

ATL Instructor Station Operation Guide



This operation guide explains the basic features of the instructor station in the Academic Technology Lab, located on the 4th floor of 120 Boylston Street.

The Projector and Screen

The projection screen is located above the windows in this classroom. To lower the screen, use the touchscreen controls at the instructor station. Touch the screen twice to turn on the audio-visual system and select any source to activate the projector and screen.

The system includes a VCR/MiniDV deck, a DVD/CD player, a Macintosh workstation, A Windows workstation, A transparency/document presentation scanner, and a laptop audio/video port.



The Audiovisual Rack

The Dual Platform Computer Station

The instructor station at the ATL features both a Macintosh and a Windows workstation. Instructors can switch between displaying one or the other by pushing the Keyboard Video Mouse Switch (as seen below).

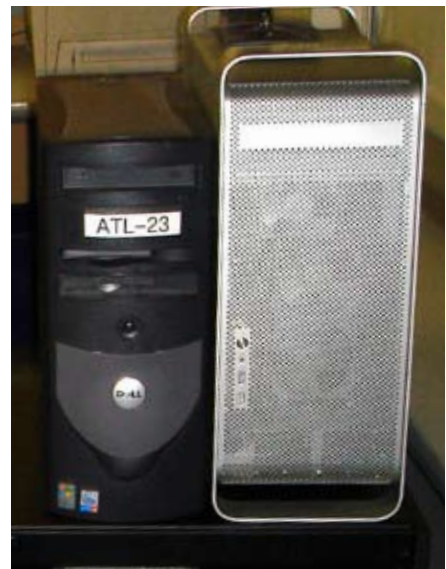
Simply push the button labeled **MAC** to view the Macintosh workstation, or **WIN** to view the Windows workstation.



The Keyboard Video Mouse Switch



The Crestron Control Panel



The Instructor's Macintosh and PC.

Presenting from a Laptop Computer or Other External Video Source

If you would like to present from a laptop computer, you can use the laptop A/V cable located at the instructors station. If you need assistance, or if you would like to connect another video source to the presentation system in the lab, please contact the Lab Assistant at x8080.



The Laptop A/V Cable.

Playing a Video or CD

To play a VHS videotape, load your tape into the VCR at the instructor's station, then select "VCR" on the crestron control panel. You can control the playback of your tape by using the buttons on the crestron control panel.

To play a miniDV cassette, load your cassette into the miniDV slot on the VCR and select "MiniDV" on the crestron control panel. You can control the playback of your cassette by using the buttons on the crestron control panel.

To play a CD, load your disc into the CD/DVD player at the instructors station and select "CD" on the crestron control panel. You can control playback with the buttons on the crestron control panel.

To play a DVD, load your disc into the CD/DVD player at the instructors station and select "DVD" on the crestron control panel. Press "More Controls" to access the DVD menu navigation controls.



The Crestron Control Panel



The VCR and CD/DVD player

Displaying Transparencies or Documents

The Cannon PR-200s Presentation Assistant can display transparencies and documents on the main projection screen. Press the **Open** button (fig. 1) and load your document into the snap-out paper tray (fig. 2). Press the **Forward** button (fig. 3) to scan your document, and display it on the main screen. Your document will pass through the scanner to the other side (fig. 4). If you would like to rotate your image, press the **Rotate** button on the scanner (fig. 5).



fig. 1



fig. 2



fig. 3



fig. 4



fig. 5

Further Concerns and Questions

If you have any further concerns or questions about operating the equipment in the Academic Technology Lab, please contact the IT Help Desk at ext. 8080. Help Desk technicians are available during all hours of operation to assist you with all of your academic computing needs. For on-site assistance, please visit the Lab Assistant stationed at the IT Help Desk, room 404A, behind the elevators on this floor.

Also note that all of our software and hardware support documentation, along with tutorials, workshop dates, and frequently asked questions, can be accessed anytime via the web at <http://www.emerson.edu/helpdesk>.

For additional information please contact the IT Help Desk at 617.824x8080

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