

Multi Media Room

Berlin Graduate School Muslim Cultures and Societies

Table of Contents

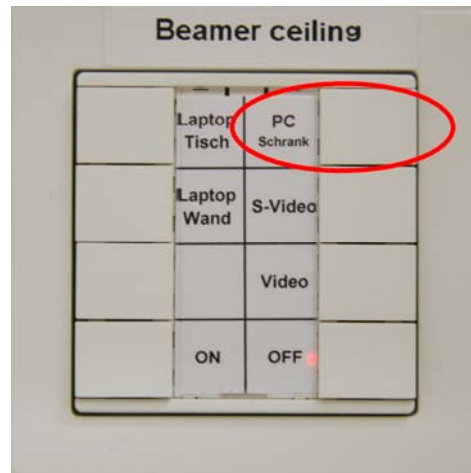
Projector & Multimedia PC	3
Turn on the devices	3
Switching off projector and multimedia PC	3
Smartboard	4
Switch on multimedia PC and projector	4
Switch off the smartboard	7
Notebook and Projector	9
Turn on the devices:	9
Turn off the projector	10
SatelliteReceiver	11
Turn on the satellite receiver	11
Turning off projector and receiver	12

I. Projector & Multimedia PC

For your presentations, we recommend the use of the multimedia PC in the wall cupboard along with the projector. You will need to do the following:

A. Turn on the devices

1. Turn on the multimedia PC. The button is located below the *Dell* logo.



2. Turn on the projector. You will find the controls on the control panel (*Beamer Ceiling*). Press “PC Schrank”.
3. Roll down the projection screen. The switches for the screen are located next to the window, on the right side. The corresponding directions are marked with an arrow.
4. Plug in the mouse (“„Maus”) and the keyboard (“Tastatur”): They are stored in the wall cupboard. They need to be connected to the respective port in the multiple socket panel in the middle of the table.

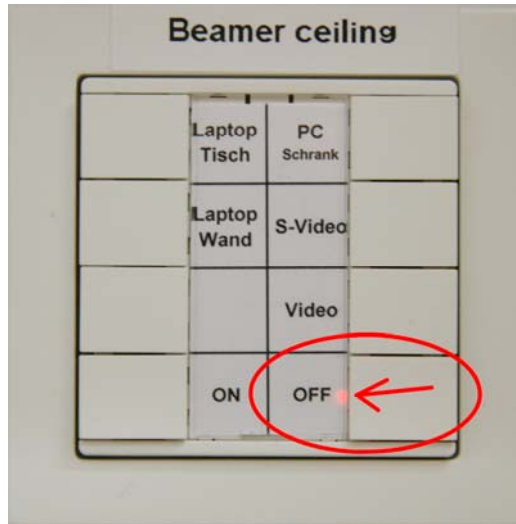


B. Switching off projector and multimedia PC

1. Shut down the multimedia PC. In order to do this, choose “Start → Herunterfahren” (*start -> shutdown*) and in pop-up screen choose “Herunterfahren” (*shut down*) and confirm by clicking on “OK”.



- Switch off the projector: Press “OFF” in the control panel (*Beamer Ceiling*). Please note: As long as the red light is blinking (marked below with a red arrow), you cannot make a new selection.



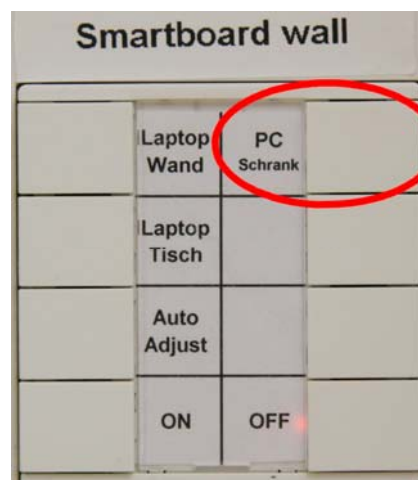
- Roll up the projection screen. This is done by pressing the switch (marked with an arrow pointing up) that is located on the right side of the window.
- Unplug the mouse and keyboard. Please put them back into the wall cupboard.

II. Smartboard

In order to work interactively with teaching and presentation material, you have a digital whiteboard at your disposal.

