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# **Instructions for Classroom Audio-Visual Equipment**

**Haas Media Services**

**Emergency Hotline:**

**643-4217**

**Equipment Reservations:**

**643-0431**

**Website:** <http://groups.haas.berkeley.edu/Media/>

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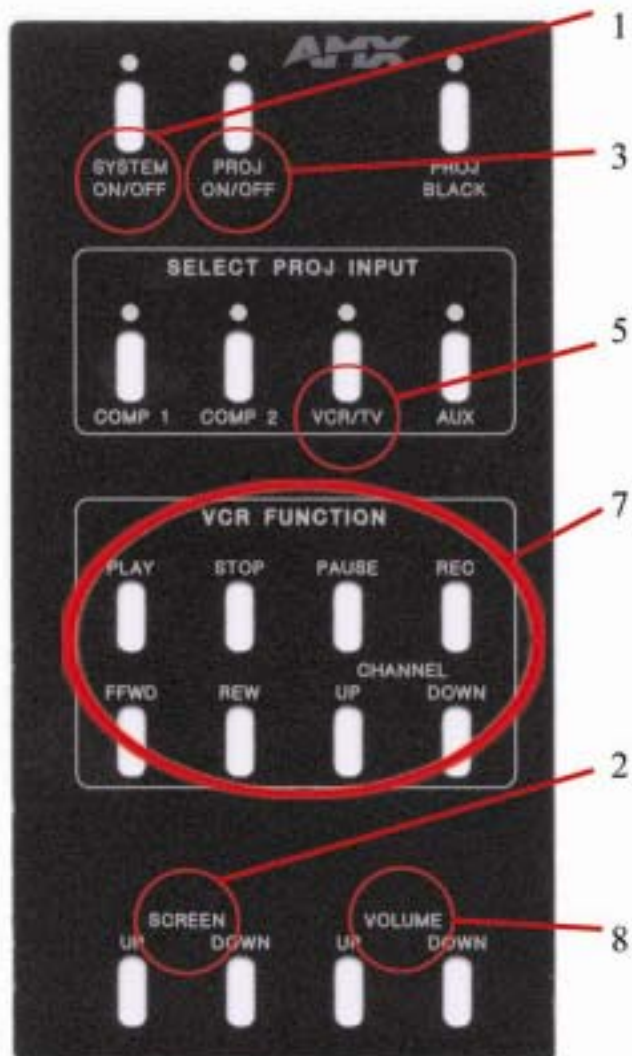
The Integrated AV Lecterns include:

- Computer (Haas computer account required)
- Laptop Docking
- VHS VCR
- Clock, with countdown timer
- Lamp

Auxiliary inputs will support:

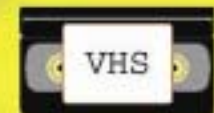
- DVD player
- Audio tape deck, MiniDisc player, etc.
- Video camera
- Any media device with a video or audio output

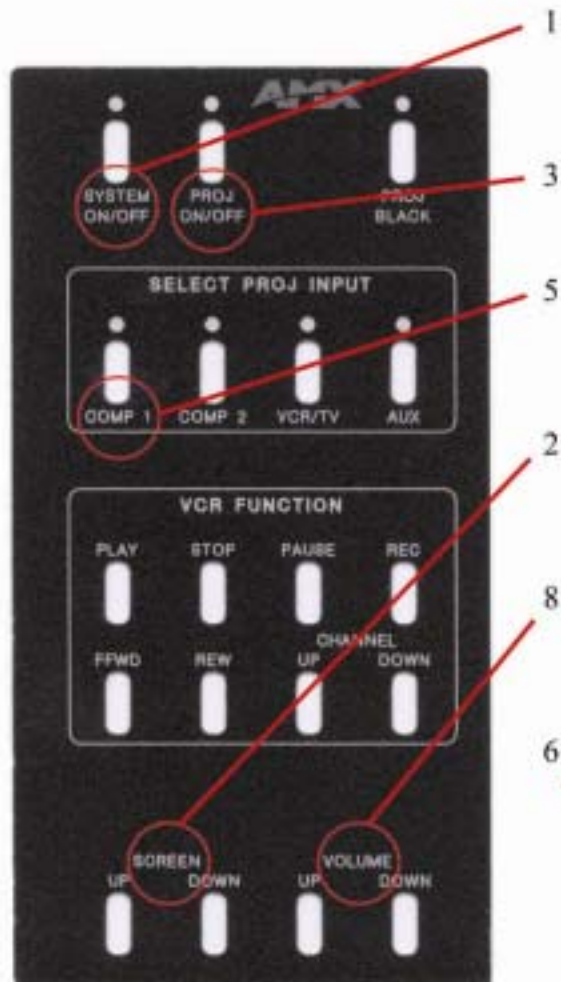




1. On the AMX control panel, push "System On/Off"
2. On the AMX control panel, push "Screen Down"
3. On the AMX control panel, push "Proj On/Off"
4. The projector will take approx. 60 seconds to warm up
5. On the AMX control panel, push "VCR/TV" to select input
6. Insert videotape into VCR inside the lectern
7. On the AMX control panel, use "VCR Function" buttons to control VCR
8. On the AMX control panel, use "VOLUME" buttons to control volume
9. When finished, remove videotape, push "System On/Off" to turn off AV system
10. Lock lectern

