

## INFORMATION RESOURCE CENTER

### Instructional Equipment

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## INFORMATION RESOURCE CENTER

### WEST HALL – ROOM 1

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#### USER´S GUIDE

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## I. Features of Room I

### 1. The Panja System

The Panja Remote Control Touch Panel is located on the first table as you enter Room I. The control of all the media equipment is through this Panja Board Remote Control Touch Panel (Panja in short), so please use the Panja to control ALL of the media equipment functions. **Please also use the PANJA to turn the equipment in the room ON and OFF.**

The Panja is a touch control panel. Please be gentle with it, as it is rather sensitive. It may take a second or two to respond to your touch, so please be patient. Except for your fingers, do not use any other objects while operating the touch screen (e.g. pens, pencils, rulers etc.), since these might damage the surface of the touch screen.

The Panja runs on electricity, so please **DO NOT** try to disconnect it at any time while you are using it, since this will interfere with its correct functioning.

### 2. The Media Cabinet

The media cabinet in West Hall Room I is located in the small media closet at the back of the room. Here you can play VHS cassette tapes. The equipment in the media cabinet is always ON, but is activated by the Panja.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

### 3. The Overhead Projector

The overhead projector can be used to show text written on transparencies, by projecting them on the overhead whiteboard located on the wall (*note: not available in every room*), or directly on a white wall.

### 4. The Wireless Network Connection

All the rooms in West Hall are equipped with a high frequency wireless network connection, which allows the users to connect to the Internet and the IUB Network in real time.

*Please note that individual performances of the wireless network for each computer may depend on the settings of the individual wireless network cards the computers are equipped with.*

## 5. The Floor Tanks

Each room in West Hall is equipped with floor tanks located in between the rows of benches. These floor tanks are covered with a lid, which you need to remove in order to gain access to the tanks. Each floor tank has a number of sockets which you can use to (re)charge the battery of your laptop computer.

Room I is also equipped with a main floor tank, located right under the table of the Panja System. This floor tank channels all the connecting cables between the Panja, the beamer and the media cabinet.

Please do not open this floor tank and do not fuzz with any of the cables!

The main floor tank can also be used if you want to connect a video camera or any other digital equipment to the Panja. In the case that you need assistance, please contact the IRC Multimedia Services in advance at [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

PLEASE cover the floor tanks with their lids once you are done using them. This helps at preventing damage to the sockets.

## 6. The Whiteboard

Nearly all the rooms in West Hall are equipped with a whiteboard, which can be used in order to write down notes. When using the whiteboard please only use special markers for this purpose.

**NEVER write with permanent or waterproof markers on the whiteboard!**

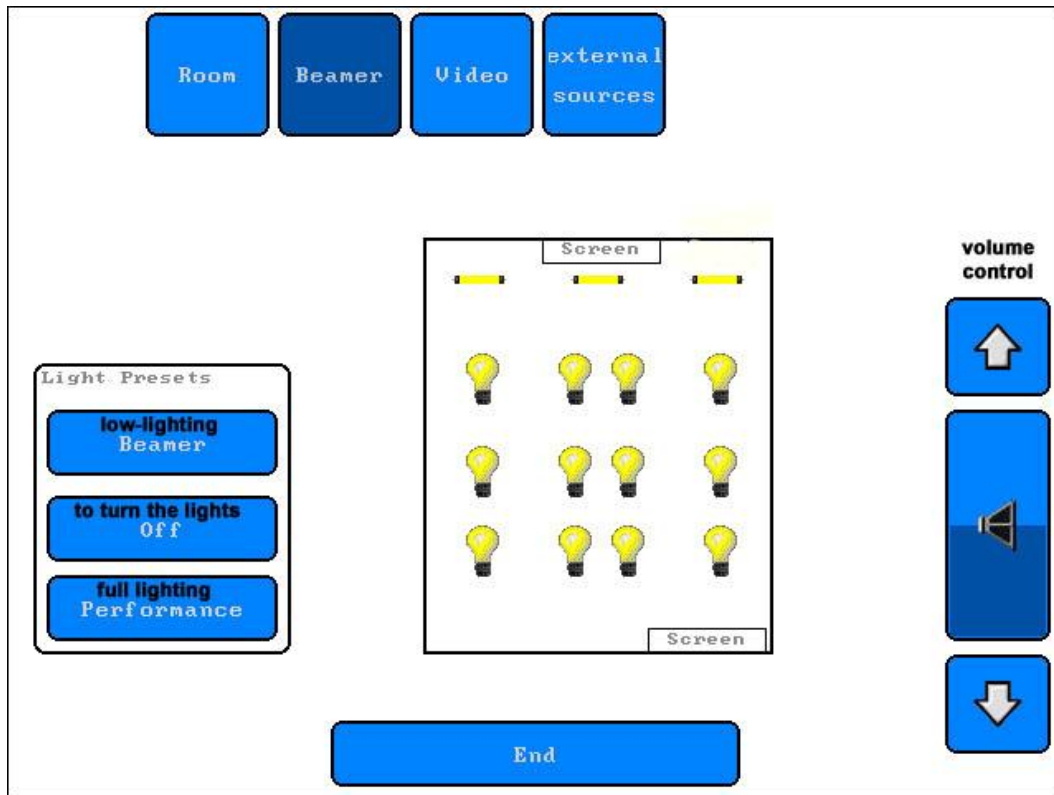
## II. Using the Panja System

To turn the Panja on, please tap it once. When you see the blue IUB logo, touch it once to bring up the Room menu. This will also turn ON all the equipment in the Media Cabinet.

## 7. Light Control

Use the Panja to control the light settings in West Hall Room I. Under the Room menu, choose:

- **Beamer:** low-lighting
- **Off:** to turn the lights off
- **Performance:** full lighting



## 8. Volume Control

The volume is controlled by the two buttons on the right side of the Panja board marked ' + ' and ' - '. To increase the volume, push on the ' + ' button and hold it down until the volume is loud enough.

## 9. Menu

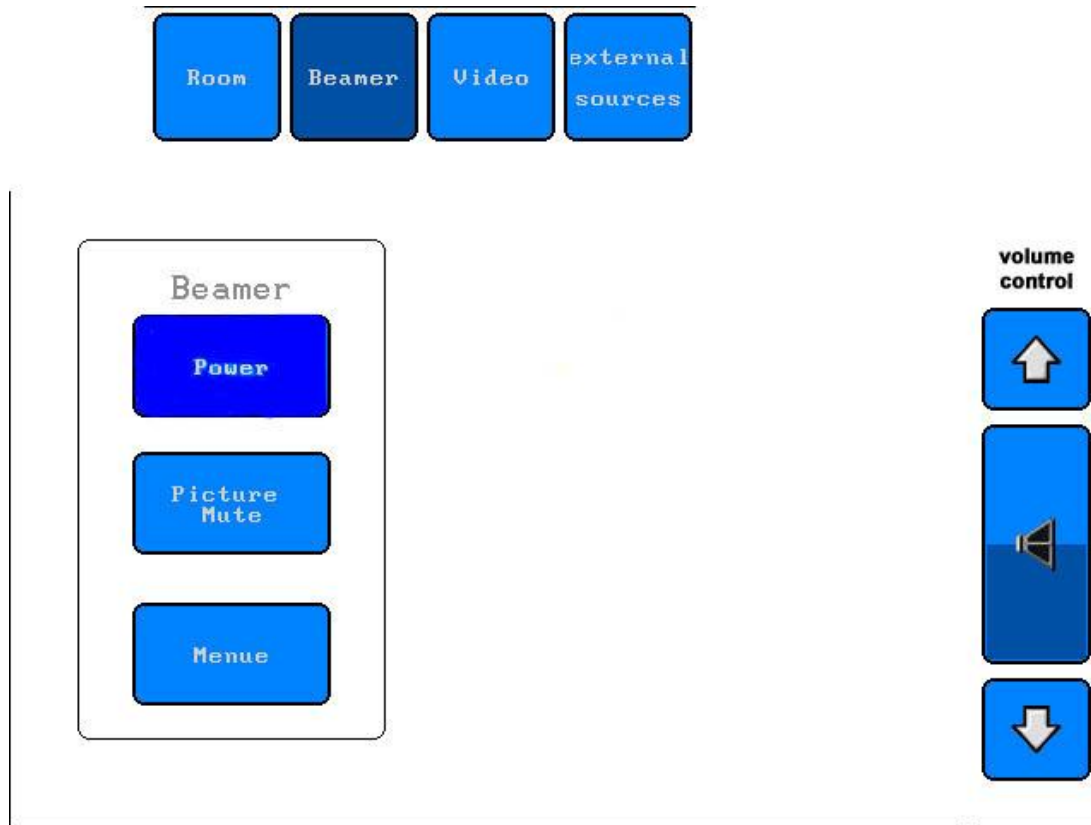
The menu choices are listed on top of the Panja screen. Touch the icons to select the choice you wish to activate.

### a. Connecting your laptop to the beamer

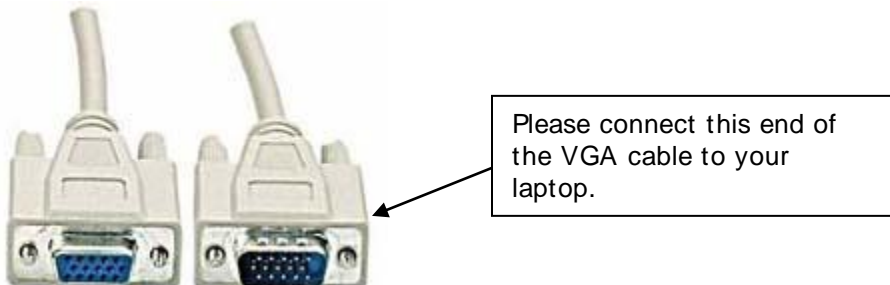
Follow these steps:

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.

- Select **Beamer** and turn it on by touching **Power**.



- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- You can connect your laptop to the beamer via the VGA cable. This cable should be laying on the desk up front. One end needs to be connect to the floor thank and the other end needs to be connected to the outlet on the back of your laptop.



- Turn on your laptop.
- Select on the Panja **external sources** and then choose **PC**.

- Then you may need to press the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop (depending on your laptop's brand) to send the signal to the beamer and to have the image displayed on your computer screen. There are 3 states of displaying the image. At first the image appears on your laptop screen, then by pushing this key combination once, the image will be displayed on the beamer screen, and finally, by pushing the key combination once again, the image will be displayed both on your monitor and the beamer's screen.
- If you want **to play sound from your laptop**, you need to connect the audio-out of your laptop with the audio-in (red and black plug) in the floor tank. In order to do that you need a mini-jack/chinch cable. If you need such a cable please go to the IRC and ask the Circulation Librarian to hand you one out.
- When you are finished, return to the Panja and select **Beamer**. Turn the beamer off by touching the **Power** button.
- Now go to **Room**. Turn off all the systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

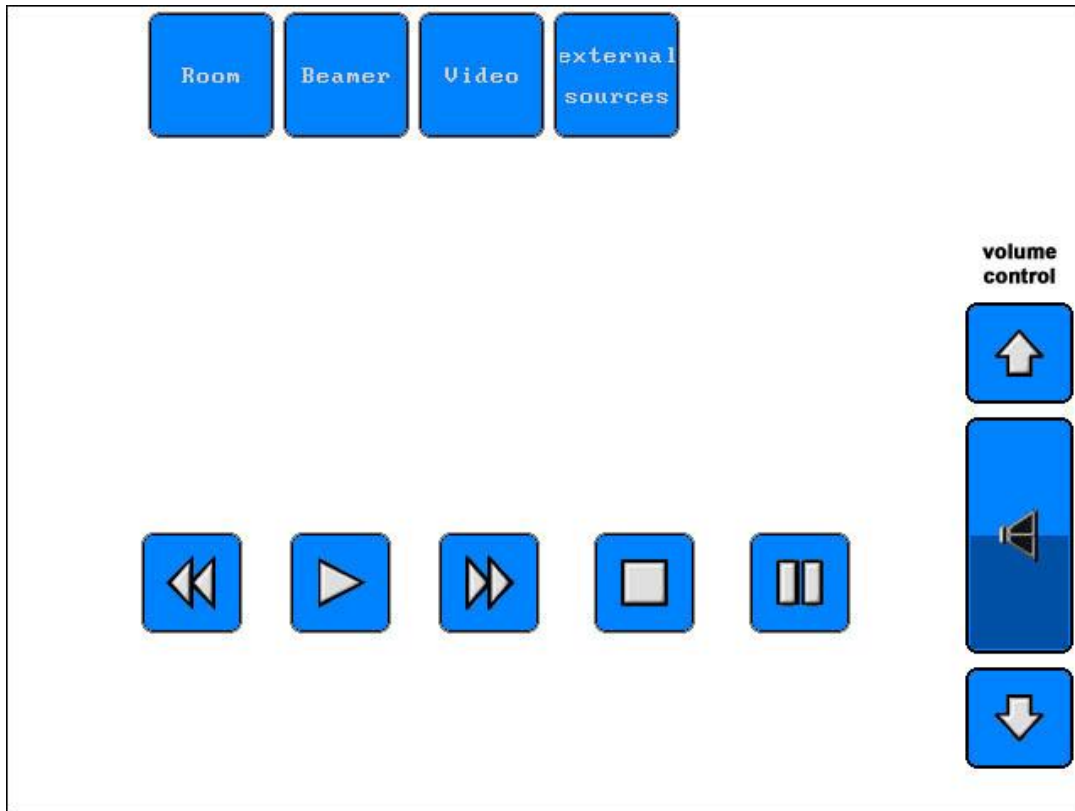
**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

#### *b. Playing a VHS tape*

You can play VHS cassette tapes over the beamer by using it together with the VHS cassette player located in the media cabinet at the back of the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.

