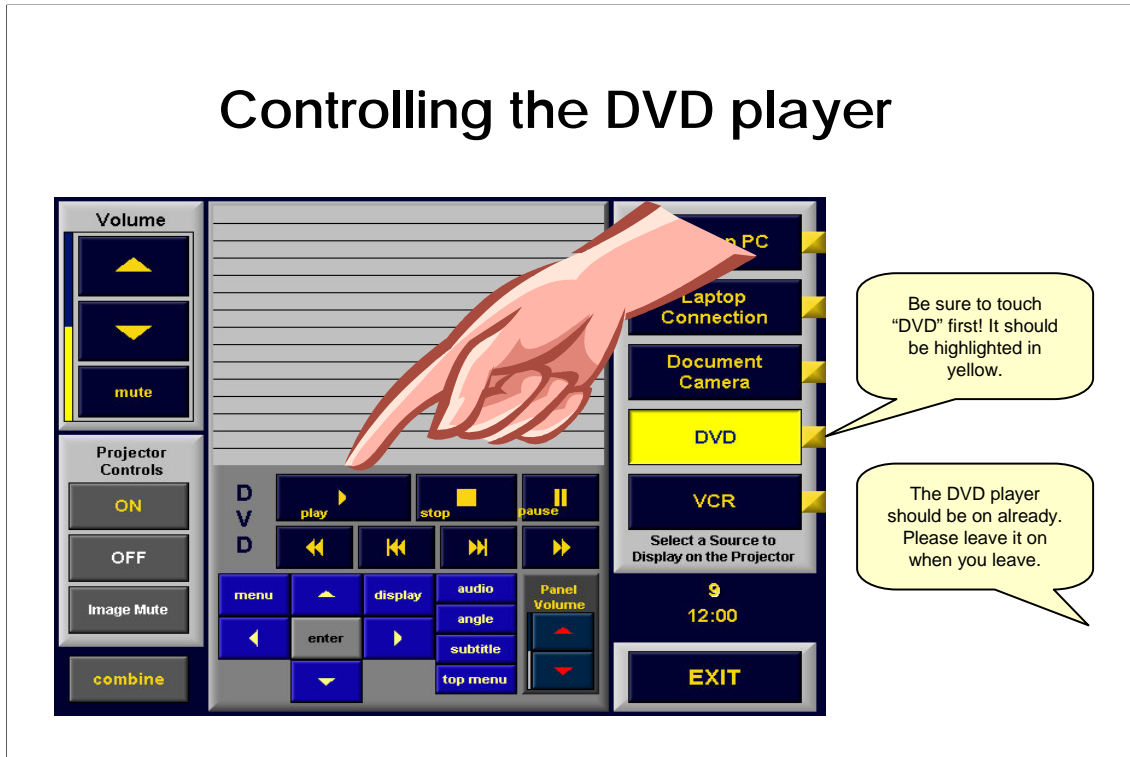
Be sure you're logging into "UMICH.EDU (Kerberos Realm)"

Log in - Guests



1. Press **CTRL-ALT-DELETE** on the computer keyboard
2. Enter your **"nursingguest"** as the username.
3. The password for this computer is
4. Be sure you're logging into **"NURSE-xxxxx (this computer)"**

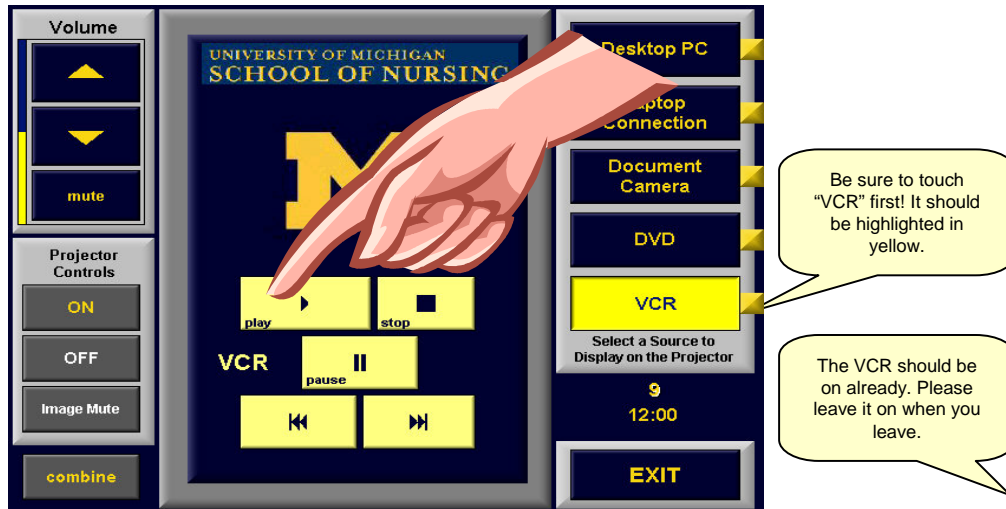
Controlling the DVD player



To play a DVD:

- Put the DVD into the DVD player. You'll need the key to unlock the cabinet in the front of the lectern. (Your departmental secretary has a copy of the key.)
- Press the DVD button on the right side of the touch panel.
- Use the play, stop, fast forward, etc. buttons on the touch panel – not on the DVD player – to control the video.
- Use the volume buttons in the upper-left corner of the touch panel to control the volume. See also a video of additional volume controls.

