

# UCSC HUMANITIES CONFERENCE ROOM

## Media Cabinet Guide

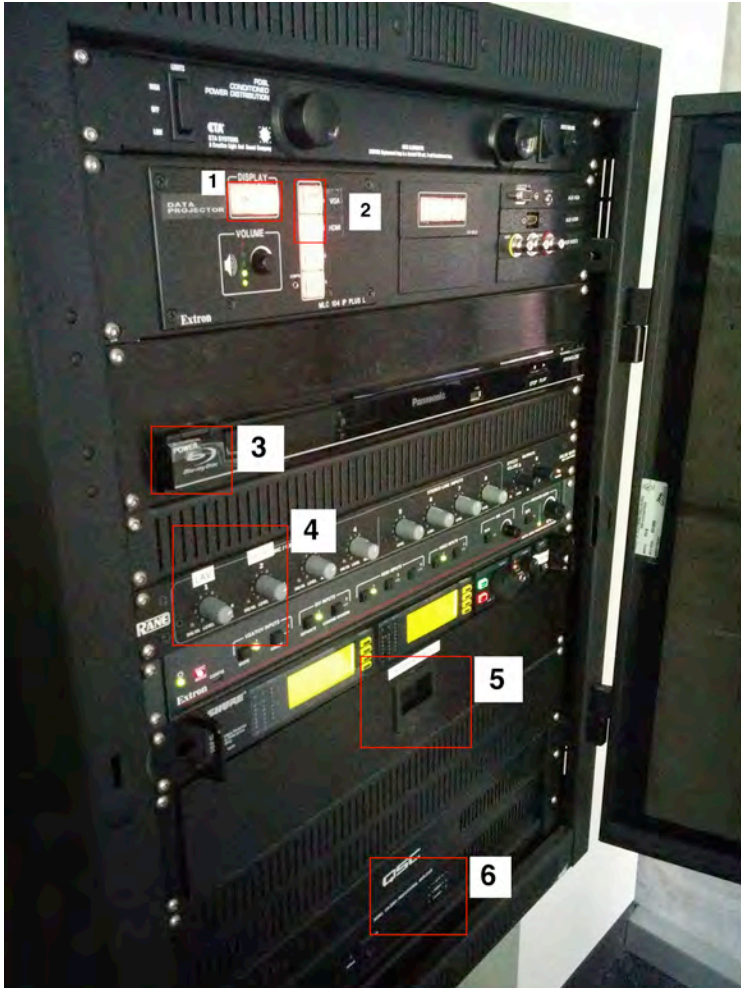


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# Media Cabinet Diagrams

## Humanities Conference Rooms 202, 210, 2-359



1. Projector ON/OFF Switch
2. VGA/HDMI option buttons
3. Blu Ray player
4. Wireless mic volume control
5. Media cabinet drawer
6. Amplifier

## Humanities Conference Rooms 402, 408, 2-259



1. Projector ON/OFF switch
2. VGA/HDMI option buttons
3. Blu Ray player
4. Media cabinet drawer

# Connecting laptop to projector

## On Windows machines

### How to Connect

#### To connect to a projector



1. Make sure the projector is turned on, and then plug the projector cable into a video port on your computer.

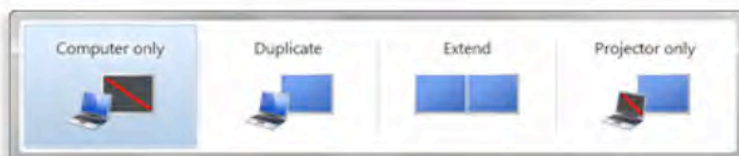
#### Note

Projectors use VGA or DVI cables. You must plug the cable into a matching video port on your computer. Although some computers have both types of video ports, most laptops just have one type. Some projectors can be connected to a USB port on your computer with a USB cable.



VGA and DVI ports

2. Open Control Panel by clicking the **Start** button , and then clicking **Control Panel**.
3. In the search box, type **projector**, and then click **Connect to a projector**.  
(To use a keyboard shortcut instead of Control Panel, press the Windows logo key  +P).
4. Select how you want your desktop to be displayed:
  - **Computer only** (This shows your desktop only on your computer screen.)
  - **Duplicate** (This shows your desktop on both your computer screen and a projector.)
  - **Extend** (This extends your desktop from your computer screen to a projector.)
  - **Projector only** (This shows your desktop only on a projector.)



The four choices for how to display your desktop

## On Apple machines

### How to Connect

1. Connect the video cable (VGA or HDMI) from the projector to your Mac (you may need to use the 3-in-1 mini display port to HDMI/DVI/DisplayPort adapter depending on what video inputs you have on your laptop)



2. Once the Mac and projector are connected, click on the **Apple Menu** in the top left corner of your screen
3. Select **System Preferences** from the drop down menu
4. Select the **Displays** icon
5. When the Displays window appears, do either of the following:
  - a. Click **Detect Displays**
  - b. Select the **Arrangement** tab within the menu bar and check the **Mirror Displays** box in the lower left hand corner of the window

### Best practice for connecting

1. Start with laptop turned off
2. Connect the video cable to the laptop (VGA connector labeled "laptop 1" or HDMI connector labeled "laptop 2")
3. Turn data projector on (press firmly)
4. Select button "laptop 1" or "laptop 2" depending on which video input you are using (press firmly)
5. Turn on laptop

### Troubleshooting

- If you're not getting any audio after connecting, make sure the amplifier is turned **ON**
- If your laptop isn't connecting to the projector:
  - Ensure the cables are firmly connected to the laptop (but do not force any connections as the connectors are delicate)
  - Turn off your laptop and follow instructions above (**Best practice for connecting**)
  - If none of the above works, please come to the Humanities Academic Service center (Humanities 1, Room 215) for assistance. The ASC staff are available to help from 8:30am-4:30pm (office may be closed from 12:00-1:00pm for lunch).
  - If ASC staff are not available, please contact **Media Services** at 831-459-2117