- Insert the videotape in the Sony Video Player in the media cabinet.
- Select the **Video** menu from the main menu of the Panja and push **Play**.
- Now the video will be displayed on the beamer.



- After finishing the video, please take out your tape from the media cabinet. Use the eject button to remove the VHS video.
- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**



## 10. Troubleshooting

The Panja system runs on electricity, so make sure that it is not disconnected from the power source at any time. Also make sure that there is electricity in the room! If you notice an electricity failure in the room, please contact the Facility Services at [facility@jacobs-university.de](mailto:facility@jacobs-university.de).

In case your laptop does not seem to receive signal from the beamer after you have pushed the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop, do not give up. Push the key combination several times more and if you still cannot get a signal from the beamer, restart your computer.

In case you are playing a VHS video tape and are experiencing sound problems, or are missing sound completely, make sure that all the equipment in the media cabinet is turned ON. In case you still fail to get proper sound with your video, please ask for assistance at the IRC Multimedia Department.

## III. Using the overhead projector

### 11. Using the overhead projector

- Make sure the overhead projector is plugged into a power socket.
- Lift the lid on the overhead projector to insure that the beam of light gets properly projected and focalized.
- Push the **I/O** button on the top of the overhead projector, to turn the projector **ON**. Push the same button once more to turn it **OFF** after you are done.
- Place the transparency on the clear glass surface of the overhead projector, as you would for a normal reading position.
- Orient the projected beam towards a wall, the overhead whiteboard, or any other clean and smooth surface for optimal performance.

### 12. Troubleshooting

The overhead projector runs on electricity, so make sure first of all that it is plugged into a power socket.

If the overhead is plugged in, but still does not work, make sure there is electricity in the room.

In case the overhead projector does receive electricity, but you cannot get an image of your projection, make sure the lid has been lifted.

In case the overhead is plugged in, and turned on, the lid is up, but you still don' t get an image, the light bulb might be burned out. In this case you can make use of the spare light bulb by pulling the switch at the base of the overhead projector to the left or to the right.

**Please DO NOT open the cover of the overhead projector and DO NOT try to change the light bulb by yourself**

#### **IV. Final remarks and tips**

The most common problem with the media cabinet is that a power switch has been turned off manually. Once a power switch is set to off, touching the Panja board will not turn it on. Please check if all the power switches are set to ON.

Please be patient when using the Panja. The equipment takes a few minutes to warm up so touching the buttons on the screen repeatedly only confuses the system. If a button does not respond to your touch, wait a moment before trying it again.

If the system is not responding at all, you may need to shut everything down (Room – End) on the Panja, as well as to restart your computer while keeping it connected to the Panja (it is possible that your connection to the Panja was not detected the first time).

If you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.

Please NEVER switch around or disconnect the cables in the main floor tank.

When using the overhead projector, make sure that you have plugged it in, have lifted the lid and have pointed the projection source towards a wall or a whiteboard.

If you notice that the bulb of the overhead projector is burned out, inform the IRC Multimedia Services. Never attempt to change the light bulb by yourself.

NEVER write on the beamer projection screen.

If you need assistance to use the Panja System, or any other equipment in the room, do not hesitate to schedule an introduction to the system with the IRC Multimedia Services. You can do this by contacting [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

Thank you for your corporation!

The IRC Multimedia Services

## INFORMATION RESOURCE CENTER

### WEST HALL – ROOM 2-8

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#### USER´S GUIDE

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## **I. Features of the Room**

### **1. The Panja System**

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The Panja is a touch control panel. Please be gentle with it, as it is rather sensitive. It may take a second or two to respond to your touch, so please be patient. Except for your fingers, do not use any other objects while operating the touch screen (e.g. pens, pencils, rulers etc.), since these might damage the surface of the touch screen.

The Panja runs on electricity, so please **DO NOT** try to disconnect it at any time while you are using it, since this will interfere with its correct functioning.

### **2. The Overhead Projector**

The overhead projector can be used to show text written on transparencies, by projecting them on the overhead whiteboard located on the wall. An overhead projector is available in the media room at the end of the corridor on each floor. The projector can be taken out and used, but please remember to always bring it back to the media room once you are finished.

### **3. The Wireless Network Connection**

All the rooms in West Hall are equipped with a high frequency wireless network connection, which allows the users to connect to the Internet and the IUB Network in real time.

*Please note that individual performances of the wireless network for each computer may depend on the settings of the individual wireless network cards the computers are equipped with.*

### **4. The Floor Tanks**

Each room in West Hall is equipped with floor tanks. These floor tanks are covered with a lid, which you need to remove in order to gain access to the tanks. Each floor tank has a number of sockets which you can use to (re)charge the battery of your laptop computer.

The main floor tank (under the table with the PANJA system on it) can also be used if you want to connect a video camera or any other digital equipment to the Panja. In case that you need assistance, please contact the IRC Multimedia Services in advance at [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

PLEASE cover the floor tanks with their lids once you are done using them. This helps preventing damage to the sockets.

## **5. The Whiteboard**

Most rooms in West Hall are equipped with a whiteboard, which can be used in order to write down notes. When using the whiteboard please only use special markers for this purpose.

**NEVER write with permanent or waterproof markers on the whiteboard!**

## **II. Using the Panja System**

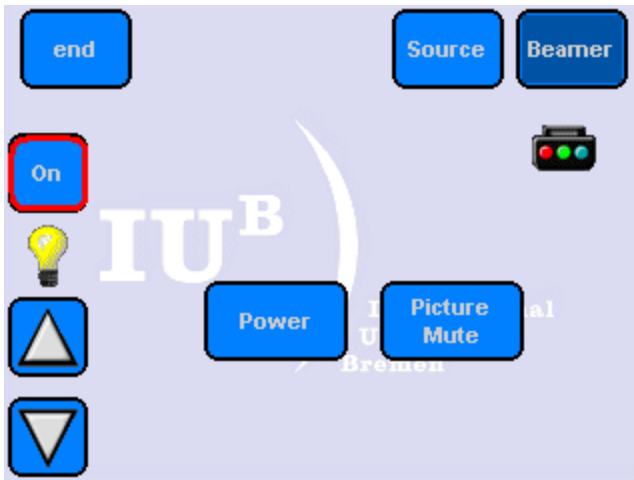
To turn the Panja on, please tap it once. When you see the blue IUB logo, touch it once to bring up the menu.

## **6. Light Control**

Use the Panja to control the light settings in the room.

Under the main menu, choose:

- **On:** to turn the lights on
- **↑ & ↓:** to adjust the intensity of the lights



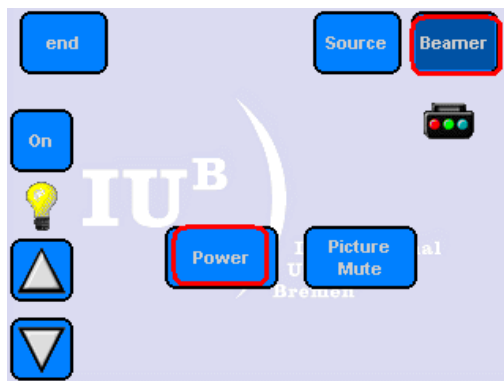
## 7. Menu

The menu choices are listed on top of the Panja remote control touch screen. Touch the icons to select the choice you wish to activate.

## 8. Connecting your laptop to the beamer

Follow these steps:

- Tap once on the Panja screen to turn it on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** (from among the **end**, **Source** and **Beamer** buttons on the top row of the touch screen) and turn it on by touching **Power**.



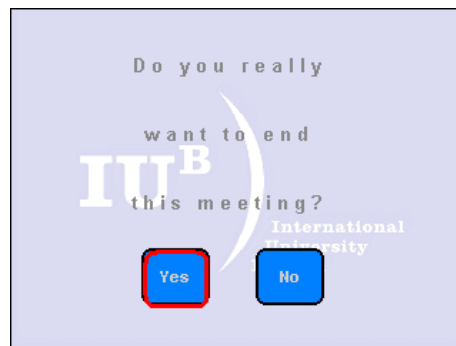
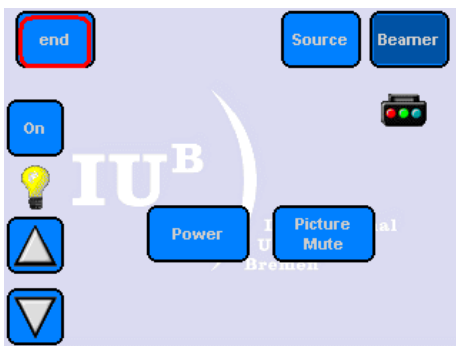
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen with a logo when the beamer is on.
- You can connect your laptop to the beamer via the VGA cable. This cable should be lying on the desk up front. One end needs to be connect to the

floor tank and the other end needs to be connected to the outlet on the back of your laptop.



Please connect this end of the VGA cable to your laptop.

- Turn on your laptop.
- Select **SOURCE** on the Panja and then choose **PC**.
- Then you may need to press the **FN + F4**, **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop (depending on your laptop' s brand) to send the signal to the beamer and to have the image displayed on your computer screen. There are 3 states of displaying the image. To switch between the different states use one of the key combinations mentioned above. The 3 states of image display are: an image displayed on your monitor, an image displayed only on the beamer screen, and an image displayed on both your monitor and on the beamer screen.
- If you want **to play sound from your laptop**, you need to connect the audio-out of your laptop with the audio-in (red and black plug) in the floor tank. In order to do that you need a mini-jack/chinch cable. If you need such a cable please go to the IRC and ask the Multimedia Team to hand you one out.
- Turn off all the systems by touching **End** at the top left of the screen, then **YES**. This will turn off the media equipment.





**Please DO NOT touch at any time the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time during our session, you will need to wait about 5 minutes before you can turn it on again.**

## **9. Troubleshooting**

The Panja system runs on electricity, so make sure that it is not disconnected from the power source at any time. Also make sure that there is electricity in the room! If you notice an electricity failure in the room, please contact the Facility Services at [facility@jacobs-university.de](mailto:facility@jacobs-university.de).

In case your laptop does not seem to receive signal from the beamer after you have pushed the **FN + F4**, **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop, do not give up. Push the key combination several times more and if you still cannot get a signal from the beamer, restart your computer.

In case the media equipment was not shut down and the beamer went into stand-by mode, you might need to turn the media equipment off by pushing **End/Yes** and then turn everything back on.

## **III. Using the overhead projector**

### **10. Using the overhead projector**

- Make sure the overhead projector is plugged into a power socket.
- Lift the lid on the overhead projector to insure that the beam of light gets properly projected and focalized.
- Push the **I/O** button on the top of the overhead projector, to turn the projector **ON**. Push the same button once more to turn it **OFF** after you are done.
- Place the transparency on the clear glass surface of the overhead projector, as you would for a normal reading position.
- Orient the projected beam towards a wall, the overhead whiteboard, or any other clean and smooth surface for optimal performance.

## 11. Troubleshooting

The overhead projector runs on electricity, so make sure first of all that it is plugged into a power socket.

If the overhead is plugged in, but still does not work, make sure there is electricity in the room.

In case the overhead projector does receive electricity, but you cannot get an image of your projection, make sure the lid has been lifted.

In case the overhead is plugged in, and turned on, the lid is up, but you still don't get an image, the light bulb might be burned out. In this case you can make use of the spare light bulb by pulling the switch at the base of the overhead projector to the left or to the right.

