UCN Technology

Here's How to Use It

Setting up Microphones

- Microphones and mixer are in cabinet on wall of office.
- Plug in podium and/or floor microphones.
- Plug in and turn on podium mixer.
- Turn on main mixer (in office) with power bar.
- Adjust levels if necessary.

Troubleshooting

- Microphones plugged in?
- Podium mixer Audio Output plugged into wall?
- Both mixers powered On?
- Switch on floor microphone turned On?

Microphones

Floor Microphone

Podium Microphone

Podium Mixer

Microphone Inputs on Left, Output on Right

Podium Controls

1: Podium Microphone   2: Floor Microphone
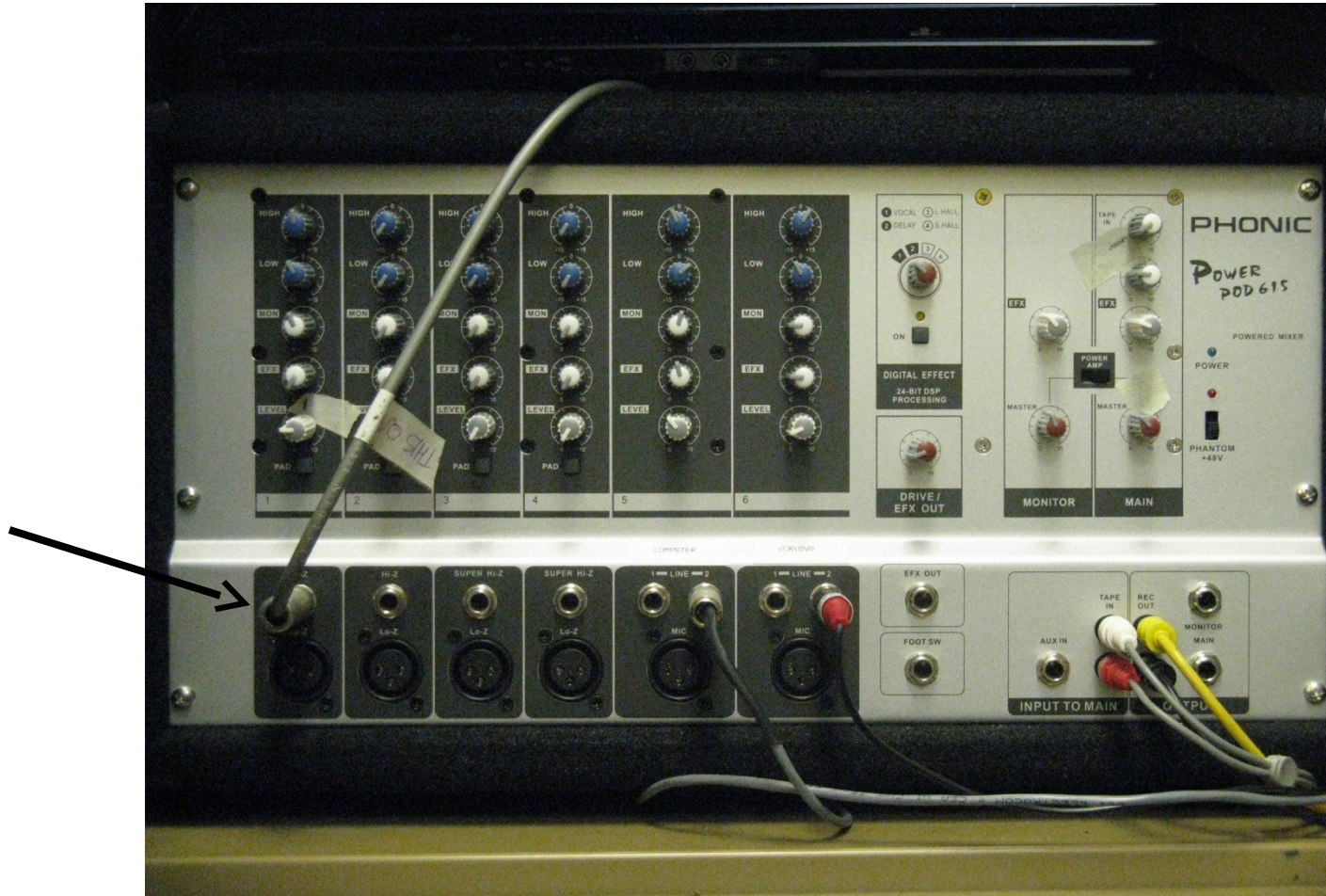
Podium Connection to Main Mixer

