

## Maxcy 104 User's Guide (updated: 05/29/16 rk)



**Getting to Maxcy 104.** Park in Lot#30. NOTE: Do NOT park in Lot #29, the one in the lane adjacent to the building. Enter Maxcy Hall at the entrance at the corner of these parking lots on the Outer Main Street side of the building. bear to the right corridor and walk to the end of that hall and turn left; 104 will be the first classroom on the right. (Women's restroom is in the back of the ladies' locker room across from 104; men's restroom is in the back of the men's locker room next door to Maxcy 104, or across from the field house. (Or continue down

the hallway from 104 to the end, take the staircase upstairs and find men's and women's rest rooms on the right.) If the door to 104 is locked, find a custodian (custodian's room is by the entrance) or ask building manager Jamey Hoose (in Maxcy 234, upstairs on Pierrepont Avenue side of the building - office phone: 267-2305, cell phone: 212-0106) to unlock it.

**Description of the room.** Maxcy 104 is a very large (seating capacity 48) "smart" classroom on the first floor of Maxcy Hall. The room has recently been remodeled: the furniture and equipment are fairly new still. Light switches are to the right of the door as you come in. The sliding dimmer switches are to the spot lights aimed at the wall where the pictures are hung; toggle the switch at the bottom to turn these spot lights on/off.

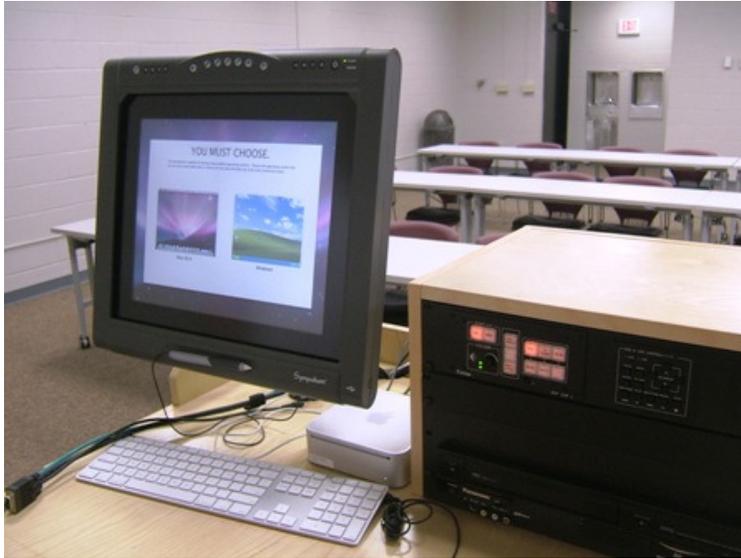
**The following pieces of furniture and equipment are in Maxcy 104:**

### FURNISHINGS:



- Presenter's podium (with equipment)
- 48 soft bottomed straight chairs set at 24 long narrow tables. **NOTE:** the wheels on the tables need to be "unlocked" to move them easily.
- Ceiling recessed wide screen (about 8'x4'). **NOTE:** switch to lower the screen is on the wall behind the podium.
- whiteboard (markers should on the board tray or at the podium; to be sure you have one that writes – bring your own!)

**TECH: At the Podium** (Careful! Do not trip over the wires!):



**Computer: Small metal box** (with a slit for a CD/DVD). **Cables** from the computer: USB cable (for a flash drive or other USB media), VGA cable (used to hook up your laptop), audio cable (used to hook up sound from your laptop).

**Software:** Windows Vista; Microsoft Office with PowerPoint, Excel, etc.; Windows Media Player; etc. and high speed Internet connection) At boot-up, the computer can be set to be a **MAC or a PC**. [**Login & Password** needed]: The SOAR login is: xsoar1 The password is:

(Write in the password when given to you.) Call the SOAR office if you need

to be told the password again: 267-2690 office hours 9-2 MWF). Do not share this password with anyone. Be sure to **log off** SOAR from the computer when you finish. (Do **NOT** power-down computer.)