**Please DO NOT open the cover of the overhead projector and DO NOT try to change the light bulb by yourself.**

## IV. Final remarks and tips

Please be patient when using the Panja. The equipment takes a few minutes to warm up so touching the buttons on the screen repeatedly only confuses the system. If a button does not respond to your touch, wait a moment before trying it again.

If the system is not responding at all, you may need to shut everything down (**End - Yes**) on the Panja, as well as to restart your computer while keeping it connected to the Panja (it is possible that your connection to the Panja was not detected the first time).

If you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.

Please NEVER switch around or disconnect the cables in the main floor tank.

When using the overhead projector, make sure that you have plugged it in, have lifted the lid and have pointed the projection source towards a wall or a whiteboard. If you notice that the bulb of the overhead projector is burned out, inform the IRC Multimedia Services. Never attempt to change the light bulb yourself. **NEVER write on the beamer projection screen.**

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## INFORMATION RESOURCE CENTER

### EAST HALL – ROOM 1

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#### USER´S GUIDE

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The media cabinet in West Hall Room I is located in the small media closet at the back of the room. Here you can play VHS cassette tapes. The equipment in the media cabinet is always ON, but is activated by the Panja.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

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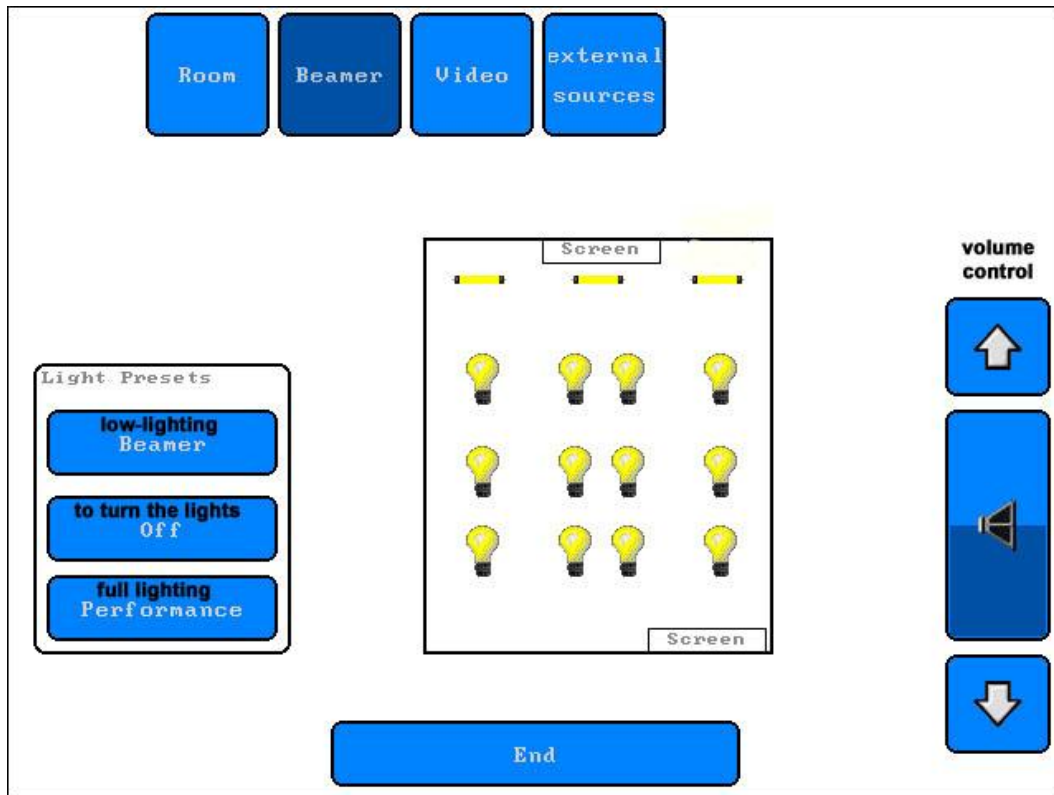
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Use the Panja to control the light settings in West Hall Room I. Under the Room menu, choose:

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- **Off:** to turn the lights off
- **Performance:** full lighting



## 8. Volume Control

The volume is controlled by the two buttons on the right side of the Panja board marked ' + ' and ' - '. To increase the volume, push on the ' + ' button and hold it down until the volume is loud enough.

## 9. Menu

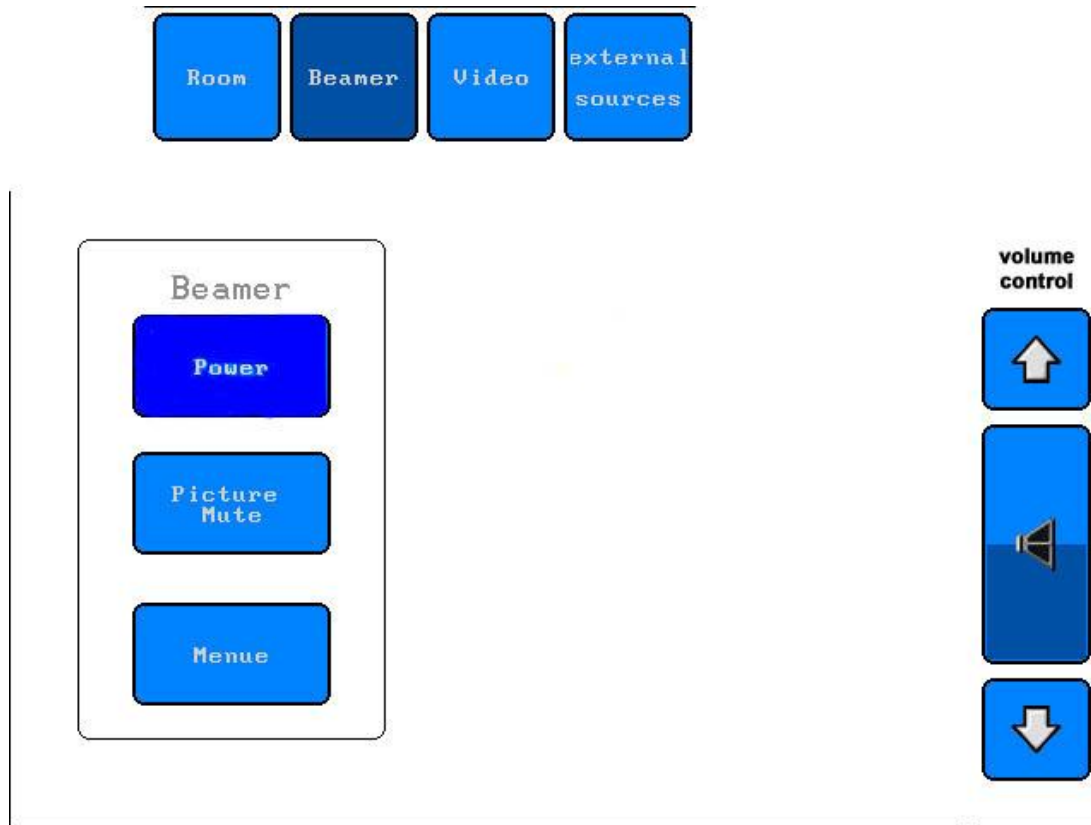
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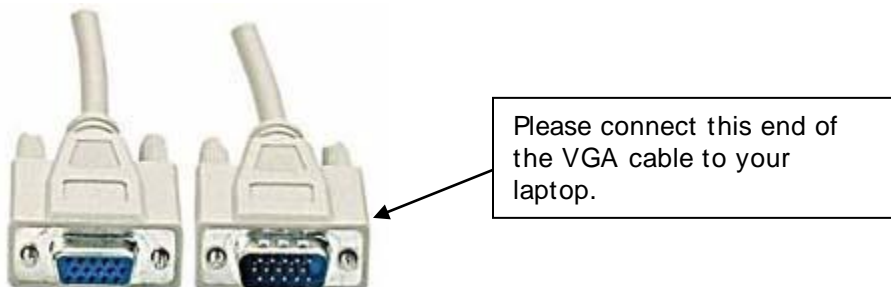
Follow these steps:

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- The menu options will be displayed across the top of the Panja screen.

- Select **Beamer** and turn it on by touching **Power**.



- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
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- Turn on your laptop.
- Select on the Panja **external sources** and then choose **PC**.



- Then you may need to press the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop (depending on your laptop's brand) to send the signal to the beamer and to have the image displayed on your computer screen. There are 3 states of displaying the image. At first the image appears on your laptop screen, then by pushing this key combination once, the image will be displayed on the beamer screen, and finally, by pushing the key combination once again, the image will be displayed both on your monitor and the beamer's screen.
- If you want **to play sound from your laptop**, you need to connect the audio-out of your laptop with the audio-in (red and black plug) in the floor tank. In order to do that you need a mini-jack/chinch cable. If you need such a cable please go to the IRC and ask the Circulation Librarian to hand you one out.
- When you are finished, return to the Panja and select **Beamer**. Turn the beamer off by touching the **Power** button.
- Now go to **Room**. Turn off all the systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

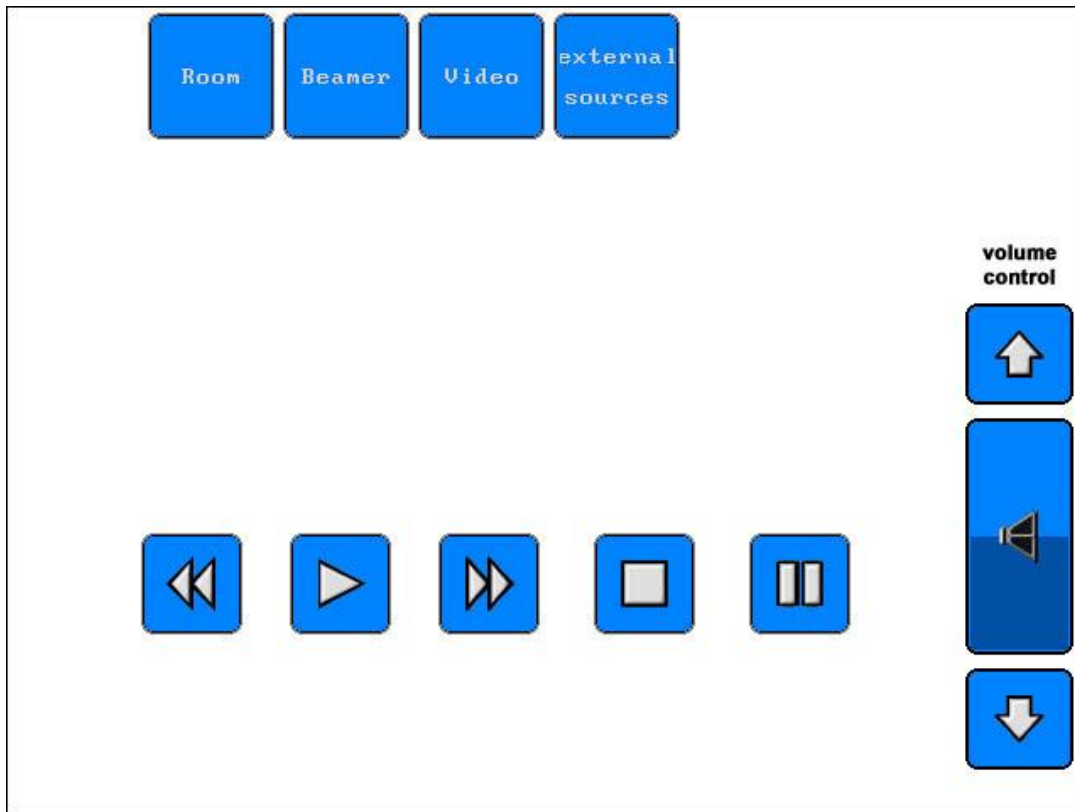
**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

#### *b. Playing a VHS tape*

You can play VHS cassette tapes over the beamer by using it together with the VHS cassette player located in the media cabinet at the back of the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- Insert the videotape in the Sony Video Player in the media cabinet.

- Select the **Video** menu from the main menu of the Panja and push **Play**.
- Now the video will be displayed on the beamer.



- After finishing the video, please take out your tape from the media cabinet. Use the eject button to remove the VHS video.
- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

## 10. Troubleshooting

The Panja system runs on electricity, so make sure that it is not disconnected from the power source at any time. Also make sure that there is electricity in the room! If you notice an electricity failure in the room, please contact the Facility Services at [facility@jacobs-university.de](mailto:facility@jacobs-university.de).

In case your laptop does not seem to receive signal from the beamer after you have pushed the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop, do not give up. Push the key combination several times more and if you still cannot get a signal from the beamer, restart your computer.

