

UCN Got Technology

Here's How to Use It

Setting up Microphones

- Plug in Podium and/or Floor Microphones
- Turn on Podium Mixer
- Turn on Main Mixer (in Office) with power bar.
- Adjust Levels if Necessary

Troubleshooting

- Microphones Plugged in?
- Podium Mixer Audio Output Plugged into Wall?
- Both Mixers Powered On?
- Switch on Floor Microphone Turned On?

Microphones



Floor Microphone

Podium Microphone

Podium Mixer



Microphone Inputs on Left, Output on Right

Podium Controls



1: Podium Microphone

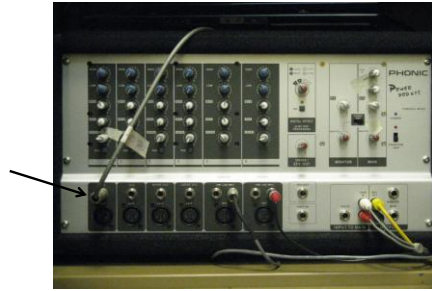
2: Floor Microphone

Podium Connection to Main Mixer



Be sure plug is in socket on wall to right of podium

Main Mixer



Line from Podium mixer goes into jack on far left as shown. Level control above input controls both microphones.

Using the Projector

- Lower screen using switch on wall left of podium.
 - Switch positions:
 - Up – raise screen
 - Down – lower screen
 - Centre – stop
- Turn on projector with remote control (kept in same cupboard as main mixer in office)
- Set input as described below for DVD, VHS, or computer

Switches to Left of Podium

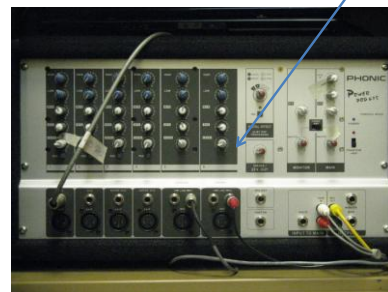


Left: Front fluorescent lights Centre: Screen switch Right: Pot lights

Showing a DVD

- Set up projector as already described, set input using remote to Video.
- Turn on DVD player and press DVD/VCR button until DVD shows.
- Insert DVD. You can use DVD remote control from front of sanctuary by pointing it at the remote receiver, which is beside the screen switch.
- Control sound level with main mixer.

Control for VCR/DVD Sound



Playing a VHS Tape

- Set up projector, set input to Video.
- Turn on DVD/VCR, set mode to VHS.
- Insert tape.
- Use remote control and set sound as for DVD.

Playing a CD

- Use the DVD player to play a CD.
- It's not necessary to turn on the projector.

Using Computer with Projector

- Any laptop with a VGA type video output can be used with the projector.
 - This includes virtually any laptop except Macbooks, which need an adaptor.
- Plug laptop into jacks in wall to left of podium using cable kept in the same cabinet as main mixer.
- Large plug is for video, small one is for audio
 - Plug into headphone jack on laptop if audio is needed.

UCN Laptop

- Located on top of mixer in cabinet
- Standard Toshiba laptop running Windows 7
- Has complete Microsoft Office 2007 as well as several different media players
- Ready for PowerPoint, Word, and just about any type of video file
- Bring presentation on USB stick or CD/DVD
- There is NO internet access at UCN.

To Set Up UCN Laptop

- Get laptop and power supply from cabinet
- Laptop can be set up on podium if podium moved to left
- Laptop can also be set on small table to left of riser.
- Plug in power and video/audio cables.
- Turn on projector, then laptop.
- Laptop should find projector automatically.

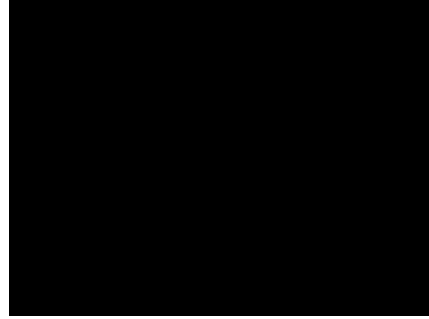
Setting up Other Laptops

- Connect as before.
- If laptop doesn't "see" projector you may have to adjust it.
 - Set resolution for 1024X768 and set up for multiple monitors.
 - Controls to change monitors vary, for instance Dell uses Function-F8

Downloading Videos

- No internet at UCN so online streaming videos must be downloaded
- There is a Firefox extension called Download Helper which works with YouTube and many other sites.
- In Firefox go to Tools – Add Ons – Get Add Ons and search for Download Helper
- Use it to download the video to your USB stick

You can insert Video into PPT



Inserting Video

- On a new slide, click “Insert Media Clip” then go to your downloaded file.
- This only works for formats that Windows Media Player can play. Some YouTube videos are only in Flash Video (.flv) format. They can be converted to a compatible format or just saved separately and played with another media player such as VLC.

Optional Projector Adjustments

- Lamp Brightness
 - “Normal” is good for most situations (you don’t have to do anything to get this)
 - Use “Bright “ if room is so bright you can’t see the projection well
 - “Economy” extends bulb life but is only good in a dark room

Optional Projector Adjustments

- “Select” button
 - “Standard” (the default mode) is good for most situations.
 - Try “Cinema” mode for movies.