Controlling the VCR player

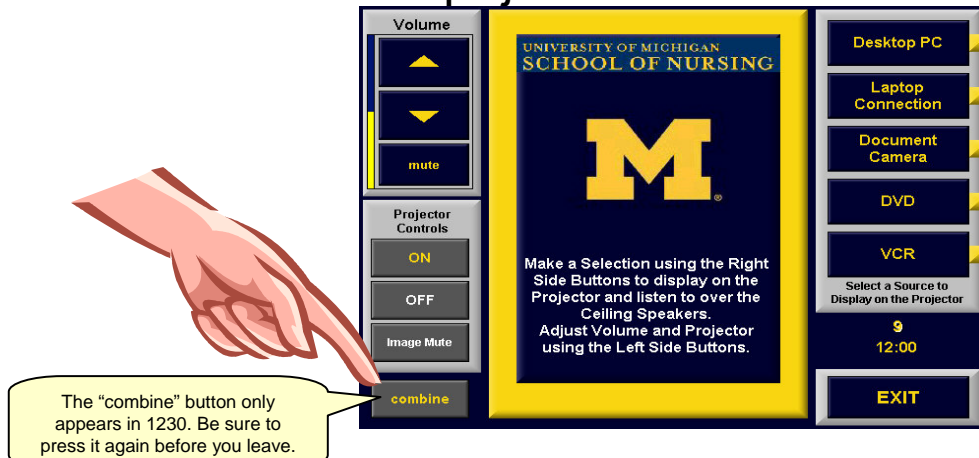


To play a video tape:

- Put the tape into the VCR. You'll need the key to unlock the cabinet in the front of the lectern. (Your departmental secretary has a copy of the key.)
- Press the VCR button on the right side of the touch panel.
- Use the play, stop, fast forward, etc. buttons on the touch panel – not on the VCR – to control the video.
- Use the volume buttons in the upper-left corner of the touch panel to control the volume. See also a video of additional volume controls.

Project the same thing in 1230 and 1240

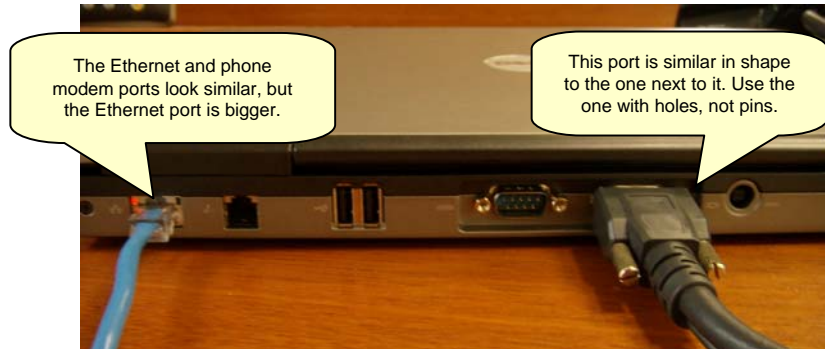
- You must log in from the PC in 1240
- You must control the projectors from 1230



If you want to project the same thing in 1230 and 1240, **please contact SN-ITS to help set up the room.** The door-wall between the two rooms is very finicky – and expensive to repair!

- Contact SN-ITS at 734.764.4425 to open the door between rooms. If SN-ITS is not available, contact the Simulation Lab Manger at 734.936.1410
- Log into the computer in room 1240.
- Then go into 1230 and press the “combine” button in the lower left corner of the touch panel. This will project the same thing on the screens in 1230 and 1240.
- Proceed as usual, selecting the machine you want to project (computer, DVD, etc.)
- When you are done, press the “combine” button again to allow the projectors to function independently again.

Hook up your laptop



- The **Ethernet cable** looks like a large phone cord.
 - The port may be on the **back or side** of your laptop.
 - This cable connects your laptop to the **ceiling-mounted projector**.
 - It attaches to the **monitor port** on your laptop, usually on the back.
- See next page for audio hookup

Notes:

- Every laptop is slightly different. For example, your ports might be on the back or the side of your computer.
- In most cases, there is only one port that will fit any given plug. Don't try to force a plug to go into a port.

Hook up audio to your laptop



- Look for the tiny **"headphones"** icon
- The port may be on the **back or side** of your laptop.
- Sound will play through the ceiling-mounted projector.

If you don't need to play audio from your computer, you can **skip this step**.

Where do I put the video or DVD in?

Where do I get a key to open the panel on the front of the lectern?

From your departmental admin person.



Should I use the buttons on the VCR or DVD to play, pause, and stop?

No, use the controls on the touch panel.

- The VHS and DVD players are inside the front cabinet in the lectern.