In case you are playing a VHS video tape and are experiencing sound problems, or are missing sound completely, make sure that all the equipment in the media cabinet is turned ON. In case you still fail to get proper sound with your video, please ask for assistance at the IRC Multimedia Department.

## III. Using the overhead projector

### 11. Using the overhead projector

- Make sure the overhead projector is plugged into a power socket.
- Lift the lid on the overhead projector to insure that the beam of light gets properly projected and focalized.
- Push the **I/O** button on the top of the overhead projector, to turn the projector **ON**. Push the same button once more to turn it **OFF** after you are done.
- Place the transparency on the clear glass surface of the overhead projector, as you would for a normal reading position.
- Orient the projected beam towards a wall, the overhead whiteboard, or any other clean and smooth surface for optimal performance.

### 12. Troubleshooting

The overhead projector runs on electricity, so make sure first of all that it is plugged into a power socket.

If the overhead is plugged in, but still does not work, make sure there is electricity in the room.

In case the overhead projector does receive electricity, but you cannot get an image of your projection, make sure the lid has been lifted.

In case the overhead is plugged in, and turned on, the lid is up, but you still don't get an image, the light bulb might be burned out. In this case you can make use of the spare light bulb by pulling the switch at the base of the overhead projector to the left or to the right.

**Please DO NOT open the cover of the overhead projector and DO NOT try to change the light bulb by yourself**

#### **IV. Final remarks and tips**

The most common problem with the media cabinet is that a power switch has been turned off manually. Once a power switch is set to off, touching the Panja board will not turn it on. Please check if all the power switches are set to ON.

Please be patient when using the Panja. The equipment takes a few minutes to warm up so touching the buttons on the screen repeatedly only confuses the system. If a button does not respond to your touch, wait a moment before trying it again.

If the system is not responding at all, you may need to shut everything down (Room – End) on the Panja, as well as to restart your computer while keeping it connected to the Panja (it is possible that your connection to the Panja was not detected the first time).

If you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.

Please NEVER switch around or disconnect the cables in the main floor tank.

When using the overhead projector, make sure that you have plugged it in, have lifted the lid and have pointed the projection source towards a wall or a whiteboard.

If you notice that the bulb of the overhead projector is burned out, inform the IRC Multimedia Services. Never attempt to change the light bulb by yourself.

NEVER write on the beamer projection screen.

If you need assistance to use the Panja System, or any other equipment in the room, do not hesitate to schedule an introduction to the system with the IRC Multimedia Services. You can do this by contacting

[irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de)

Thank you for your corporation!

The IRC Multimedia Services

## INFORMATION RESOURCE CENTER

### LECTURE HALL RESEARCH II & III

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#### USER´S GUIDE

*Hint: Use the navigation pane on the left side of your Acrobat Reader*

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## I. Features of the Room

### 1. The Panja System

The Panja Remote Control Touch Panel is located on the table up front as you enter the lecture hall. The control of all the media equipment is through this Panja Board Remote Control Touch Panel (Panja in short), so please use the Panja to control ALL of the media equipment functions. **Please use only the PANJA to turn the equipment in the room ON and OFF.**

The Panja is a touch control panel. Please be gentle with it, as it is rather sensitive. It may take a second or two to respond to your touch, so please be patient. Except for your fingers, do not use any other objects while operating the touch screen (e.g. pens, pencils, rulers etc.), since these might damage the surface of the touch screen.

The Panja runs on electricity, so please **DO NOT** try to disconnect it at any time while you are using it, since this will interfere with its correct functioning.

### 2. The Media Cabinet

The media equipment can be found in the cupboard next to the wall, behind a plastic panel. Here you can play VHS cassette tapes and DVD' s by simply sliding in the tape or the DVD through the opening in the cabinet. The media equipment is switched on as soon as you touch the Panja remote control touch panel.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

### 3. The Overhead Projector

The overhead projector can be used to show text written on transparencies, by projecting them on the overhead whiteboard located on the wall, or directly on a white wall.

### 4. The Wireless Network Connection

The lecture hall in the Research Building is equipped with a high frequency wireless network connection, which allows the users to connect to the Internet and the IUB Network in real time. Please note that individual performances of the wireless network for each computer may depend on the settings of the individual wireless network cards the computers are equipped with.

## 5. The Floor Tanks & Wall Panel

The lecture hall is also equipped with floor tanks located up front as you enter the room. These floor tanks are covered with a lid, which you need to remove in order to gain access to the tanks. Each floor tank has a number of sockets that you can use to (re)charge the battery of your laptop computer.

You can connect your laptop to the beamer by using either one of the cables coming from the main floor tank or the wall panel.

In addition, the wall panel, which is located next to the media cabinet, can be used if you want to connect a video camera or any other digital equipment to the Panja. In the case that you need assistance, please contact the IRC Multimedia Services in advance at [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

PLEASE cover the floor tanks with their lids once you are done using them. This helps at preventing damage to the sockets.

## 6. The Whiteboard

The lecture hall in the Research Building is equipped with a whiteboard, which can be used in order to write down notes. When using the whiteboard please only use special markers for this purpose.

**NEVER write with permanent or waterproof markers on the whiteboard!**

## 7. The Microphone

The lecture hall is also equipped with a microphone which can be found in the small cabinet next to the media cabinet and the wall panel. If you want to use the microphone, please ask the Team Assistants to open the cabinet for you.

**Please do not forget to put away the microphone and lock the cabinet once you are finished!**

## II. Using the Panja System

To turn the Panja on, please tap it once. When you see the blue IUB logo, touch it once to bring up the Room menu. This will also turn ON all the equipment in the Media Cabinet.



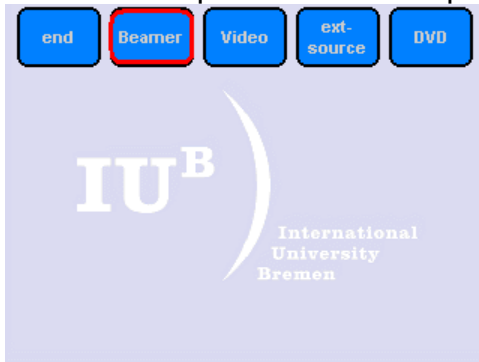
## 8. Menu

The menu choices are listed on top of the Panja screen. Touch the icons to select the choice you wish to activate.

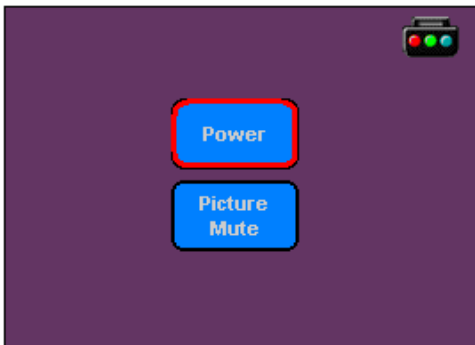
## 9. Connecting your laptop to the beamer

Follow these steps:

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.

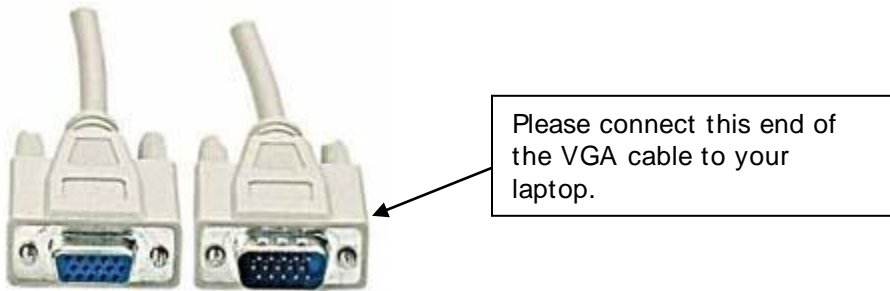


- Select **Beamer** and turn it on by touching **Power**.

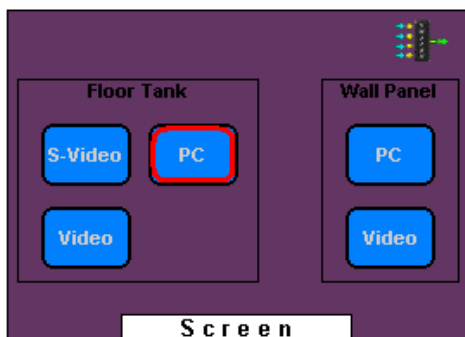


- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- You can connect your laptop to the beamer via the VGA cables coming from the main floor tank **or** from the wall panel. These cables should be lying on the desk up front. One end needs to be connect to the floor tank (or wall panel)

and the other end needs to be connected to the outlet on the back of your laptop.



- Turn on your laptop.
- Select on the Panja **external sources** and then choose **PC**. If you connected your laptop to the cable coming from the main floor tank, then select the PC option from the Floor Tank caption. If you connected your laptop to the cable coming from the Wall Panel, then select the PC option from the Wall Panel caption.

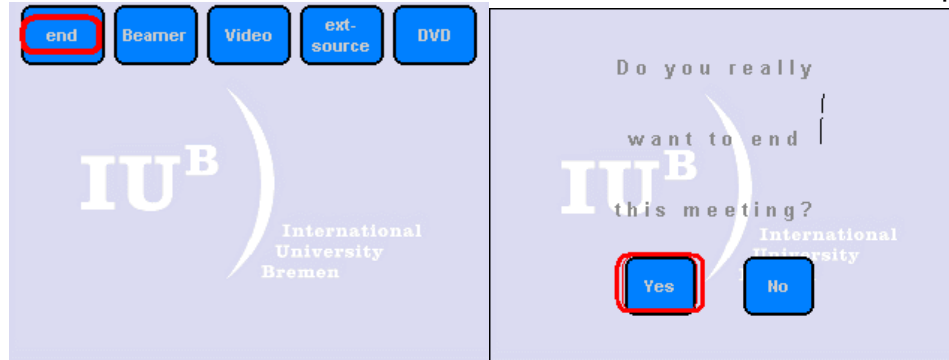


- Then you may need to press the **FN + F4**, **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop (depending on your laptop' s brand) to send the signal to the beamer and to have the image displayed on your computer screen.

There are 3 states of displaying the image. To switch between the different states use one of the key combinations mentioned above. The 3 states of image display are: an image displayed on your monitor, an image displayed only on the beamer screen, and an image displayed on both your monitor and on the beamer screen.

- If you want **to play sound from your laptop**, you need to connect the audio-out of your laptop with the audio-in (red and black plug) on the wall panel. In order to do that you need a mini-jack/chinch cable. If you need such a cable please go to the IRC and ask the Multimedia Team to hand you one out.

- When you are finished, return to the Panja and select **Beamer**. Turn the beamer off by touching the **Power** button.
- Now go to End. Turn off all the systems by touching **End** at the top left of the screen, then **YES**. This will turn off the media cabinet equipment.



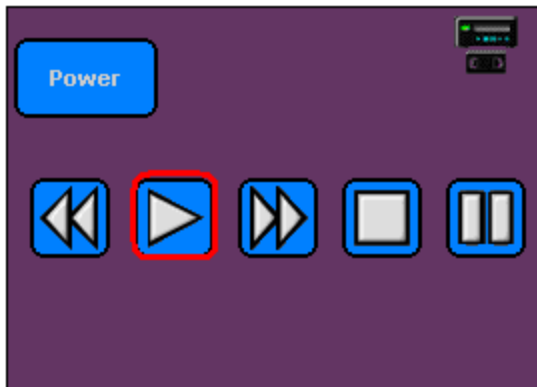
**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

## 10. Playing a VHS tape

You can play VHS cassette tapes over the beamer by using it together with the VCR located in the media cabinet in the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- Insert the videotape in the VCR in the media cabinet.
- Select the **Video** menu from the main menu of the Panja and push **Play**.
- Now the video will be displayed on the beamer.

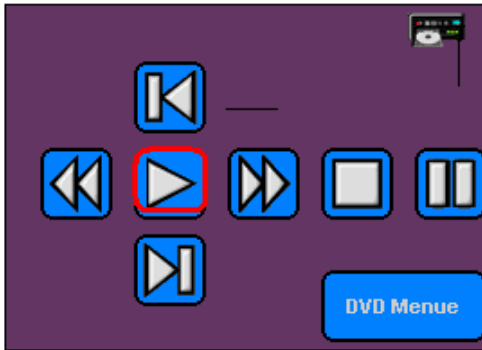


- After finishing the video, please take out your tape from the media cabinet. Use the eject button to remove the VHS video.
- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **End**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

## 11. Playing a DVD

You can play DVDs over the beamer by using it together with the DVD player located in the media cabinet in the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- Insert the DVD in the player in the media cabinet.
- Select the **DVD** menu from the main menu of the Panja and push **Play**.
- Now the DVD video will be displayed on the beamer.



