

# Using KCTR 108

Begin by firmly tapping the touch-screen (figure 1). This will “wake-up” the screen, at which point the bottom of the screen will provide you with two options:

1. Local Class
2. Audio Class (figure 2)

Press “**Local Class**” (Audio Class would merely turn on the podium microphone, and we want more options than just the microphone).

Now the touch screen will show you several different sources that you can project up on the overhead screen, including VCR (and television), Document Camera, Computer, Laptop, and Auxiliary Video input (figure 3).

As soon as you select one of these sources, the projector will turn on (warm-up will take approx 30 seconds) and display the input. If you do not see your source on the overhead, check to ensure that the source you’ve selected is powered on.

## Miscellaneous Tips:

- If you plan on using the overhead projector, it is recommended that you set the room’s lights to “Medium” or “Dim” to avoid the wash-out caused by the “Bright” setting (figure 4)
- When you’re through using the room, turn off the podium system by pressing the button on the bottom of the touch screen. Then confirm the power-off (figure 5). After all attendees leave the room, please turn off the lights and lock the room’s doors (figure 6).

## Location of hardware:

- Computer – in the cabinet under the computer screen (figure 7). The computer *should be left powered on*, just clear your files off the computer and logoff when you’re through. The computer’s keyboard is located below the monitor (in a pullout drawer) (figure 8). That drawer also contains a cordless mouse to give a greater range of movement to presenters (figure 9).
- VCR – in the cabinet underneath the touch screen (figure 10).
- Document Camera – left side of podium The power switch is on the right back corner, under the LCD screen (figure 11). *This item should also be left powered on.*
- Laptop – you will have to supply your own laptop, which can be connected to the system via the pop-up panel to the right of the touch screen (figure 12) with cables that are located in the pullout drawer on the right edge of the podium (figure 13).
- Auxiliary audio/video – other video and audio sources that you bring can be used by connecting them with RCA cables (not provided) to the pop-up panel to the right of the touch screen (figure 12).

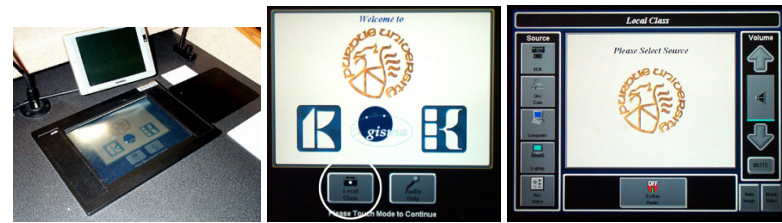


figure 1

figure 2

figure 3



figure 4

figure 5

figure 6

figure 7



figure 8



figure 9



figure 10



figure 11



figure 12



figure 13

Additional recommendations for video presentations can be found at:  
<http://intra/kcc/media/documentation/>

For information concerning videotaping or videoconferencing in this room, contact:

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