Wieboldt 421 Instructions

**AV System Features**
- LCD projector with 1024x768 native resolution
- Dell Optiplex with Windows XP Professional, DVD/CD ROM, 250MB Zip Drive, 3.5” floppy drive, USB input
- DVD Player NTSC/PAL/region-free
- Digital Document Camera
- Laptop connectivity with audio & internet cables.
- Auxiliary connection for audio & video players
- Wireless Microphones (Lavaliere, Hand-held)
- Wireless Mouse
- Telephone
- Videoconferencing
- Teleconferencing

**Detailed Instructions in Podium Drawer**

**Software Installation Requests**

This PC does not allow any software installations by anyone except IT support staff. Should you need additional software installed, please submit an online request at:

http://database.at.northwestern.edu/p/softwarerequest/softwarerequest1.cfm

Although we try to be flexible, we require at least one week advance notice for software installations.

**Call 7-ROOM (7-7666) for:**

Immediate assistance with classroom equipment

General information

Training requests (3 days notice required)

Supported by NUIT Academic Technologies
Turning the system on

To begin, if the touch panel screen is dark, press it once to wake it up.

-Press the touch panel to begin. To use the system to display a source from the resident PC, laptop, DVD player or auxiliary input, press Presentation Mode. To start a videoconference, press Video Conference. To have a teleconference using the room’s audio system, press Telephone Conference. When you press any of these three buttons, the specified equipment in the system turns on. The projector will take about 30 seconds to warm up. If you’re using the videoconferencing equipment, you can skip to page 7, if you’re having a telephone conference, skip to page 11.

Selecting a device to use

Wieboldt 421 has a resident PC, a laptop connection, document camera, multi-region DVD player, and an auxiliary input.

Resident PC

To use the resident PC, select “resident computer”. The image will show up on the projector screen as well as the monitor on the podium. To make your image full screen, touch the computer image window on the touch panel. Touch it once more to return to the main control page.

Continued on the next page
Laptop– VGA Connection

To connect a laptop, plug the provided pull out VGA cable into your laptop. Then, select either “Laptop VGA” under the source selections on the touch panel. If the image doesn’t immediately appear, please see page 4 for instructions on connecting your laptop. Note to Macintosh users: if your laptop has only a DVI connector, you’ll need to supply a VGA-DVI adapter.

DVD Player

To use the DVD player, press the DVD button on the touch panel. Insert your DVD into the DVD player by pressing the open/close button on the front panel of the DVD player. Use the touch panel to control the DVD player. Also, the video will show on the touch panel as well as the projection screen.

Document Camera

To view and/or annotate documents or 3D-objects projected to screen:

- Select **Document Camera** on the touch panel. It will turn on automatically.
- Manually lower arm after use.
- The document camera will turn off when the system shuts down, if you’d like to turn it off before then, the power switch the left button behind the viewing surface.
Auxiliary Input

There is an auxiliary audio/video input on the podium, for use with an I-pod or camcorder. Select Auxiliary Input on the touch panel. You’ll need to supply your own cables.

Volume Controls

To control the volume for the resident computer, laptop, DVD player, and auxiliary input, use the up/down/mute buttons under Program Audio. To mute the audio, press the “Mute” button. Press it once more to restore audio.

Projector Mute

To hide the image on the projection screen, press the Projector Mute button. Press it once more to restore the image.

Turning the System Off

When you’re done, please be sure to turn off the system. To do this, press the Shutdown System button. The system will ask you to confirm your choice. Note that once you turn off the system it will lock you out for three minutes while the projector cools down. Please remember to close both podium doors.
Connecting Your Laptop to the Projector

1. Select “Laptop” on the touch panel.

2. Plug in your laptop power supply to the outlet on the podium. The outlet is adjacent to the clock.

3. Connect the pull-out cable to your laptop. If you’re using a PC or a Mac laptop with a VGA connector, you can plug the cable directly into the laptop. If you’re using a Mac with a DVI connector, you can use the DVI cable.

4. Toggle display to send image to the projector. On a PC, this is usually done by pressing and holding the **Fn** key, plus one of the **F keys**, usually F5, F7, or F8 (Dell laptops are F8). With a Mac, go to Apple Menu-System Preferences-Displays. Select the Arrange button from the VGA properties window and check the Mirror Displays check-box.

5. You may want to reset resolution and refresh rate settings. You will have the best image when your computer is sent to the recommended resolution of 1024x768 with a refresh rate no higher than 75 hz.

6. Reset the settings on your laptop when you’re done.

Continued on the next page ➤
Connecting Your Laptop to the Internet

If your laptop has not previously worked on a network, or uses Windows 2000, please contact your Network Administrator before continuing, as you may not have the correct settings, network card, or software.

1. Connect the network cable to your laptop. The podium is equipped with a purple pull out cable, which is next to the cable you used to plug your laptop into the projector. Check to see if you can connect to the internet. If you can’t, see the additional information below.

2. See the directions below for connecting your laptop to the internet. If you need to modify any of the settings on your computer, be sure to record any of the info you change.