- After finishing the DVD, please take out your disk from the media cabinet. Use the eject button to remove the DVD.
- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **End**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

## 12. Troubleshooting

The Panja system runs on electricity, so make sure that it is not disconnected from the power source at any time. Also make sure that there is electricity in the room! If you notice an electricity failure in the room, please contact the Facility Services at [facility@jacobs-university.de](mailto:facility@jacobs-university.de).

In case your laptop does not seem to receive signal from the beamer after you have pushed the **FN + F4**, **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop, do not give up. Push the key combination several times more and if you still cannot get a signal from the beamer, restart your computer.

In case the media equipment was not shut down and the beamer went into stand-by mode, you might need to turn the media equipment off by pushing **End/Yes** and then turn everything back on.

### III. Using the overhead projector

#### 13. Using the overhead projector

- Make sure the overhead projector is plugged into a power socket.
- Lift the lid on the overhead projector to insure that the beam of light gets properly projected and focalized.
- Push the **I/O** button on the top of the overhead projector, to turn the projector **ON**. Push the same button once more to turn it **OFF** after you are done.
- Place the transparency on the clear glass surface of the overhead projector, as you would for a normal reading position.
- Orient the projected beam towards a wall, the overhead whiteboard, or any other clean and smooth surface for optimal performance.

#### 14. Troubleshooting

The overhead projector runs on electricity, so make sure first of all that it is plugged into a power socket.

If the overhead is plugged in, but still does not work, make sure there is electricity in the room.

In case the overhead projector does receive electricity, but you cannot get an image of your projection, make sure the lid has been lifted.

In case the overhead is plugged in, and turned on, the lid is up, but you still don' t get an image, the light bulb might be burned out. In this case you can make use of the spare light bulb by pulling the switch at the base of the overhead projector to the left or to the right.

**Please DO NOT open the cover of the overhead projector and DO NOT try to change the light bulb by yourself**

#### IV. Final remarks and tips

Please be patient when using the Panja. The equipment takes a few minutes to warm up so touching the buttons on the screen repeatedly only confuses the system. If a button does not respond to your touch, wait a moment before trying it again.

If the system is not responding at all, you may need to shut everything down (**End - Yes**) on the Panja, as well as to restart your computer while keeping it connected to the Panja (it is possible that your connection to the Panja was not detected the first time).

If you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.

Please NEVER switch around or disconnect the cables in the main floor tank or on the wall panel.

When using the overhead projector, make sure that you have plugged it in, have lifted the lid and have pointed the projection source towards a wall or a whiteboard.

If you notice that the bulb of the overhead projector is burned out, inform the IRC Multimedia Services. Never attempt to change the light bulb yourself.

NEVER write on the beamer projection screen.

If you need assistance to use the Panja System, or any other equipment in the room, do not hesitate to schedule an introduction to the system with the IRC Multimedia Services. You can do this by contacting [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

Thank you for your corporation!  
**The IRC Multimedia Services**

## INFORMATION RESOURCE CENTER

### REIMAR LÜST HALL - SEMINAR ROOM

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#### USER´S GUIDE

*Hint: Use the navigation pane on the left side of your Acrobat Reader*

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## I. Features of the Seminar Room

### 1. The Panja System

The Panja Remote Control Touch Panel is located in the front as you enter the Seminar Room. The control of all the media equipment is through this Panja Board Remote Control Touch Panel (Panja in short), so please use the Panja to control ALL of the media equipment functions. **Please also use the PANJA to turn the equipment in the room ON and OFF.**

The Panja is a touch control panel. Please be gentle with it, as it is rather sensitive. It may take a second or two to respond to your touch, so please be patient. Except for your fingers, do not use any other objects while operating the touch screen (e.g. pens, pencils, rulers etc.), since these might damage the surface of the touch screen.

The Panja runs on electricity and its power is supplied by rechargeable batteries. In case you cannot get the Panja started, it is possible that it runs low on power, and you will have to plug it back into its docking station and operate it accordingly.

Remember to leave the Panja plugged into its docking station before leaving, allowing the batteries to recharge.

### 2. The Media Cabinet

*The media cabinet in the Seminar Room is located in the small media closet adjacent to the Seminar Room. Here you can play VHS cassette tapes, DVDs, CDs and tapes. The equipment in the media cabinet is always ON, but is activated by the Panja.*

Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!

### 3. The Overhead Projector

The overhead projector can be used to show text written on transparencies, by projecting them on the overhead whiteboard located on the wall (*note: not available in every room*), or directly on a white wall.

#### **4. The Wireless Network Connection**

The Seminar Room is equipped with a high frequency wireless network connection, which allows the users to connect to the Internet and the IUB Network in real time.

*Please note that individual performances of the wireless network for each computer may depend on the settings of the individual wireless network cards the computers are equipped with.*

#### **5. The Floor Tanks**

The Seminar Room comes equipped with floor tanks located in between the rows of benches. These floor tanks are covered with a lid, which you need to remove in order to gain access to the tanks. Each floor tank has a number of sockets which you can use to (re)charge the battery of your laptop computer.

The Seminar Room is also equipped with a main floor tank, located right under the table of the Panja System. This floor tank channels all the connecting cables between the Panja, the beamer and the media cabinet.

Please do not open this floor tank and do not fuzz with any of the cables!

The main floor tank can also be used if you want to connect a video camera or any other digital equipment to the Panja. In the case that you need assistance, please contact the IRC Multimedia Services in advance at [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

PLEASE cover the floor tanks with their lids once you are done using them. This helps at preventing damage to the sockets.

#### **6. The Whiteboard**

The Seminar Room is equipped with a whiteboard, which can be used in order to write down notes. When using the whiteboard please only use special markers for this purpose.

**NEVER write with permanent or waterproof markers on the whiteboard!**

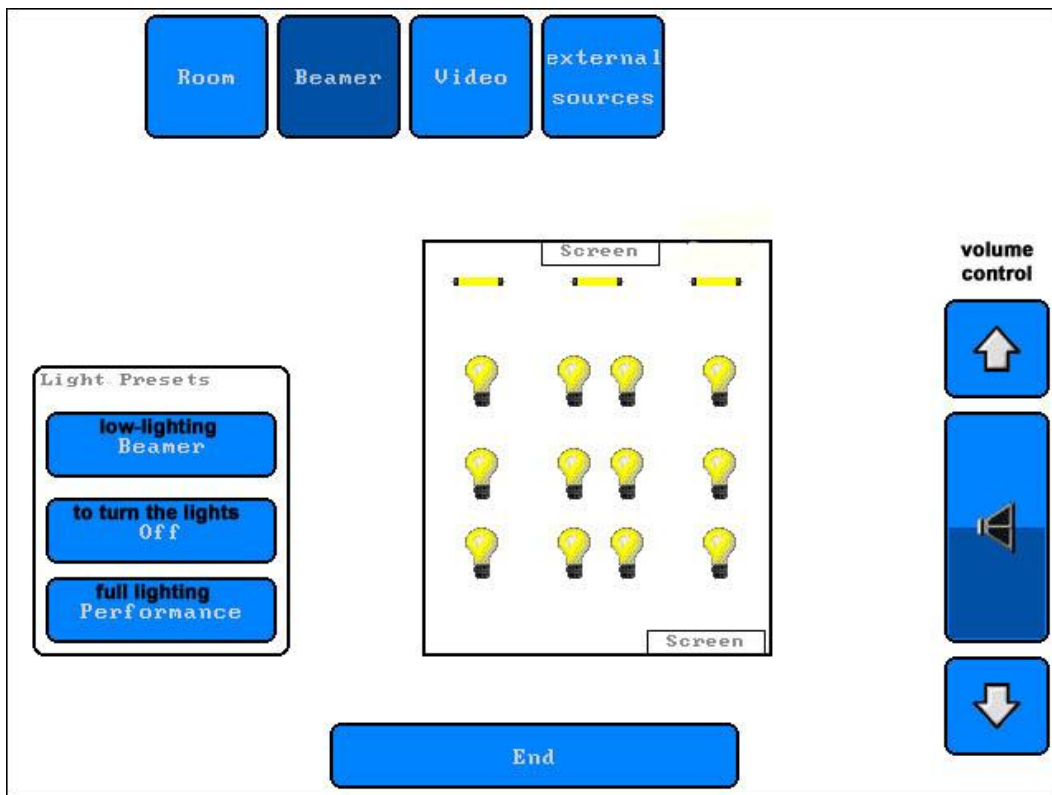
## II. Using the Panja System

To turn the Panja on, please tap it once. When you see the blue IUB logo, touch it once to bring up the Room menu. This will also turn ON all the equipment in the Media Cabinet.

### 7. Light Control

Use the Panja to control the light settings in the Seminar Room.  
Under the Room menu, choose:

- **Beamer:** low-lighting
- **Off:** to turn the lights off
- **Performance:** full lighting



### 8. Volume Control

The volume is controlled by the two buttons on the right side of the Panja board marked ' + ' and ' - '. To increase the volume, push on the ' + ' button and hold it down until the volume is loud enough.

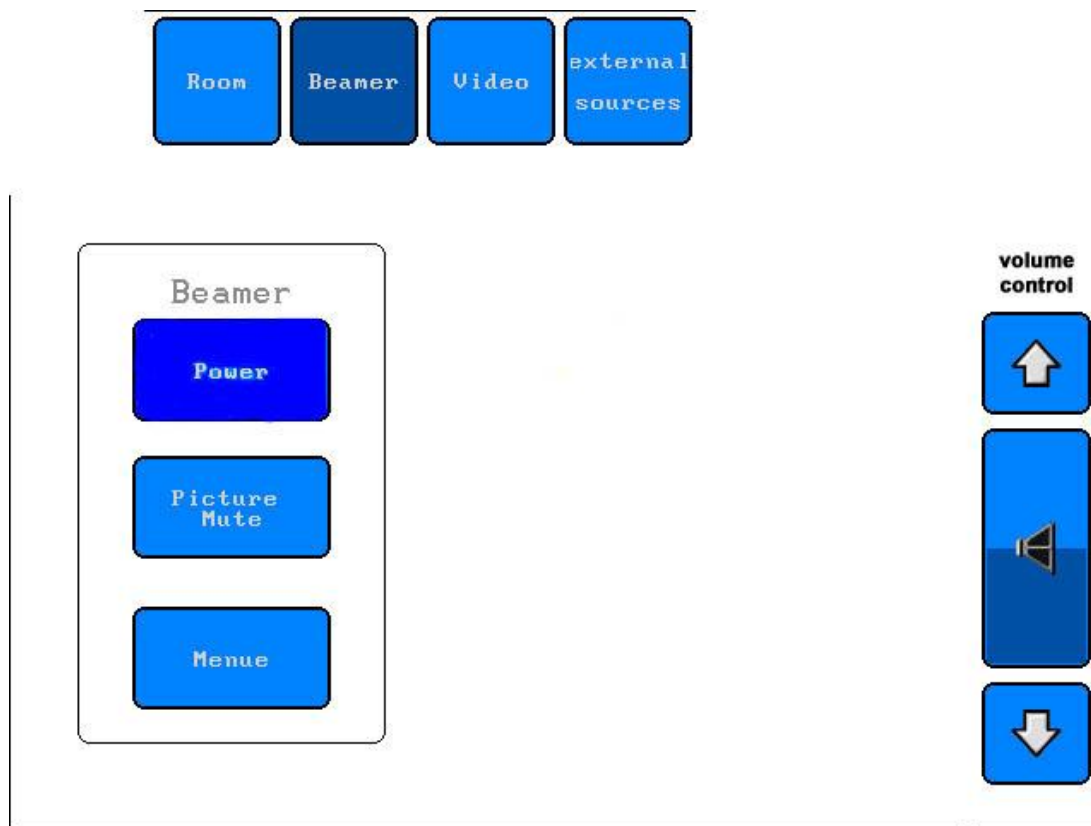
## 9. Menu

The menu choices are listed on top of the Panja screen. Touch the icons to select the choice you wish to activate.

### a. Connecting your laptop to the beamer

You can attach your laptop to the beamer to present software, Internet sites, digitized images, or show power point slides.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.



- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- You can connect your laptop to the beamer via the VGA cable. This cable should be laying on the desk up front. One end needs to be connect to the

floor tank and the other end needs to be connected to the outlet on the back of your laptop.