Be sure plug is in socket on wall to right of podium
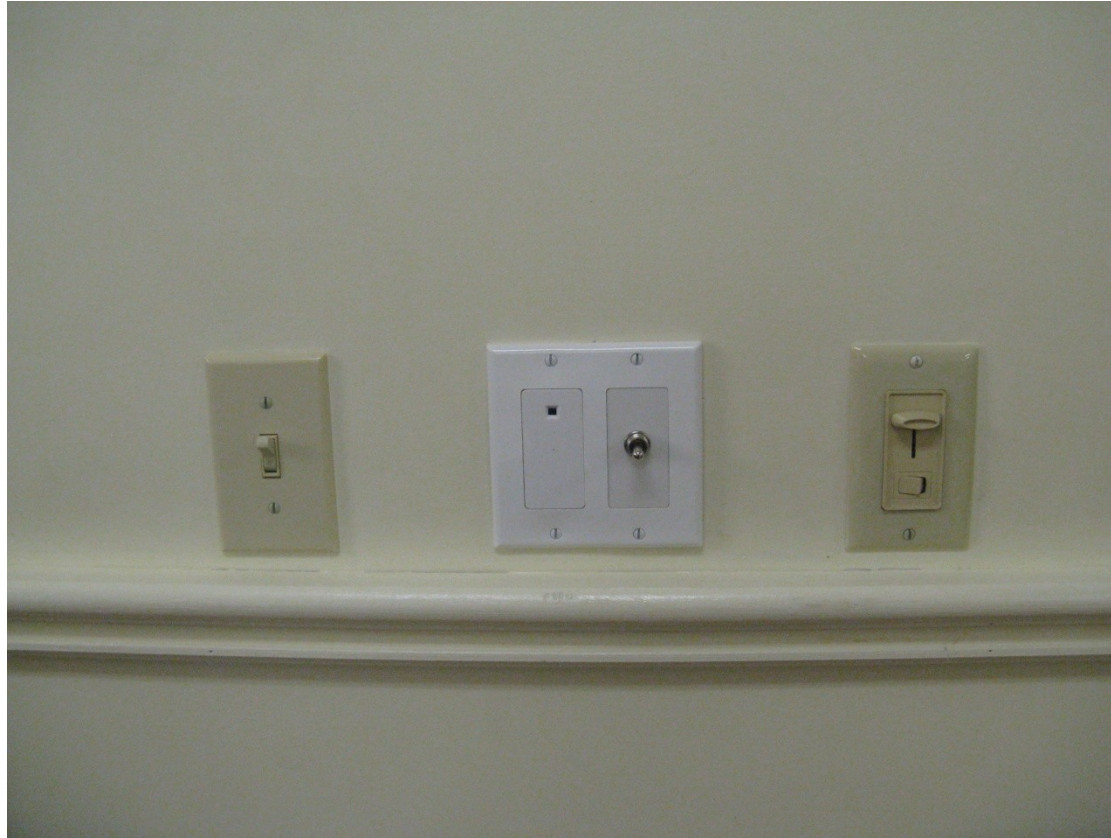
Main Mixer

Line from Podium mixer goes into jack on far left as shown.

Using the Projector

- Lower screen using switch on wall left of podium.
  - Switch positions:
    - Up – raise screen
    - Down – lower screen
    - Centre – stop
- Turn on projector with remote control (kept in same cabinet as main mixer in office).
- Set input as described below for video (DVD or VHS), or computer.