- The DVD and VCR players are inside the front cabinet of the lectern.
- You'll need a key to open it; you can get the key from your departmental administrative assistant.
- Don't use the buttons on the machine to play, stop, pause, etc. – instead, use the controls on the touch panel on the top of the lectern.

Using the microphone

The mic broadcasts through the speakers and also through the assistive listening devices in the room.



- The mic is in a zipper pouch in the lectern.
- Just turn it on; needs no other setup.
- Control volume on touch panel on the lectern.

- The microphone broadcasts through the speakers and also through the assistive listening devices in the room.
- It's stored in a zipper pouch in the lectern.
- Just turn it on; needs no other setup. If it doesn't turn on, it might need new batteries (there should be spares in the pouch).
- Control volume on touch panel on the lectern.

Where do I put my USB drive?

If you can't find the USB extension cable, you can put the drive in the computer in the cabinet, or in the side of the monitor BEFORE you turn the monitor on.



- Use the USB extension cable. You should see it next to the monitor.

- You can insert your drive in the extension cable whether the computer is on or off.
- If you can't find the USB extension cable, you can put the drive in the computer in the cabinet, or in the side of the monitor (turn the monitor off, plug in the drive, then turn the monitor back on).
- You can use this extension cable for any USB device. Most commonly, this will be your "jump drive," used for storing and moving files between computers.

Where is the Visualizer (Document Camera)?

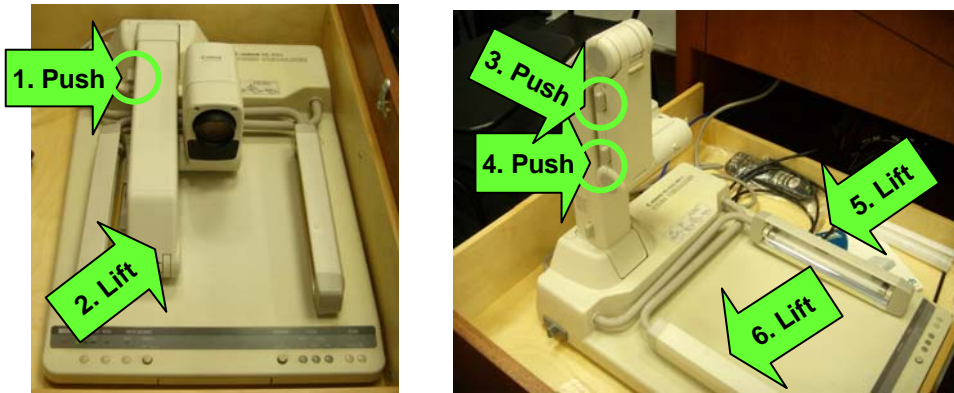
The same key opens the front cabinet and this side drawer of the lectern.



- The visualizer (replaces the overhead projector) is in the side of the lectern. It slides out the side on a drawer and must be unfolded.

See also the short videos of visualizer setup and shut-down.

Setting up the Visualizer

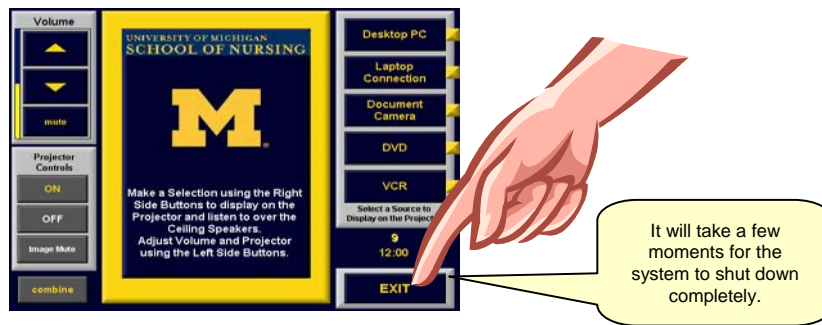


- Press the “document camera” button on the touch pad AFTER you set up the camera. (Otherwise you’ll project close-ups of your body!)

See also the short videos of visualizer setup and shut-down.

Shutting Down

- Projector bulbs cost hundreds of dollars each – please turn off the projector before you leave!
- Turn the projector off, but leave everything else on.
- Press the “EXIT” button, then “System Off.” This will shut down everything properly.



- Push the “Projector controls – off” button.
- The screen will go up and the projector will go off.
- Push the “Exit” button.
- Push “System off.”
- Verify that you want to shut the system down.

See also the video of the shutdown procedure.

What does this mean?



- The projector needs a moment to get ready.
- It will take **up to 2 full minutes** to come on.
- You **can't do anything else** until the "Projector Warming" note goes away.

What does this mean?

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M

System is combined to
and controlled by 1230.

To uncombine:
make a selection
or turn off.

Desktop

Lan

C

DV

VC

Select a S

Display on th

12:

EX

- When the **wall between 1230 and 1240 is open**, the projectors in both rooms are **controlled by the lectern in 1230**.
- If you want to **control 1240's projector independently**, just make a selection on 1240's touch screen.

Who can I contact for help?



- Contact SN-ITS at 734.764.4425 for all support requests
- If SN-ITS is not available, contact the Simulation Lab Manger at 734.936.1410