**Monitor** (this is a special "sports" model with provisions for annotating the screen views). It stays on all the time. (Do **NOT** power-down the monitor.)

**Panasonic VCR/DVD** (Software: Windows Media Player; InterVideo /Win DVD)

**Switcher** (with input switching for the computer, VCR/DVD player, external audio, external laptop computer)



**To play a DVD or VIDEO TAPE** – use the VCR/DVD player (you don't have to log on to use this) in the podium; you can also use the DVD slot (**put disc in upside down!**) in the computer box, but you have to log on to do this; it auto plays in AVI (*may not be up to date*)

**1.** Lower the screen (switch is on the wall behind the podium.

**2. Power on** the overhead projector by using the "DISPLAY" button. (**NOTE:** the display light is always showing whether the projector is on or off. When it is blinking, it is cooling down or powering up. Wait until it stops blinking before you do anything else. Always **power off** the display when you finish: replacement lamps cost hundreds of dollars!).

**3. Select "DVD" or VIDEO TAPE** (DVD - first button on the 2<sup>nd</sup> row; VCR last button 1<sup>st</sup> row)

**4. Put in your DVD or VIDEO TAPE.** You do not need to use any settings on the DVD/VCR player itself. Use the **DVD & VCR Control** box on the Switcher to navigate to where you want to be. The **ENTER** button is used to activate your selections from the menu. Use the **PAUSE** button to pause your program. Push **PLAY** to play.

**5.** Use the Extron **VOLUME** knob to increase or lower the sound level (a good solution should you pause your DVD and hear background TV or radio signals! the "MUTE" button also works well for this problem noise.)

**6.** You can also use the **DVD/VCR REMOTE**, if there is one at the podium.



### USING YOUR OWN LAPTOP COMPUTER:

You don't need to log in to use your own laptop computer as a source. You do, however, have to connect it to the projection system. To do that, connect the end of the VGA



cable (found on the podium) to your computer. (The end of the VGA cable has an array of 15 pins in three rows in a trapezoidal rim, as seen on the left). If you have a MAC laptop, you MUST provide your own adapter cable to connect the VGA cable. It should look similar to the one pictured above right. If you want to use sound



originating from your laptop, you need to attach the 3.5mm sound cable (found on the desk) into the sound out hole (usually indicated on your laptop with an ear phone icon).



If you are using a PowerPoint for your presentation, bring a copy of it on a flash drive as your back up. (*see below*)

**USING A FLASH DRIVE TO SHOW YOUR POWERPOINT:** Connect your flash drive to the USB cable found on the desk top (there is also a USB port on the right side edge/rim of the monitor), and log in to the computer on the podium as noted above. NOTE: If you are using sound with your PowerPoint presentation you need to adjust your PowerPoint to read it from your flash drive ahead of time. To do this, load both the PowerPoint and your sound files onto the flash drive. Then re-insert the sound files into PowerPoint version on the flash drive, by retrieving the sound files from the flash drive instead of where they were located on your computer.

### TROUBLE SHOOTING / PROBLEMS / REQUESTS - CONTACT:

**Building Supervisor:** Dustin Smith. Office: Maxcy P234 (upstairs on the Pierrepoint Avenue side of the building) phone: 267-2305. Building Secretary: Jenn Sullivan (office next door to Dustin Smith's) phone: 267-3484.

**Custodian** - custodian's room is on the right by the Maxcy entrance (the one closest to Main Street); if no one is in the room, search the halls or rooms for a custodian.

**Computer / Tech Help** - Phone the **HELP DESK:** 267-2083

**SOAR Office** - phone: 267-2960. Office is staffed part time: MWF 9-2. The SOAR office itself is located on the third floor of Van Housen Extension, room 382 (i.e. two floors above the **University**

**Police** - 267-2222 - the people to call in case of an emergency)

*Handout updated by Ruth Kreuzer for SOAR - 04/29/16*  
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