Switches to Left of Podium

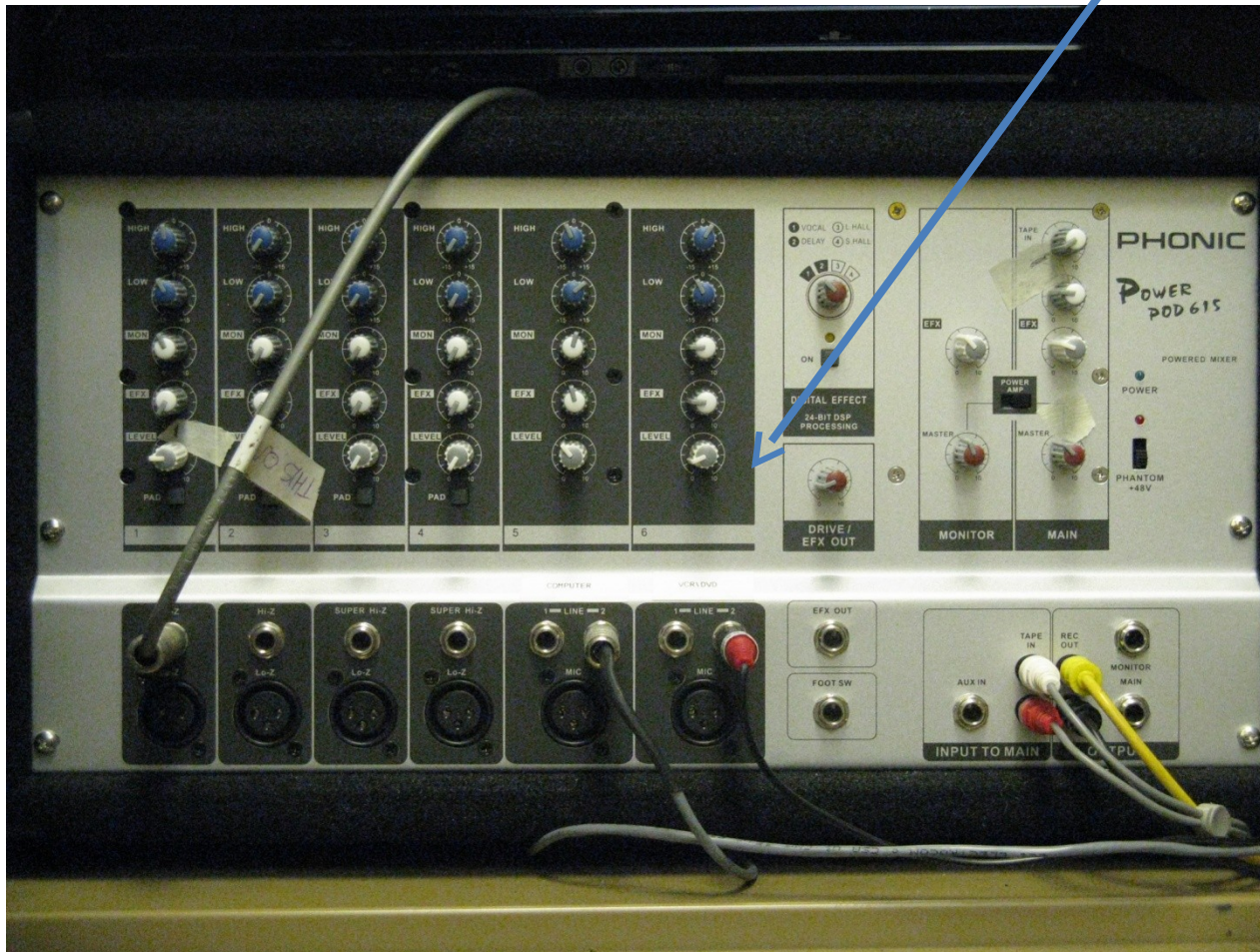Left: Front fluorescent lights   Centre: Screen switch
Right: Pot lights
Note receiver for DVD/VHS player remote control to left of screen switch.

Showing a DVD

- Set up projector as already described, set input using remote to Video.
- Turn on DVD player and press DVD/VCR button until DVD shows.
- Insert DVD. You can use DVD remote control from front of sanctuary by pointing it at the remote receiver, which is beside the screen switch.
- Control sound level with main mixer.

Control for VCR/DVD Sound

Playing a VHS Tape

- Set up projector, set input to Video.
- Turn on DVD/VCR, set mode to VHS.
- Insert tape.
- Use remote control and set sound as for DVD.