A. Switch on multimedia PC and projector

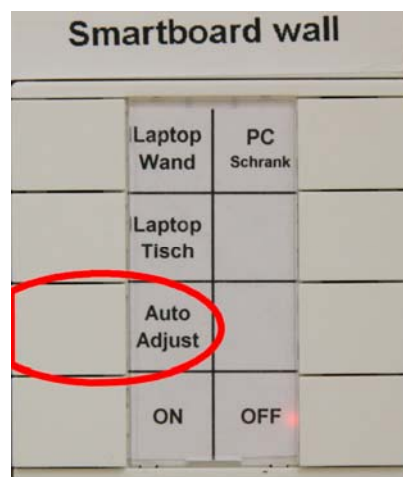
- Turn on the multimedia PC. The button is located below the *Dell* logo.



2. Turn on the projector. You will find the controls on the control panel (*Smartboard Wall*). Press “PC Schrank”. The panel is located to the left of the smartboard.
3. Plug in the mouse (“Maus”) and the keyboard (“Tastatur”): They are in the wall cupboard. They need to be connected to the corresponding plug in the multiple socket panel in the middle of the table.



4. Adjust the screen. Once the log-in dialog opens, press “Auto Adjust” on the control panel (*Smartboard Wall*).



Smartboard Software

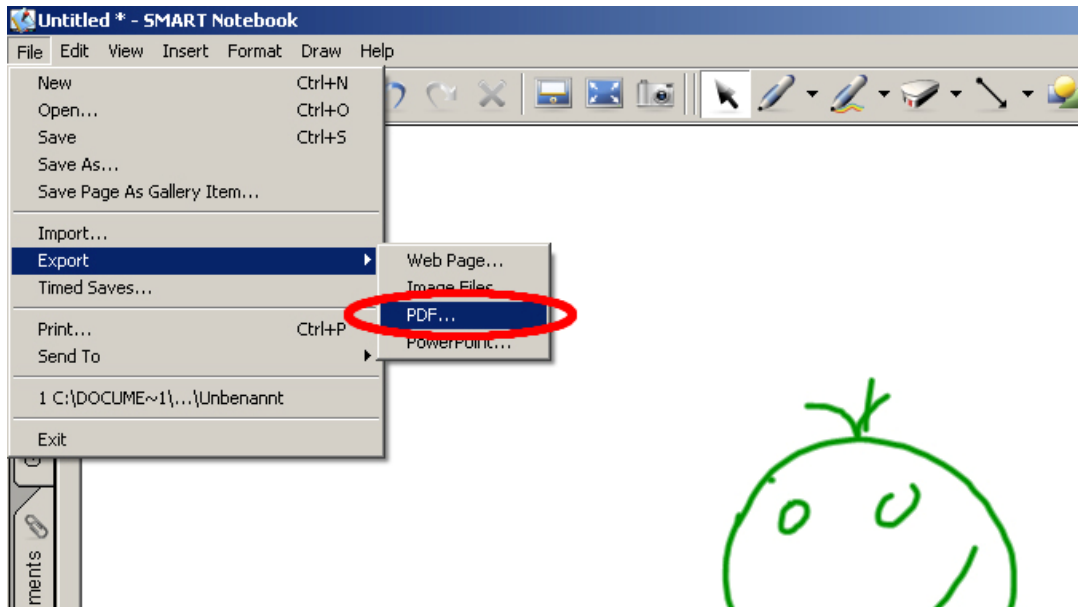
Use the smartboard like a white board:.

1. Log in at the multimedia PC.
2. Start the program notebook: On the right side of the screen there is a toolbox with programs that are provided for the smartboard. This toolbox is called “Start Center”. Press the upper icon displaying a notebook and a pen.
3. How to draw: Take one of the pens and start to draw. Please note: You can only use one pen at a time.