Please connect this end of the VGA cable to your laptop.

- **Turn on your laptop.**
- Select on the Panja **external sources** and then choose **PC**.
- Then you may need to press the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop (depending on your laptop's brand) to send the signal to the beamer and to have the image displayed on your computer screen. There are 3 states of displaying the image. At first the image appears on your laptop screen, then by pushing this key combination once, the image will be displayed on the beamer screen, and finally, by pushing the key combination once again, the image will be displayed both on your monitor and the beamer's screen.
- If you want **to play sound from your laptop**, you need to connect the audio-out of your laptop with the audio-in (red and black plug) in the floor tank. In order to do that you need a mini-jack/chinch cable. If you need such a cable please go to the IRC and ask the Circulation Librarian to hand you one out.
- When you are finished, return to the Panja and select **Beamer**. Turn the beamer off by touching the **Power** button.
- Now go to **Room**. Turn off all the systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

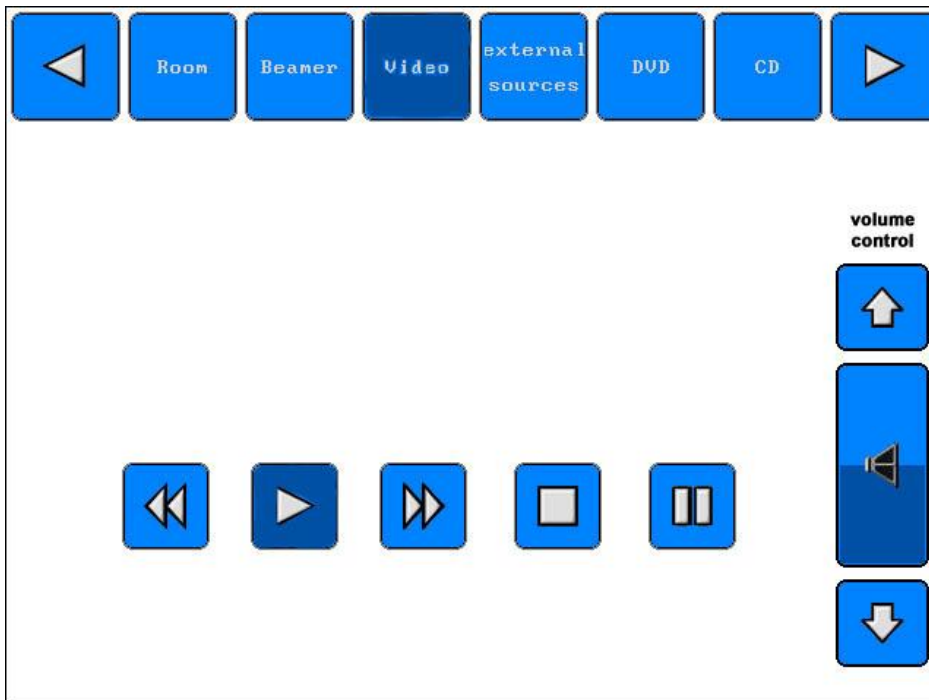
Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

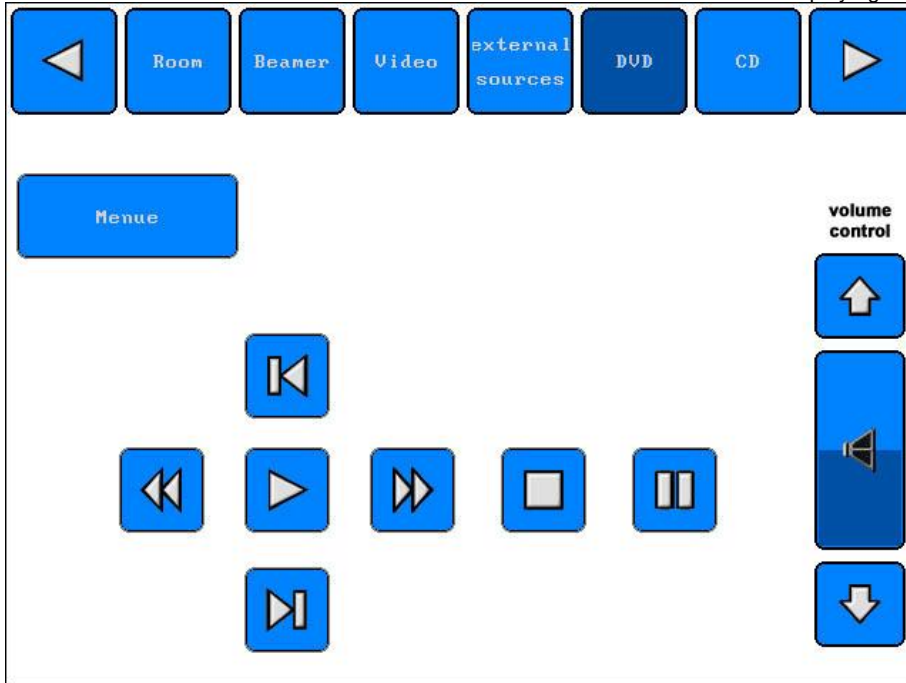
**b. Playing a VHS tape or a DVD**

You can play VHS cassette tapes or DVDs over the beamer by using it together with the VHS cassette player or the DVD player located in the media cabinet adjacent to the room.

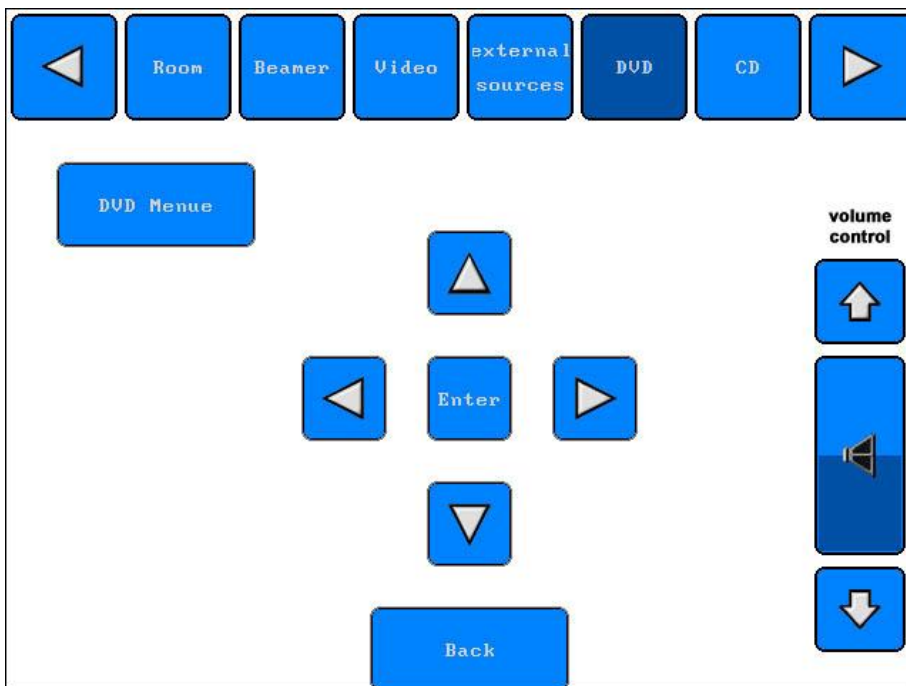
- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- Insert the videotape in the Sony Video Player or the DVD in the DVD Player in the media cabinet.
- Select the **Video** or **DVD** menu from the main menu of the Panja and push **Play**.
- Now the video will be displayed on the beamer.
- Use the Volume Control arrows on the right side of the Panja to adjust the volume.



Menu screen for playing a VHS tape



Menu screen for playing a DVD – step 1



Menu screen for playing a DVD – step 2

- After finishing the video, please take out your tape or DVD from the media cabinet. Use the eject button to remove the VHS video or the DVD.

- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.

- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

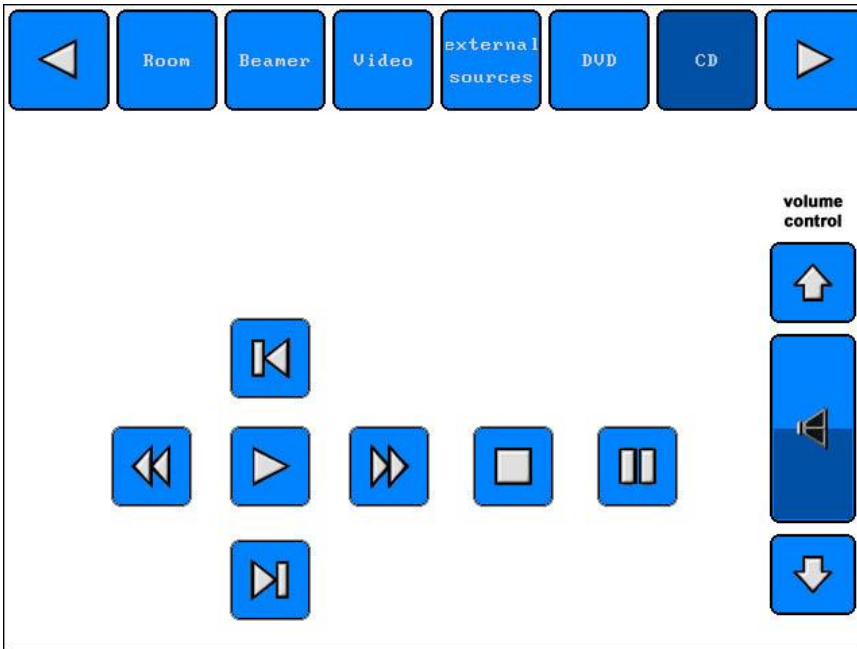
**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

### ***c. Playing a CD or Tape***

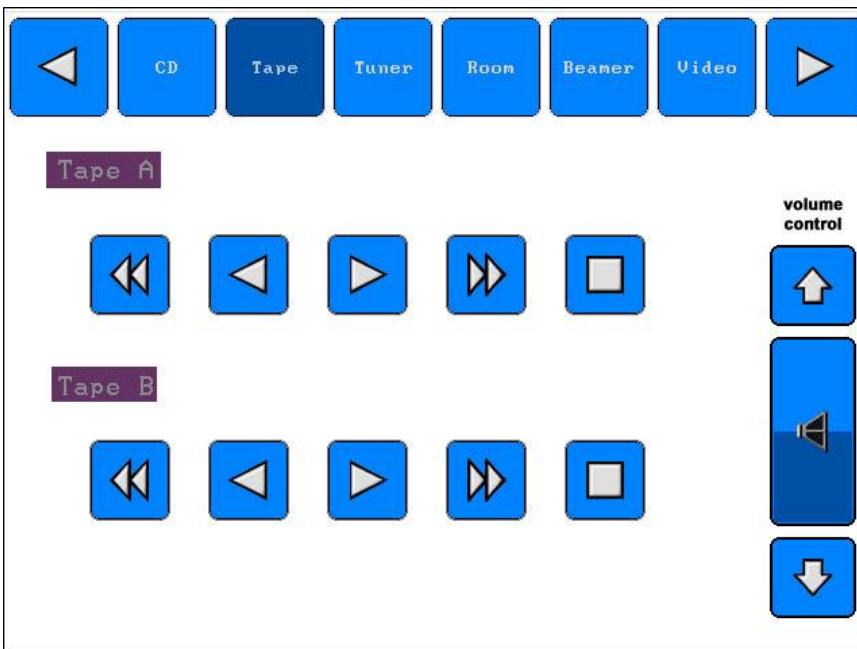
You can play CDs or tapes over the beamer by using it together with the CD or cassette player located in the media cabinet adjacent to the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- Insert the CD or the tape into the CD or tape player in the media cabinet. Please note that there are 2 tape decks labeled A and B.
- The menu options will be displayed across the top of the Panja screen.
- Select **CD** or **Tape** and press the play button.
- Now you can listen to your CD or tape.
- Use the Volume Control arrows on the right side of the Panja to adjust the volume.





Menu screen for playing a CD



Menu screen for playing a tape

- After finishing your presentation, please take out your CD or tape from the media cabinet. Use the eject button to remove the CD or tape.
- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

## **10. Troubleshooting**

The Panja system runs on electricity, so make sure that it is not disconnected from the power source at any time. Also make sure that there is electricity in the room! If you notice an electricity failure in the room, please contact the Facility Services at [facility@jacobs-university.de](mailto:facility@jacobs-university.de).

In case your laptop does not seem to receive signal from the beamer after you have pushed the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop, do not give up. Push the key combination several times more and if you still cannot get a signal from the beamer, restart your computer.