Playing a CD

- You can use the DVD player to play a CD.
- It's not necessary to turn on the projector.
- If you want to use a cut from a CD as part of your presentation, it's easier to use the laptop to play the CD, and easier still if you "rip" the cut to your computer and insert it into your PowerPoint presentation.

Using Computer with Projector

- Any laptop with a VGA video output can be used.
  - This includes virtually any laptop except Macbooks, which need an adaptor.
  - Tablets often have an HDMI output, which won't work with our projector.
- Plug laptop into jacks in wall to left of podium using cable kept in the same cabinet as main mixer.
- Large plug is for video, small one is for audio.
  - Plug into headphone jack on laptop if audio is needed.

VGA Video Connector

Headphone Jack (Audio)

Note: The headphone and microphone jacks on laptops are hard to distinguish. The headphone jack usually has a stylized picture of headphones. If you don't get any sound from one jack, try the other.

UCN Laptop

- Located on top of mixer in cabinet.
- Standard Toshiba laptop running Windows 7.
- Has complete Microsoft Office 2007 and OpenOffice as well as several different media players.
- Ready for PowerPoint, Word, and just about any type of video file.
- Bring presentation on USB stick or CD/DVD.
- There is NO internet access at UCN, unless presenter brings own device equipped with access through cellular network.
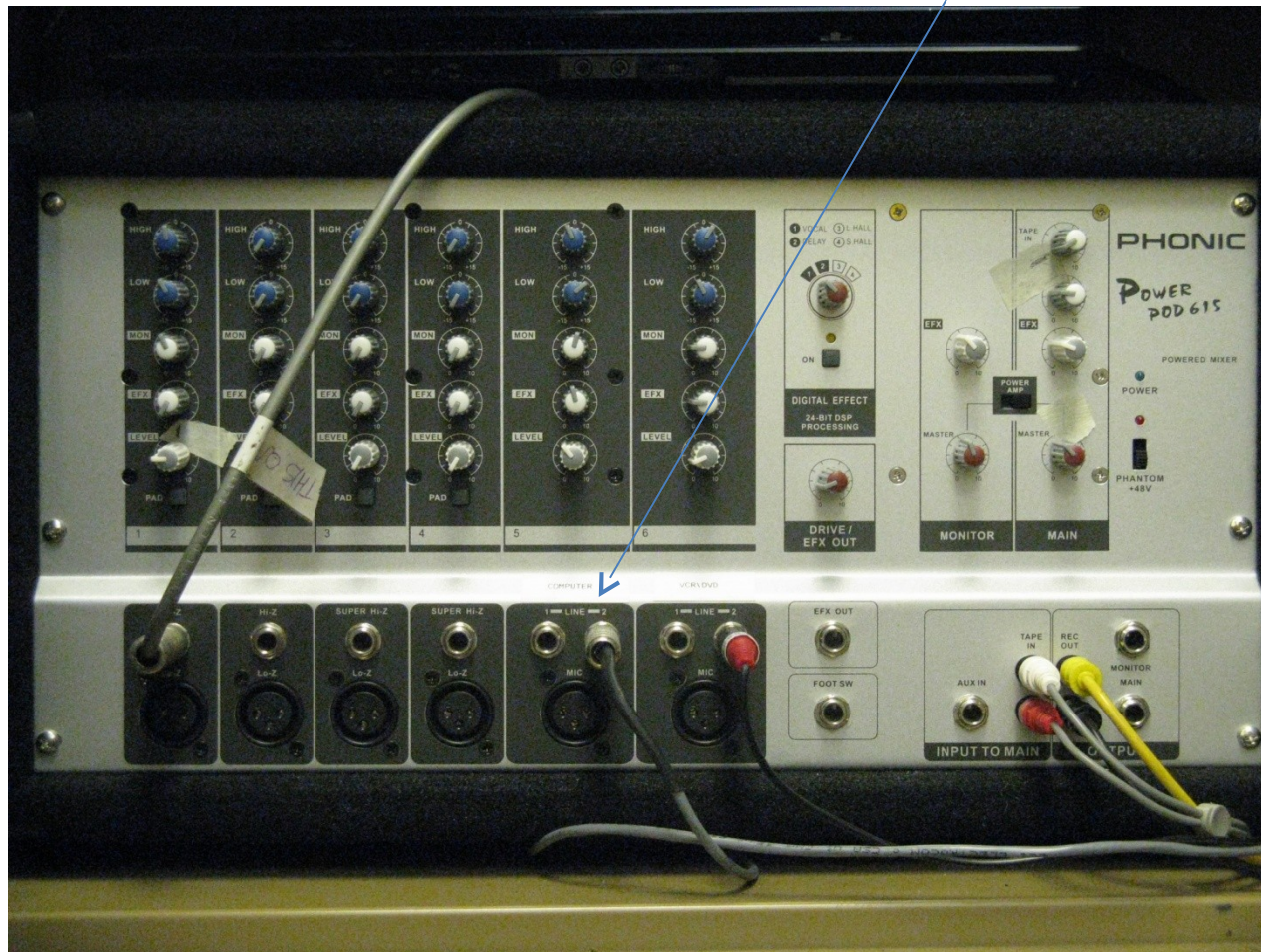
To Set Up UCN Laptop