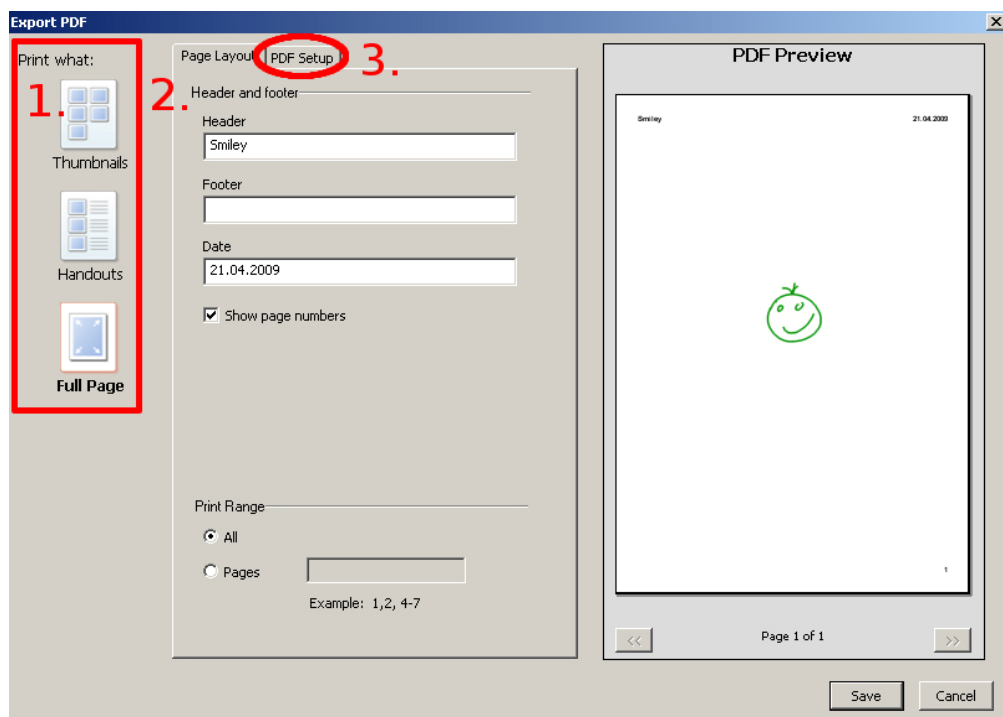
4. How to save your work:

4.1 We recommend that you save your work in a PDF format. Choose “File → Export → PDF”.



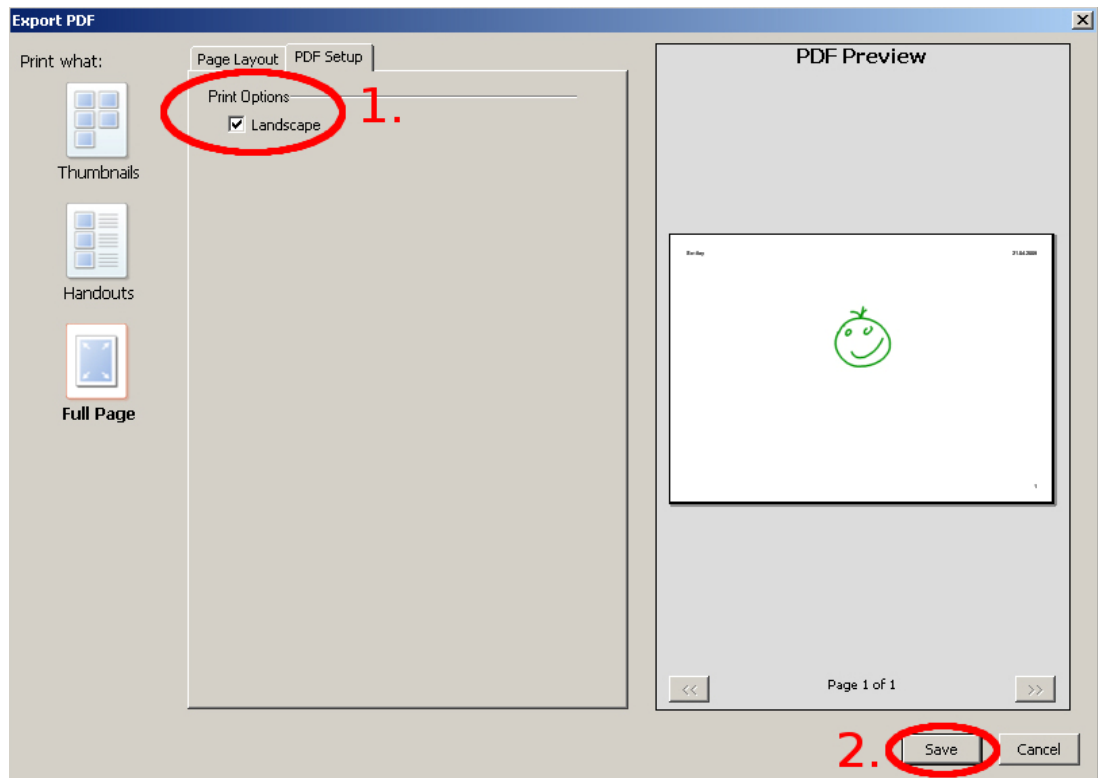
4.2 Setting the layout and storing additional information:

1. Choose layout "Full Page".
2. Add more information as header and date.
3. Press "PDF Setup"



4.3 Page format and saving the document:

1. By checking “Landscape” the page will be saved in landscape format.
2. Press “Save” to save your document.

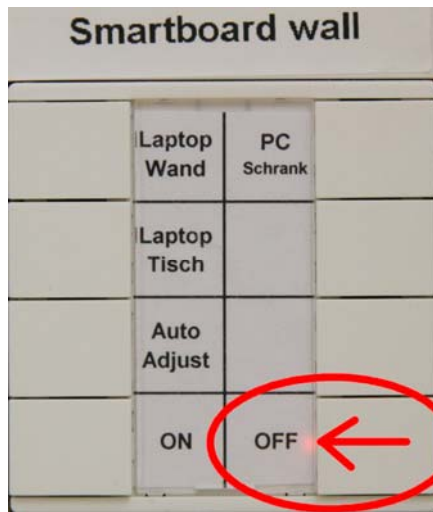


Switch off the smartboard

5. Shut down the multimedia PC. In order to do this, choose “Start → Herunterfahren” (*start -> shutdown*) and, in the pop-up screen, choose “Herunterfahren” (*shut down*), and confirm by clicking on “OK”.



6. Turn off the smartboard: Press “OFF” in the control panel (*Smartboard Wall*). Please note: As long as the red light is blinking (marked below with a red arrow), you cannot make a new selection.



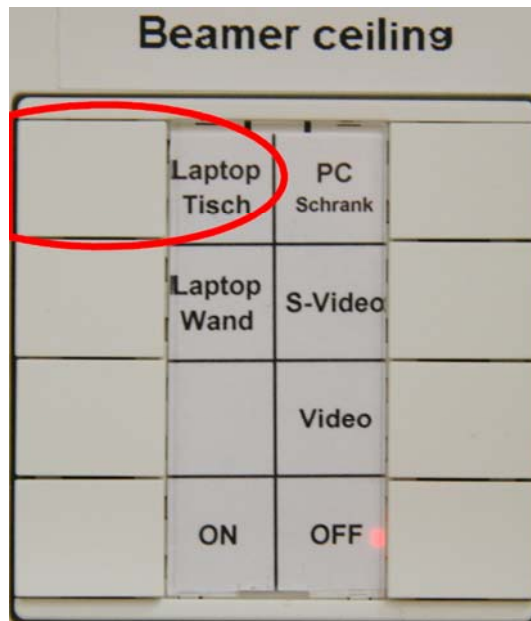
7. Unplug the mouse and the keyboard. Please put them back into the wall cupboard.

III. Notebook and Projector

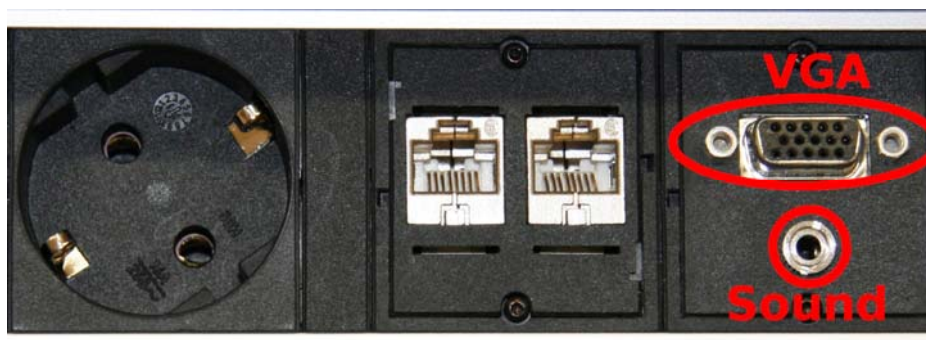
You can also connect your own notebook to the projector:

A. Turn on the devices:

1. Turn on the projector. You will find the controls on the control panel (*Beamer Ceiling*). The panel is located to the left of the smartboard. Press “Laptop Tisch”.



