Dental Education Center (DEC) Instructions
Room 119, 119A and 119B (Formerly 130A, 130B and 130C)

Audio-Visual Procedures

The new audio visual system is now operational! Although some construction items remain to be completed, the new system is in place and fully functional. With the new system, a touch screen capability allows easy access to the system and the controls necessary for you to make your presentation efficiently. Following are a few guidelines to ensure a smooth presentation:

PLEASE DO:

- take advantage of all the features of the Windows 7 Operating System (speed, resolution clarity, etc.)
- take advantage of the triple system and screen operations or use the entire room
- take advantage of the Document Camera feature for transparency or paper presentations
- take advantage of being able to use your laptop, thumb drive, or disks for your presentations with greater ease
- take advantage of the "independent" mouse if you need flexibility with the mouse movement during your presentation
- shutdown the system and computer when finished.

PLEASE DON'T:

- adjust any system settings or controls
- adjust any microphone controls (Microphones are set to carry your voice - You do not need to hear yourself for them to be adjusted correctly)
- unplug ANY equipment currently configured for the smooth operation of the system (use your wireless feature on your laptop if you use your notebook for the presentation)
- save any files onto the computer (the computer "refreshes" (deletes) files after each presentation or use)
- leave the wireless microphone on at the end of your presentation - this will help preserve the batteries.

TO START THE SYSTEM:

1. Touch the A/V system console
2. Touch "Combine" to select room configuration (A+B+C will display on all three screens)
3. Touch the "Projector ON" button (the system will power on, screens will descend)
4. Power on the Dell computer located next to the AV rack below (You will be automatically logged in as "Instructor")
5. Wait for system to load (this takes a few minutes)
6. If you have a transparency or paper presentation, press Document Camera, then press the power button to turn on the flatbed
7. If you have a notebook, press the "laptop" button (you will need to connect the notebook to the console for operation)
8. If you are using the PC, press "PC" (the system will default to the PC function)
9. If you are using a Flash Drive, securely plug your flash drive in the USB port located on the lectern next to the monitor.

OTHER THINGS YOU CAN DO:

- Adjust the lighting
- Adjust the volume
- Use the Blu-ray Disc player for your DVDs and Blu-ray discs.

Please double click the "Dental Informatics Help" icon on the computer desktop or call Dental Informatics at 502-852-7156 if you experience difficulties with system operation.