- Get laptop and power supply from cabinet.
- Laptop can be set up on podium if podium moved to left.
- Laptop can also be set on small table to left of riser.
- Plug in power and video/audio cables.
- There is a wireless mouse in the cabinet, plugs into USB port. Optional: use if you don't like touchpads.
- Turn on projector, then laptop.
- Be sure projector is set to "Computer 1."
- Laptop should find projector automatically.
- UCN laptop will not go to screensaver, hibernate etc.

Setting up Other Laptops

- Connect as before.
- If laptop doesn't "see" projector, you may have to adjust it.
  - Set resolution for 1024X768 and set up for multiple monitors.
  - Controls to change monitors vary, for instance Dell uses Function-F8.
- For best results disable screensaver, automatic standby, etc.

Mixer Computer Sound Input

Adjusting Computer Sound

- Set volume control on computer to middle of its range.
  - On UCN computer there is a knob on the front, others will vary.
- Adjust sound with mixer in office until it's about right.
  - Now you can make adjustments either way from the computer during the show.

Downloading Videos

- No internet at UCN so online streaming videos must be downloaded.
- There is a Firefox extension called Download Helper which works with YouTube and many other sites.
- In Firefox go to Tools – Add Ons – Extensions and search for Download Helper.
- Use it to download the video to your USB stick.
- Make sure it works by playing it from the stick.
  - Sometimes videos don't download correctly the first time.

PowerPoint

- Lets you combine text, pictures, audio and video, all in one file.
  - Makes your presentation simpler to run.
- "Slide Show" mode gives a full-screen presentation without annoying toolbars, etc.
- Once you have your presentation, save it to a USB stick.
  - To check, run it from the stick (not your hard drive) to make sure everything is there.

Inserting Video

- On a new slide, click "Insert Media Clip" then go to your downloaded file.
- This only works for formats that Windows Media Player can play. Some YouTube videos are only in Flash Video (.flv) format. They can be converted to a compatible format or just saved separately and played with another media player such as VLC (which is on UCN computer).
  - YouTube videos in .mp4 format work with PowerPoint directly.
  - If video doesn't work well in Powerpoint, try playing it directly. (Often happens with large files.)

Video Caution

- Put the video in the same directory as the presentation.
- If copying the presentation make sure you copy the video as well.
- The video isn't actually part of the same PowerPoint file, it is just linked to by PowerPoint, so if you move it, you lose it.

Other Formats

- The UCN computer is fine with Word, Excel, pdf files, and almost any video or audio format. It also has OpenOffice so works with those files.
- If in doubt, bring in your stick the week before and check that it works – or use your own laptop if you have one.
- Mac formats, like Pages, don't work. You can export to Microsoft formats like Word and Excel.
  - If you bring your Macbook, bring a VGA adaptor as well.

Optional Projector Adjustments

- Lamp Brightness
  - "Normal" is good for most situations (you don't have to do anything to get this).
  - Use "Bright " if room is so bright you can't see the projection well..
  - "Economy" extends bulb life but is only good in a dark room.

Optional Projector Adjustments

- "Select" button
  - "Standard" (the default mode) is good for most situations.
  - Try "Cinema" mode for movies.