

## Osher Wizards Quick Start Guide

*For help or to report problems – E-mail [oshertech@gmail.com](mailto:oshertech@gmail.com)*

### Audio

Step 1 - Turn on power strip located at the bottom of the podium or equipment cabinet.

Step 2 – Choose, connect or turn-on source

- Microphones – all have on/off switches
- Computers – Connect audio cable to the headphone jack on the computer.
- DVD/VCR – always connected

Step 3 – Adjust volume(s) for your source(s)

- Use red **Volume** knobs only on Kustom amplifier

<u>Device</u>	<u>Volume Controlled By</u>
Wired Microphone	Wired
Roving Microphones	Roving
Wireless Lavalier Microphone	Lavalier
Computer & DVD/VCR Combo	PC/DVD/VCR
Raise/Lower all Volume Levels	Master



**Using Rooms 3 and 4 Together:** Audio from all sources in Room 3 can be shared in Room 4. Control the volume using the **Room 3 Volume** knob on the Kustom amplifier in Room 4.

**Using Room 4 Separately:** Turn the **Room 3 Volume** knob fully counterclockwise to eliminate audio from Room 3. Do not unplug any cables.

## Video

### Step 1 – Turn on Projector

- Point remote control at overhead projector.
- Press the **RED** power button once.
- Wait for projector to warm up.

### Step 2 – Select Video Source

- Point the remote control at the overhead projector.
- Use the **INPUT SELECT** buttons on the remote control to select the source. View and confirm selections on the screen.



- The **COMPUTER** button toggles between Computer 1 and Computer 2.
- The **VIDEO** button toggles between Video for the DVD/VCD player and S-Video for the Document Camera (Presenter).

<u>Source</u>	<u>Remote Control Button</u>
Osher Laptop	Computer 1
Personal Laptop	Computer 2
Document Camera (Presenter)	S-Video
DVD/VCR	Video



### Turning on Osher Laptops

- Open cover, press power switch.
- At the prompt, hold down “Ctrl” and “Alt” keys, tap the “Delete” key and release all keys.
- At the prompt, sign in with the User ID “user1” and password “user1”. No quotes.

### Using Laptops: (Computer 1 or Computer 2 on Projector)

- Make sure the video cable is connected to the laptop.
- For audio, the audio cable should be plugged into the headphone jack of the PC.
- Generally, the video projector will automatically display from the computer if you connect the cables, turn on the projector and turn the computer on in that order. If that doesn't work, you can usually toggle between Laptop Display, Projector and both displays on by holding the Function “fn” key down and tapping “F8” on the Osher laptops (varies by computer).

**Note for Macintosh Users:** Video adapters are available for you. Check out one from Sara Connor.

### Using the Document Camera (Presenter)

- Turn the power switch on (Various locations on each unit).
- Wait until it warms up.
- Turn on illumination (select top or bottom).
- Use Zoom controls to zoom in and out.

### Using the DVD/VCR Combination Unit

Step 1 – Turn on Power on DVD/VCR player.

Step 2 – Insert DVD or VCR tape.

Step 3 – Set unit to control DVD or VCR.

- Point remote at DVD/VCR Combo.
- Locate the two Select buttons at the top left of the remote control.
- Press the DVD button to control a DVD.
- Press the VCR button to control a VCR tape.
- Press the Play, Pause, Stop, Fast Forward and Rewind buttons as appropriate.

Hint: Look over the remote control and locate the buttons you will need before class.

**Using Rooms 3 and 4 Together:** Video from all sources in Room 3 can be shared in Room 4.

- Set the Room 4 projector to the same source as in Room 3.
- Set the video switch in the Room 4 lectern to “**Rooms 3 and 4**”.

**Using Room 4 Separately:** Set the video switch in the Room 4 lectern to “**Room 4 Only**”.

## Closing Down

- Point the projector’s remote control at the projector and press the **RED** Power button twice. Make sure the projector is off before you leave.
- Turn off all microphones
- Eject any DVDs or VCR tapes
- Shut down computer
- Turn off power strip

