



Media Control Panel

Introduction

The Media Control Panel controls the video projector. The presenter can select input from the teacher station PC, an attached laptop, VCR or document camera. The projector can also be controlled engaging a video mute or turning the projector off.

An interactive legend of the Media Control Panel is available at <http://www.coe.uga.edu/twt/room-scheduling/mcp.html>.

Operation

Step	Action	Notes
1	Flip open the control panel and touch "Start" to activate system.	Control panel is located on top of teacher station. Projector will turn on and display signal from teacher station PC
2	Attach your device(s). Turn on teacher station PC.	You may attach a laptop via cables in control panel (VGA, audio, network). The teacher station PC has access Internet and COE Novell Server. You may also attach a USB flash drive to teacher station PC.
3	Select input desired by touching corresponding button	PC = teacher station PC LAPTOP = Lecturer's Computer DOC CAM= Document Camera VCR = VCR in teacher station
4	To Mute Audio: Touch "AUDIO MUTE".	Touch "AUDIO MUTE" to restore audio.
5	To Mute Video (blank the screen): Touch "VIDEO MUTE".	Touch "VIDEO MUTE" to restore projection.
6	Touch "QUIT" when finished.	Projector and system will shutdown.
7	Shutdown teacher station PC.	Windows: Choose Start Menu – Shutdown Mac: Choose Apple Menu - Shutdown

General Help

The Return PC has a desktop shortcut to detailed help information.

Step	Action	Notes
1	From teacher station PC, use mouse to double click "Control Panel Help" icon.	Internet Explorer launches to display detailed help pages.

If you need additional assistance, please call the OIT Help Desk at 2-8007.

Play CD/DVD

Step	Action	Notes
1	Access the teacher station PC in the lower right cabinet. Place CD/DVD into PC.	CD/DVD player will automatically start.
2	Touch "PC" button on Media Control Panel.	CD/DVD player appears in window.
3	Use mouse & keyboard to control CD/DVD player.	Select chapter, stop, start, etc. Volume should be appropriately preset.
