



CNS 1 Technology Classroom Help Sheet

Using the Media Console (Before you use any of the equipment!)

1. Make sure that the **master power switch** is turned on which is located on the top right of the media console. The power button will turn red when the power is on.
2. If you are using video, lower the projection screen via the white wall switch to the left of the dry-erase boards in the front of the room.
3. Continue to one of the following sections to operate the equipment.

Using the VHS player

1. Turn on the VHS player via the power button if it is not already on.
2. Insert the VHS tape.
3. Turn on the ceiling projector via the power button on the remote with clear buttons on the podium. Allow the projector the warm up for about 30 seconds.
4. Press the **C-V (C-Video)** button on the remote to put the projector into VHS mode.
5. Press the play button on the VHS player and use the controls on the player to manipulate the tape.
6. To adjust the volume:
 - a. Make sure that the channel on the VCR is set to **channel 2**. Use the channel up and down buttons on the VCR to change the channel.
 - b. Adjust the volume via the knob labeled **Master** on the bottom row of the media console.
7. Remember to remove the tape when you are done.
8. Leave the VHS player on when done.
9. Turn off the projector via the power button on the clear button remote. **You will have to hit the power button twice to turn the projector off completely.**
10. Raise the projection screen.

Using the DVD player

1. Turn on the DVD player via the power button if it is not already on.
2. Insert the DVD disc.
3. Turn on the ceiling projector via the power button on the remote with clear buttons on the podium. Allow the projector the warm up for about 30 seconds.
4. Press the **S-V (S-Video)** button on the remote to put the projector into DVD mode.
5. Press the play button on the DVD player and use the controls on the player to manipulate the DVD. You can also use the Panasonic remote to manipulate the DVD as well.
6. To adjust the volume:
 - a. Make sure that the VCR is on. (The DVD player sound plays through the VCR)
 - b. Make sure that the channel on the VCR is set to **channel AU** which is one channel below channel 2. Use the channel up and down buttons on the VCR to change the channel.
 - c. Adjust the volume via the knob labeled **Master** on the bottom row of the media console.
7. Remember to remove the DVD when you are done.
8. Leave the DVD player on when done.

9. Turn off the projector via the power button on the clear button remote. **You will have to hit the power button twice to turn the projector off completely.**
10. Raise the projection screen.

Using the CD player

1. Turn on the CD player via the power button if it is not already on.
2. Insert the CD.
3. Press the disk number button to begin playing the disc automatically or press the play button on the CD player and use the controls on the player to manipulate the CD.
 - a. Adjust volume via the knob labeled **CD** on the bottom row of the media console.
4. Remember to remove the CD when you are done.
5. Leave the CD player on when done.

Using a Laptop

1. Using the supplied VGA cable in which one end is plugged into the top of the media console and rests in the drawer in the middle of the console, connect the other end of the cable to your laptop.
 - **IMPORTANT NOTE for Mac Users:** you must use a VGA dongle/adaptor to connect to the VGA cable.
2. Turn on the ceiling projector via the power button on the remote with clear buttons on the podium. Allow the projector to warm up for about 30 seconds.
3. Press the **VGA** button on the remote to put the projector into laptop mode.
 - **IMPORTANT NOTE:** You may have to adjust your laptop's resolution to properly display your screen image through the projector. PC users may have to press "**F8**" or the function button associated with your external display to display their image through the VGA port on their laptop. Mac users may need to press "**F7**."
4. Turn off the projector via the power button on the clear button remote. **You will have to hit the power button twice to turn the projector off completely.**
5. Raise the projection screen.

Connecting your laptop to the internet

1. Use the supplied Ethernet cable in the media console drawer or you can use your own.
2. Connect the cable to your laptop and the other end to the Ethernet port in the middle of the top row of the media console.
3. Open your internet browser to check your connection and browse the web.
4. Return the Ethernet cable to the media console drawer when done.

"Who to Contact..."

- For classroom documentation and training: Contact Jeff Potocki in C&NS at x4069 or visit <http://www.fairfield.edu/cnstraining> for reference materials.
- For equipment issues (media console, projectors, drop down screen): Contact AMES in the Media Center at x2593.