# VCR PROJECTION



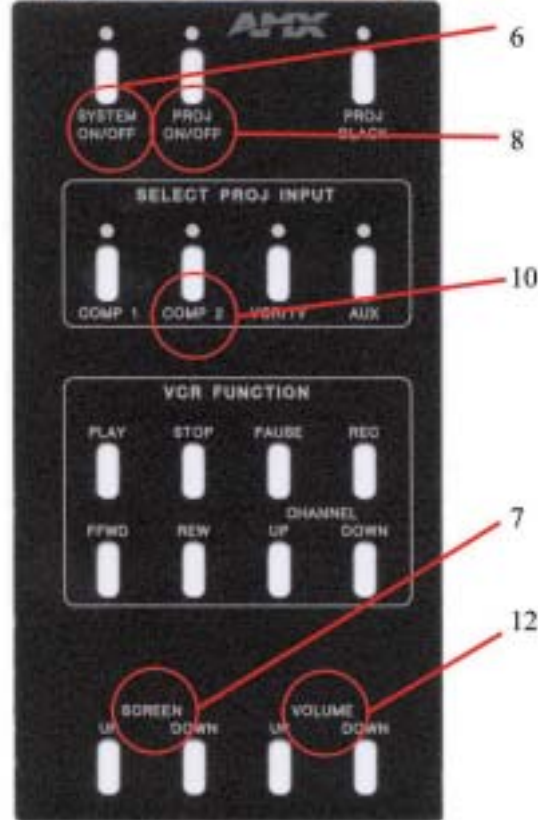


1. On the AMX control panel, push "System On/Off"
2. On the AMX control panel, push "Screen Down"
3. On the AMX control panel, push "Proj on/off"
4. The projector will take approx. 60 seconds to warm up
5. On the AMX control panel, push "COMP 1" to select input
6. On the keyboard, press "CTRL, ALT, DEL" to log in
7. You will only be allowed to log into one computer at a time. Remember to log off of any other computers in Haas before attempting to log into a lectern computer
8. On the AMX control panel, use "VOLUME" buttons to control volume
9. When finished, remember to log off. **DO NOT SHUT DOWN THE COMPUTER**
10. On the AMX control panel, push "System On/Off" to turn off AV system
11. Lock lectern



# COMPUTER PROJECTION





1. DO NOT TURN ON LAPTOP UNTIL ALL CONNECTIONS ARE COMPLETED
2. At the docking station on the top, right of the lectern, connect the VGA cable to the blue plug (VGA port) in the back of your laptop
3. If necessary, connect audio cable to the laptop's headphone jack
4. If necessary, connect network cable to laptop's ethernet port.  
*Please consult the Computer Center to configure your laptop to the Haas network*
5. Plug in laptop power supply to AC power outlet
6. On the AMX control panel, press "System On/Off"
7. On the AMX control panel, press "Screen Down"
8. On the AMX control panel, press "Proj On/Off"
9. The projector will take approx. 60 seconds to warm up
10. On the AMX control panel, press "Comp 2" to select input
11. NOW TURN ON YOUR LAPTOP
12. For audio volume, adjust using the AMX control panel
13. When finished, power down your laptop and remove cable connections
14. On the AMX control panel, press "System On/Off"
15. Lock lectern

# LAPTOP PROJECTION



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**PROJECTORS TAKE 60 SECONDS TO WARM UP.  
IF THEY ARE SHUT DOWN, THEY MUST COOL OFF FOR  
2 MINUTES BEFORE THEY WILL TURN ON AGAIN**

**PROBLEM:** The AMX control panel says "Comp 2" as input, but still shows "Comp 1".

**SOLUTION:** *The buttons on the control panel can be sticky. Select another input, then go back to the one you want.*

**PROBLEM:** I'm not logged in anywhere else and I still can't log in.

**SOLUTION:** *If you don't have a Haas computer center account, you won't be able to use the lectern computer. Do you have time restrictions on your account? If you don't have a "Fee Paid" account, you will not be able to log in between the hours of 10:00am to 7:00pm.*

**PROBLEM:** I'm trying to plug my laptop into the system. There is an image on my laptop screen but nothing is showing up on the projector, or the image is on the projector, but not on my laptop screen.

**SOLUTION:** *You probably need to toggle the laptop display to send the video signal to one of three places: the laptop screen, the projector, or both. On Dell laptops, this is done by pressing "FN-F8". On IBM laptops, it is "FN-F5". Look for a button that says "CRT/LCD" or has pictures of computer monitors. Pressing the Function (FN) key and then this display toggle key should solve your problem.*

**PROBLEM:** The lectern is locked.

**SOLUTION:** *If you are faculty and use the equipment regularly, contact Diana Burke to be issued your own lectern key. Keys can also be reserved through Media Services for four hours at a time only.*

**PROBLEM:** This guide didn't help me and I need assistance. I called Media Services Immediate Assistance phone number and there was no answer!

**SOLUTION:** *Patience. Media Services is out of the office helping other classes. Try again in five minutes.*

**MEDIA SERVICES IMMEDIATE AV ASSISTANCE LINE: 3-4217**

**TROUBLESHOOTING**