In case you are playing a VHS video tape and are experiencing sound problems, or are missing sound completely, make sure that all the equipment in the media cabinet is turned ON. In case you still fail to get proper sound with your video, please ask for assistance at the IRC Multimedia Services.

## **III. Using the overhead projector**

### **11. Using the overhead projector**

- Make sure the overhead projector is plugged into a power socket.
- Lift the lid on the overhead projector to insure that the beam of light gets properly projected and focalized.
- Push the **I/O** button on the top of the overhead projector, to turn the projector **ON**. Push the same button once more to turn it **OFF** after you are done.
- Place the transparency on the clear glass surface of the overhead projector, as you would for a normal reading position.
- Orient the projected beam towards a wall, the overhead whiteboard, or any other clean and smooth surface for optimal performance.

## 12. Troubleshooting

The overhead projector runs on electricity, so make sure first of all that it is plugged into a power socket.

If the overhead is plugged in, but still does not work, make sure there is electricity in the room.

In case the overhead projector does receive electricity, but you cannot get an image of your projection, make sure the lid has been lifted.

In case the overhead is plugged in, and turned on, the lid is up, but you still don't get an image, the light bulb might be burned out. In this case you can make use of the spare light bulb by pulling the switch at the base of the overhead projector to the left or to the right.

**Please DO NOT open the cover of the overhead projector and DO NOT try to change the light bulb by yourself**

### III. IV. Final remarks and tips

The most common problem with the media cabinet is that a power switch has been turned off manually. Once a power switch is set to off, touching the Panja board will not turn it on. Please check if all the power switches are set to ON.

Please be patient when using the Panja. The equipment takes a few minutes to warm up so touching the buttons on the screen repeatedly only confuses the system. If a button does not respond to your touch, wait a moment before trying it again.

If the system is not responding at all, you may need to shut everything down (Room – End) on the Panja, as well as to restart your computer while keeping it connected to the Panja (it is possible that your connection to the Panja was not detected the first time).

If you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.

Please NEVER switch around or disconnect the cables in the main floor tank.

When using the overhead projector, make sure that you have plugged it in, have lifted the lid and have pointed the projection source towards a wall or a whiteboard.

If you notice that the bulb of the overhead projector is burned out, inform the IRC Multimedia Department. Never attempt to change the light bulb by yourself.

**NEVER write on the beamer projection screen.**

If you need assistance to use the Panja System, or any other equipment in the room, do not hesitate to schedule an introduction to the system with the IRC Multimedia Services. You can do this by contacting [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

Thank you for your attention!

The IRC Multimedia Services

## INFORMATION RESOURCE CENTER

### CONRAD NABER LECTURE HALL

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#### USER´S GUIDE

*Hint: Use the navigation pane on the left side of your Acrobat Reader*

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*Created by the IRC Multimedia Services  
Jacobs University Bremen; © 2010*

## I. Features of the Conrad Naber Lecture Hall

### 1. The Panja System

The Panja Remote Control Touch Panel is located in the front as you enter the Conrad Naber Lecture Hall. The control of all the media equipment is through this Panja Board Remote Control Touch Panel (Panja in short), so please use the Panja to control ALL of the media equipment functions. **Please also use the PANJA to turn the equipment in the room ON and OFF.**

The Panja is a touch control panel. Please be gentle with it, as it is rather sensitive. It may take a second or two to respond to your touch, so please be patient. Except for your fingers, do not use any other objects while operating the touch screen (e.g. pens, pencils, rulers etc.), since these might damage the surface of the touch screen.

The Panja runs on electricity, so please **DO NOT** try to disconnect it at any time while you are using it, since this will interfere with its correct functioning.

### 2. The Media Cabinet

The media cabinet of the Conrad Naber Lecture Hall is located in the small media closet in Room 171 (Sound Studio) adjacent to the lecture hall. Here you can play VHS cassette tapes, DVDs, CDs and tapes, use wireless microphones etc. The equipment in the media cabinet is always ON, but is activated by the Panja.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

### 3. The Overhead Projector

The overhead projector can be used to show text written on transparencies, by projecting them on the overhead whiteboard located on the wall (*note: not available in every room*), or directly on a white wall.

### 4. The Wireless Network Connection

The Conrad Naber Lecture Hall is equipped with a high frequency wireless network connection, which allows the users to connect to the Internet and the IUB Network in real time.

*Please note that individual performances of the wireless network for each computer may depend on the settings of the individual wireless network cards the computers are equipped with.*

## **5. The Power Sockets and Floor Tanks**

The Conrad Naber Lecture Hall comes equipped with power sockets located in each of the rows of benches. There is a socket for each seat and you can use this socket to (re)charge the battery of your laptop computer.

The Conrad Naber Lecture Hall is also equipped with two floor tanks, a left and right one, located under the table of the Panja System. These floor tanks channel all the connecting cables between the Panja, the beamer and the media cabinet.

Please do not open the floor tanks and do not fuff with any of the cables!

The main floor tanks can also be used if you want to connect a video camera or any other digital equipment to the Panja. In the case that you need assistance, please contact the IRC Multimedia Services in advance at [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

PLEASE cover the floor tanks with their lids once you are done using them. This helps at preventing damage to the sockets.

## **6. The Whiteboard**

The Conrad Naber Lecture Hall is equipped with a whiteboard, which can be used in order to write down notes. When using the whiteboard please only use special markers for this purpose.

*NEVER write with permanent or waterproof markers on the whiteboard!*

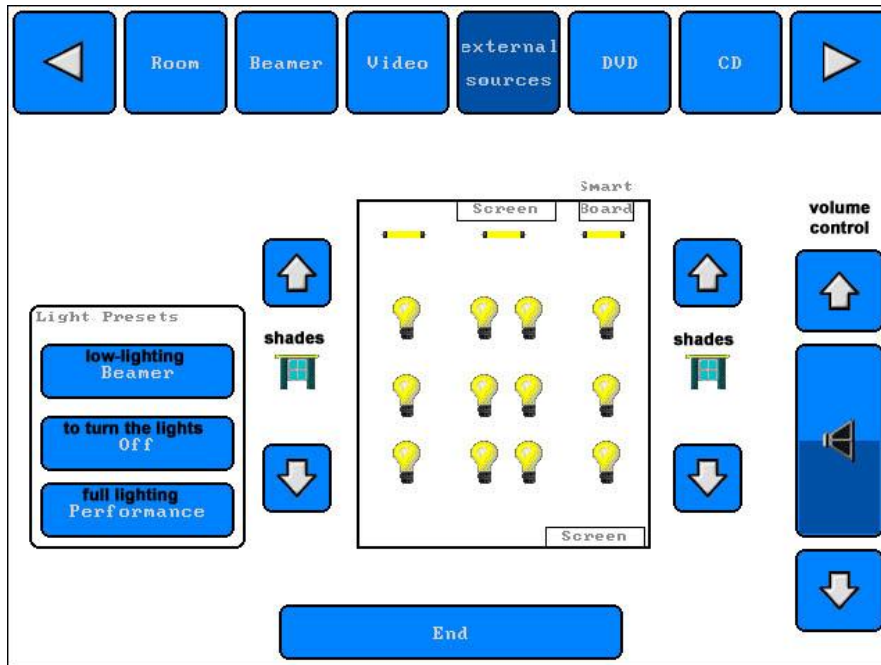
## **II. Using the Panja System**

To turn the Panja on, please tap it once. When you see the blue IUB logo, touch it once to bring up the Room menu. This will also turn ON all the equipment in the Media Cabinet.

## 7. Light Control

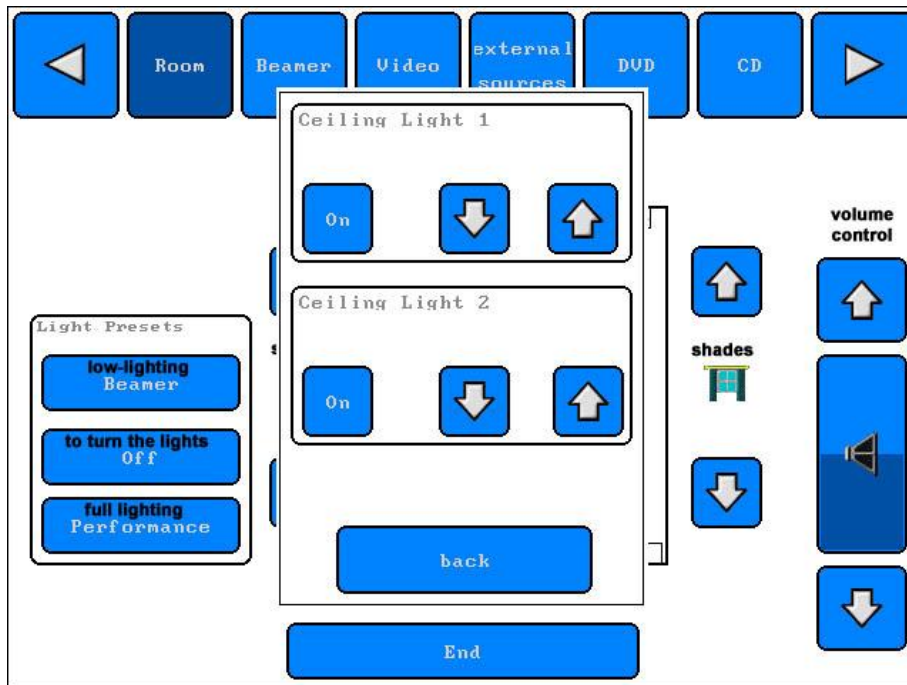
Use the Panja to control the light settings in the Conrad Naber Lecture Hall. Under the Room menu, choose:

- **Beamer:** low-lighting
- **Off:** to turn the lights off
- **Performance:** full lighting



Menu for operating the lights in the CNLH – Step 1





Menu for operating the lights in CNLH – Step 2

Use the Panja to raise and lower the shades in the room. On either side of the light display of the Panja screen use the ↑ and ↓ arrows above and below the picture of the window to raise or lower the shades. The shades will go up or down simultaneously for both sides of the room.

## 8. Volume Control

The volume is controlled by the two buttons on the right side of the Panja board marked ‘+’ and ‘-’. To increase the volume, push on the ‘+’ button and hold it down until the volume is loud enough.

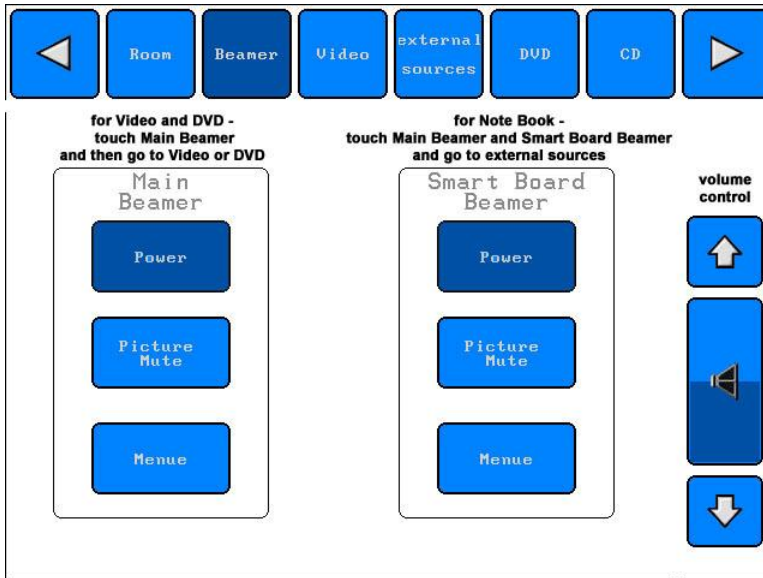
## 9. The Smart Board

The Smart Board is a digital black board and a display screen that can be used complementary with the main beamer in the room.