**PC**

Select Start-Control Panel. Select Network, click properties, select TCP/IP Properties. Be sure to record any info here before you make any changes. Next, select “obtain IP address automatically, then select OK.

**MAC (OSX)**

Select System Preferences-Network. Be sure to record any info here before you make any changes. Next, select Show-Built-in Ethernet, and under Configure IPv4 select using DHCP. Exit System preferences.

If you had to make any changes to your network settings, be sure to reset them when you’re done.

Continued on the next page →
Videoconferencing

Please note, it is strongly recommended that a training session be conducted before you use the system. Additionally, a “dress rehearsal” is also recommended several days in advance in order to ensure compatibility with the remote system and to work out any issues in advance. For training, please call us at 7-ROOM.

Getting Started

To have a videoconference, when you first start the system, press **Start a Video Conference**. When in presentation or teleconference mode, or presentation mode, in the lower left hand corner, press **Video Conference** to start.

Initiating a Videoconference

When you begin videoconference mode, you are first taken to the dialing page. From this page, you can dial up other locations using the IP address or the gatekeeper address. Also, you can select a number from the address book on the upper right hand side of the screen. To select a site from the address book, use the up and down arrows and then touch the entry. The entry will then be highlighted. Press **Dial** to start the call. Press **Hangup** up to end the call.

When you initially connect, the system will default to Presenter Camera and you will see the remote site’s video on the projector screen.
Projector Display Options

Depending on your needs, you can display the far end data transmission (when in H.239 mode only), far end video, or the Resident PC, for use when using VNC. The far side video will be displayed on the plasma displays.

Camera and Video Source Selection

When you’ve connected to the far end, press the button “Send a Source to the Remote Site”. On this page, you can select and control the cameras, as well as send content to the far end.

Selecting and Controlling the Cameras

There are two cameras in the room. The camera mounted adjacent to the rear plasma is marked Presenter Camera and the camera mounted adjacent to the plasma above the podium is marked Audience Camera. When either camera is selected, you can the pan/tilt/zoom controls. Also, there are presets for each camera. To make your own preset, adjust the camera to your preference and press and hold the desired preset number for five seconds.

The camera image will be displayed in the lower right hand corner, along with the video being sent from the far end. To enlarge this image, press the image once, to return, press the image again. Note that when in a call, the far end video will appear in this window, and the camera video will appear in a small picture in picture window. To turn the picture in picture on or off, use the buttons in the video window under Show PIP.
Camera and Source Selection, continued

Instead of sending the far end one of the cameras, you can also send any source as a video stream. Select the source, and it will display on the projector as well as being sent to the far end. Note that you can only send one video or camera source at a time.

When the site you’re dialing is capable of receiving an additional presentation stream (H.239), select either of the cameras, and then under Presentation sources select either the resident PC, either laptop input, or the document camera. When you press one of these aforementioned buttons, the source will be sent to the far end as well as displayed on the projector screen. Note you must have one of the cameras selected to send an additional stream. Also note that presentation mode won’t work with all sites. In this case, should you need to send content to the far end, you can send a video source. Additionally, you can use Netmeeting/VNC using the resident PC. To use this, press Resident PC VNC.

Far end Camera Control

In some cases, you may want to control the far end camera. To do this, press Far Side Camera Controls. Pan/tilt/zoom controls identical to those of the local camera will show up, in addition to a keypad. In some cases, the far end will disable far end camera control, and in others may password protect it. If prompted for a password, you can enter it using the keypad.
Controlling Volume in a Videoconference

To control the volume of a local program source, i.e. laptop or PC audio, use the Program Volume. Note that when you mute the program volume, it will only mute in the room, but will still be sent to the far end.

To control the volume level of the incoming audio from the far end, or to mute it, use Incoming Video Conf Volume. Note that when you mute it, the far end will still receive any audio being sent from microphone or program sources.

To mute all outgoing audio being sent to the far end, press the mute button under Outgoing Video Conf. Note that this won’t affect the audio in the room.

Questions? Call 7-ROOM (7-7666).
Teleconferencing

Wieboldt 421 is equipped with a teleconferencing system that uses the room’s loudspeakers and microphones as a large telephone.

To use this system, either select **Telephone Conference** when starting the system, or at any time when using the system in presentation or videoconference modes. When in presentation or videoconference modes, select **Telephone Conference** in the lower left hand corner of the touch panel.

Dial a number as if you’re using a regular telephone, using 9 to get an outside line, dial 1 plus the area code for long distance, etc. To completely clear the number, press **Clear Number**, to delete a single digit, press **Backspace**, to initiate a call, press **Dial**, and to end the call, press **Hangup**. To control the volume of the incoming audio, use the **Incoming Volume**, to mute the outgoing audio, press **Outgiong Volume**.

You can have a telephone conference and a videoconference at the same time, and all participants will be able to hear each other, the Wieboldt 421 system acts as a “bridge” between conference participants on regular telephones and participants using videoconferencing.

Questions? Call 7-ROOM (7-7666).