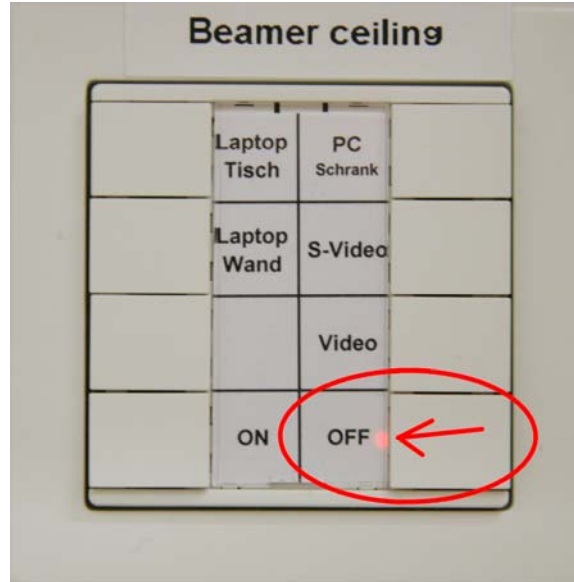
2. Connect your notebook to the VGA port in the multiple socket panel in the middle of the table. If you would like to use sound, you can connect the headphone output of your notebook to the line-in port. The required cables can be borrowed during regular office hours.



3. Roll down the projection screen. The switches for the screen are located next to the window, on the right side. The corresponding directions are marked with an arrow
4. Should no output appear on the screen, try to activate graphical output of your notebook. With Lenovo/IBM this would be done by pressing “Fn+F7”

B. Turn off the projector

1. Switch off the projector: Press “OFF” on the control panel (***Beamer Ceiling***). Please note: As long as the red light is blinking (marked below with a red arrow), you cannot make a new selection.

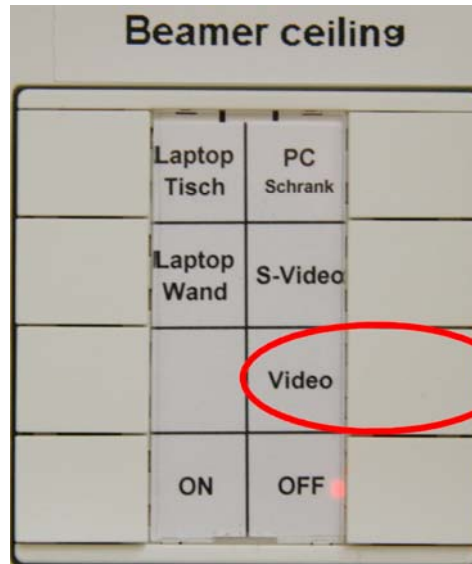


2. Roll up the projection screen. This is done by pressing the switch (marked with an arrow pointing up) that is located on the right side of the window.
3. Please disconnect your notebook and return all the cables.

IV. Satellite Receiver

A. Turn on the satellite receiver

1. Turn on the projector. You will find the controls on the control panel (*Beamer Ceiling*). Press “Video”

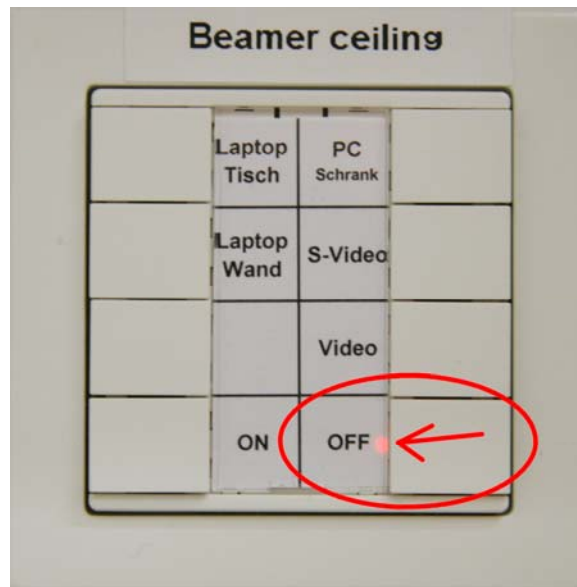


2. Switch on the satellite receiver: Press the on/off switch on the left.
3. Choose your channel: You can select your channel by pressing “CH-” and “CH+”.



B. Turning off projector and receiver

1. Switch off the projector: Press "OFF" on the control panel (***Beamer Ceiling***). Please note: As long as the red light is blinking (marked below with a red arrow), you cannot make a new selection.
2. Roll up the projection screen. This is done by pressing the switch (marked with an arrow pointing up) that is located on the right side of the window.



3. Switch off the satellite receivers: Press the on/off switch on the left.