# Using wireless audio equipment (microphone, lavalier)

## Handheld microphone

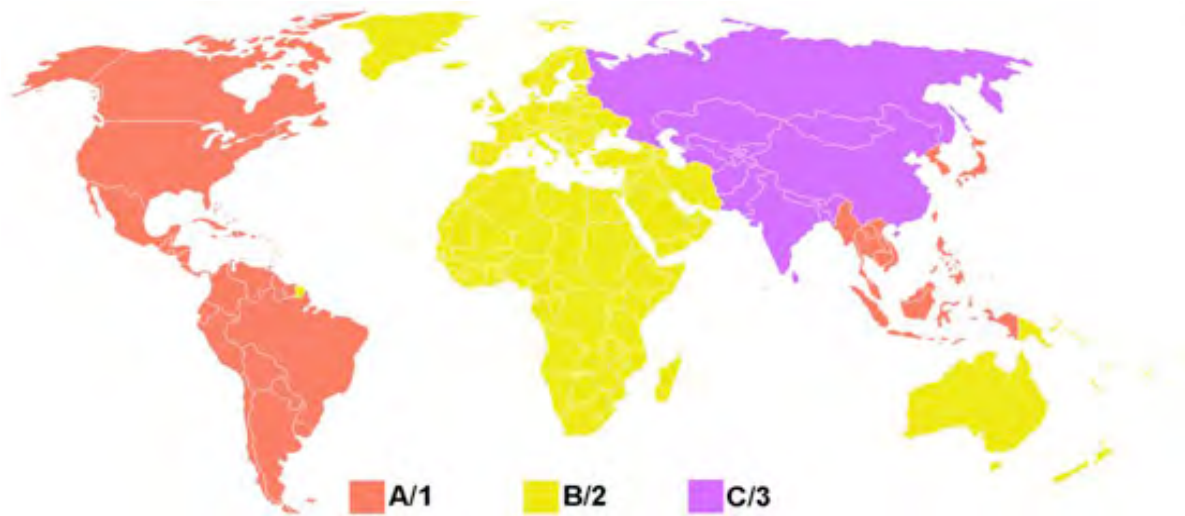
1. Turn on amplifier located in the media cabinet
2. Turn on handheld microphone by sliding the tab near the base
3. Adjust volume as needed (controls located in media cabinet)

## Bodypack and lavalier

1. Turn on amplifier located in the media cabinet
2. Turn on lavalier microphone by sliding the tab on the top of the body pack
3. Adjust volume as needed (controls located in the media cabinet)

# Panasonic DVD/Blue Ray Player

## Blu-Ray Zones



- **Region A**

- North America
- Central America
- South America

- Japan
- North Korea
- South Korea
- Taiwan

- Hong Kong
- Southeast Asia

- **Region B**

- Europe
- Greenland

- French territories
- Middle East

- Africa
- Australia
- New Zealand

- **Region C**

- India
- Nepal
- Mainland China

- Pakistan
- Russia

- Central and South Asia

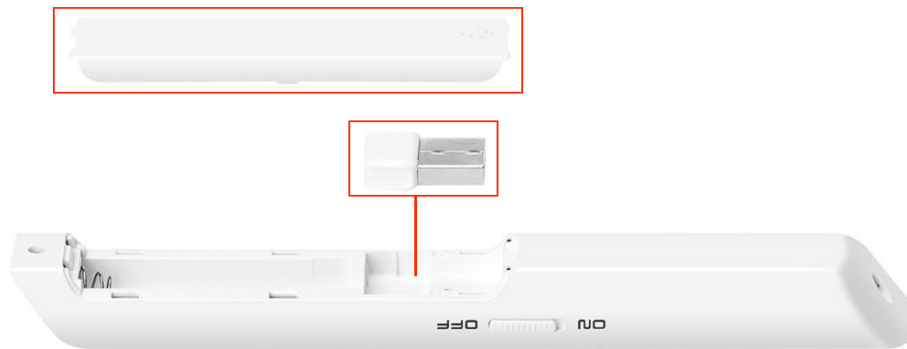
## Important Notes

- The unit must be in the **normal power mode** to allow zone switching, not quick start mode. Quick start does not allow for BD Zone Switching because the player never shuts down, so make sure quick start option is OFF.
- Switching Blu Ray Zones is manual and is done with the Panasonic Remote control. Turn OFF the player, you will not see or hear anything but the player is listening to the IR commands so wait until the player's display is blank then:
  - For Zone A: press the blue button then 0 (DVD region 012345678)
  - For Zone B: press the blue button then 2 (DVD region 012345678)
  - For Zone C: press the blue button then 3 (DVD region 012345678)
- **Netflix:** Press the blue button then 1 (DVD region 1 only, Netflix, and online content)

## Wireless presentation clicker (with laser pointer)

### How to use

1. Take the battery cover off the presentation clicker and you will find a dongle rested in the back, remove the dongle and put the cover back on



2. Plug the dongle into your laptop's USB port



3. The clicker should work instantly with your presentation software
4. Diagram:



### Support options:

- **Operating Systems:**
  - Windows: 2003, XP, Vista, 7, 8
  - Mac OS (For MacBook on OS X, plug the USB receiver into laptop, it will come out a box, and then you can select 101 or 104 option),
  - Linux
  - Android
- **Presentation Software:**
  - MS Word, Excel, PowerPoint
  - ACD See, website
  - iWork (Keynote & Numbers & Pages)
  - Google Slides
    - Supports hyperlinks