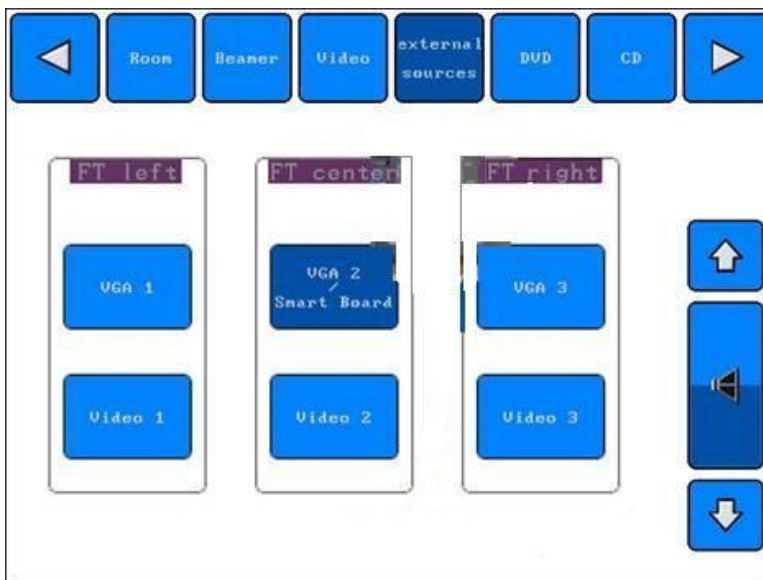
Using the Smart Board:

- Make sure you have the Smart Board software installed on your computer. You can either install the software from the CDs to be found on the table in room 171 (adjacent to the Lecture Hall) or by following the on-line download instructions at <http://www.smarttech.com/support/software/index.asp>.
- Touch the Panja screen to power it up.
- Connect your laptop to the Smart Board via the USB cable labeled ‘Smart Board Anschluss’ which can be found on the table.

- Select **Beamer** from the menu and turn on both the **Main Beamer** and the **Smart Board Beamer** by touching the respective power buttons. Please be patient, as the beamers will take a few minutes to warm up.



- Select **External Sources** on the menu on the top of the screen.
- Under **FT Center** select **VGA 2/Smart Board** as your source. Start the Smart Board software on your laptop if you have not done so already.



- To write text (computer generated) on the Smart Board, go to *Start*, select *Programs*, select *Smart board software*, and then select the *Smart Notebook* program. Now you can start typing text on your keyboard and the text will appear on the Smart Board as it is being written.

- You can format the text (e.g. font, color, size) by using the menu of the Smart Notebook program similar in layout to Microsoft Word.
- If you want to write or draw by hand on the Smart Board, use one of the markers on the tray in front of the board and write directly on the Smart Board. You can choose from the colors available and the digital eraser works just like a normal eraser, if applied over the areas you would like to erase.
- When drawing, you can use only one marker at a time, so please put back your marker before taking another one. If you use the eraser, please use it slowly, otherwise the system will crash.
- **PLEASE DO NOT USE ANY OTHER MARKERS ON THE SMART BOARD, EXCEPT FOR THE ONES YOU FIND ON THE TRAY IN FRONT OF THE BOARD!**

What do I do if?

If the Projected Image Is the Wrong Size or Distorted

If after orienting you find that the image cast on the board does not properly fill the screen, the resolution settings of your projector and computer may not match. It's very important that computer and projector resolutions correspond exactly. If they don't match, the on-screen image will not properly fill the screen or may suffer from distortion or shimmering.

For example, if the projector's true resolution is 800 x 600, but it's also capable of displaying at 640 x 480, set both the computer and the projector to the true resolution - 800 x 600.

To set your computer resolution to match the projector resolution:

1. Click the Start button on the Task Bar, point to Settings and select Control Panel.

NOTE: You may need to perform the following procedure at your computer monitor, as resolution differences can distort the image on the board to the point where visibility is impaired.

The Control Panel dialog box will appear.

2. Double-click on Display.

The Display Properties dialog box will appear.

3. Click on the Settings tab.

4. In Desktop, Screen area or Screen Resolution, click and drag the sliding bar to adjust the pixel setting to match the resolution of your projector.

5. Click the OK buttons.

6. Restart your computer, if required.

### Adjusting the Projected Laptop Image

If no laptop image appears or it's severely distorted:

If you're unable to see an image from a powered-up and connected laptop computer, or the image produced is severely distorted, that laptop's external video port may be inactive.

With newer laptops, you can synchronize the internal and external video ports at the software level, as follows:

1. Click the Start button on the Task Bar, point to Settings and select Control Panel. The Control Panel dialog box will appear.
2. Double-click on Display.  
The Display Properties dialog box will appear.
3. Click on the Refresh (or Monitor Refresh) tab.
4. Click the CRT/Panel option to activate simultaneous monitor and external video port display.

This procedure may not be possible with older laptop models. With some older laptop models, you may need to switch back and forth between the internal and external video port. If you aren't sure which commands or keyboard combinations are required for switching back and forth between the internal and external video ports of your laptop, consult your laptop owner's manual.

## 10. Menu

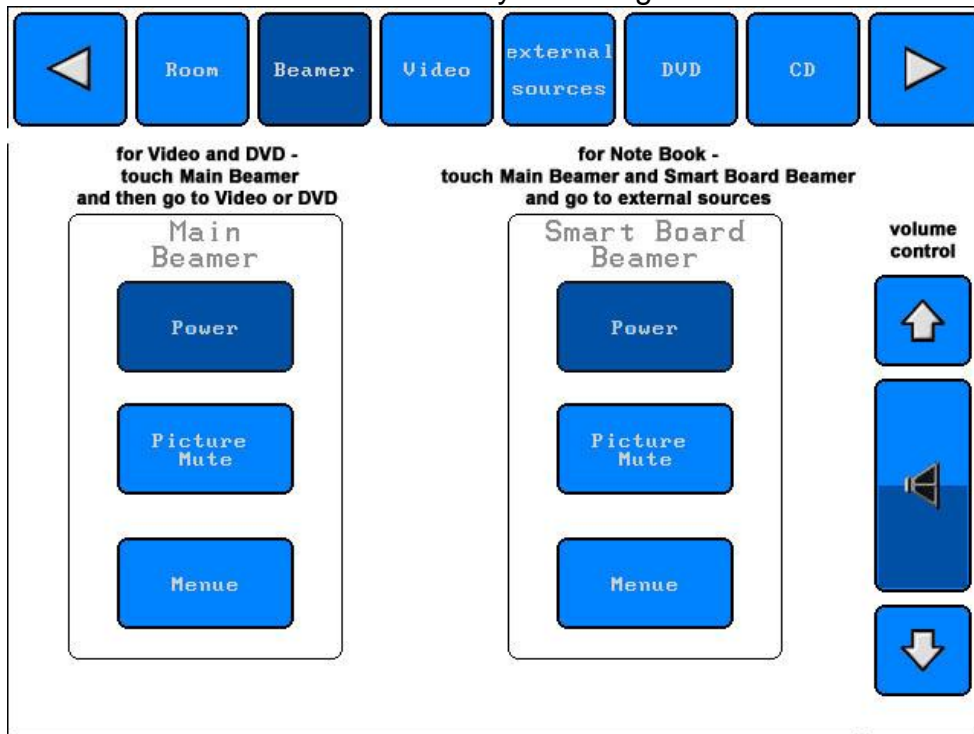
The menu choices are listed on top of the Panja screen. Touch the icons to select the choice you wish to activate.

### ***a. Connecting your laptop to the beamer***

You can attach your laptop to the beamer to present software, Internet sites, digitized images, or show power point slides.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.

- Select **Beamer** and turn it on by touching **Power**.



- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.

- You can connect your laptop to the beamer via the VGA cable. This cable should be laying on the desk up front. One end needs to be connect to the floor thank and the other end needs to be connected to the outlet on the back of your laptop.



Please connect this end of the VGA cable to your laptop.

- Turn on your laptop.

- Select on the Panja **external sources** and then choose **PC**.

- Then you may need to press the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop (depending on your laptop' s brand) to send the signal to the beamer and to have the image displayed on your computer screen.

There are 3 states of displaying the image. At first the image appears on your laptop screen, then by pushing this key combination once, the image

will be displayed on the beamer screen, and finally, by pushing the key combination once again, the image will be displayed both on your monitor and the beamer' s screen.

- If you want **to play sound from your laptop**, you need to connect the audio-out of your laptop with the audio-in (red and black plug) in the floor tank. In order to do that you need a mini-jack/chinch cable. If you need such a cable please contact IRC Multimedia Services.

- When you are finished, return to the Panja and select **Beamer**. Turn the beamer off by touching the **Power** button.

- Now go to **Room**. Turn off all the systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

#### ***b. Playing a VHS tape or a DVD***

You can play VHS cassette tapes or DVDs over the beamer by using it together with the VHS cassette player or the DVD player (code free) located in the media cabinet adjacent to the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.

- The menu options will be displayed across the top of the Panja screen.

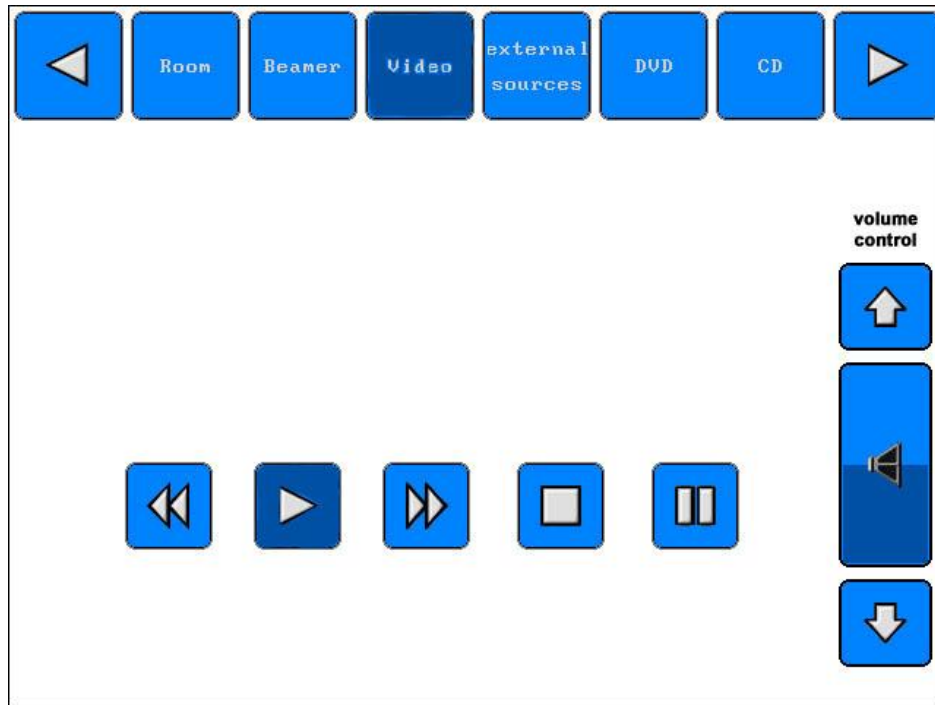
- Select **Beamer** and turn it on by touching **Power**.

- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.

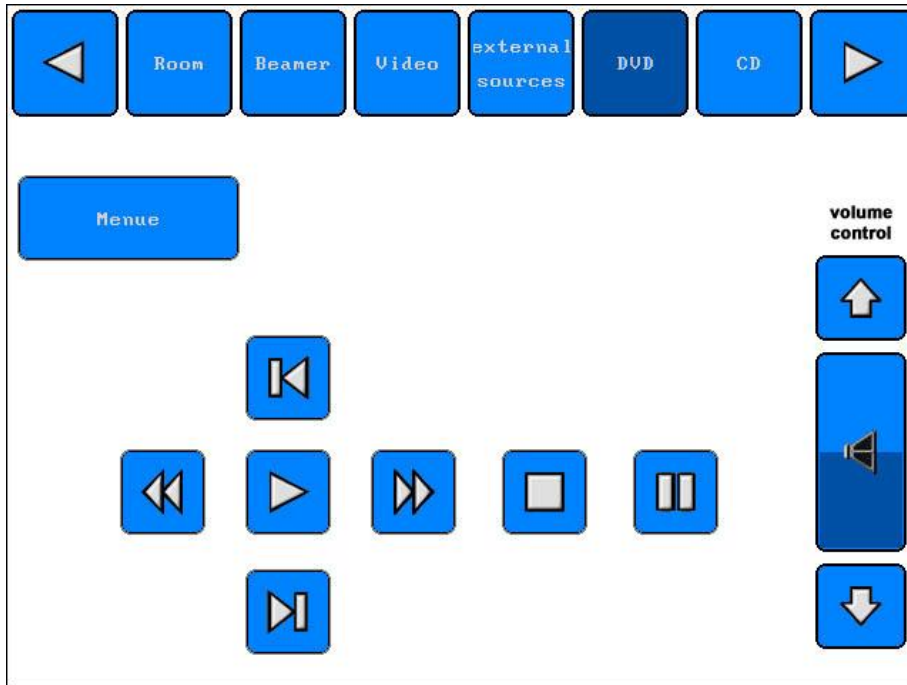
- Insert the videotape in the Sony Video Player or the DVD in the DVD Player in the media cabinet

.- Select the **Video** or **DVD** menu from the main menu of the Panja and push **Play**.

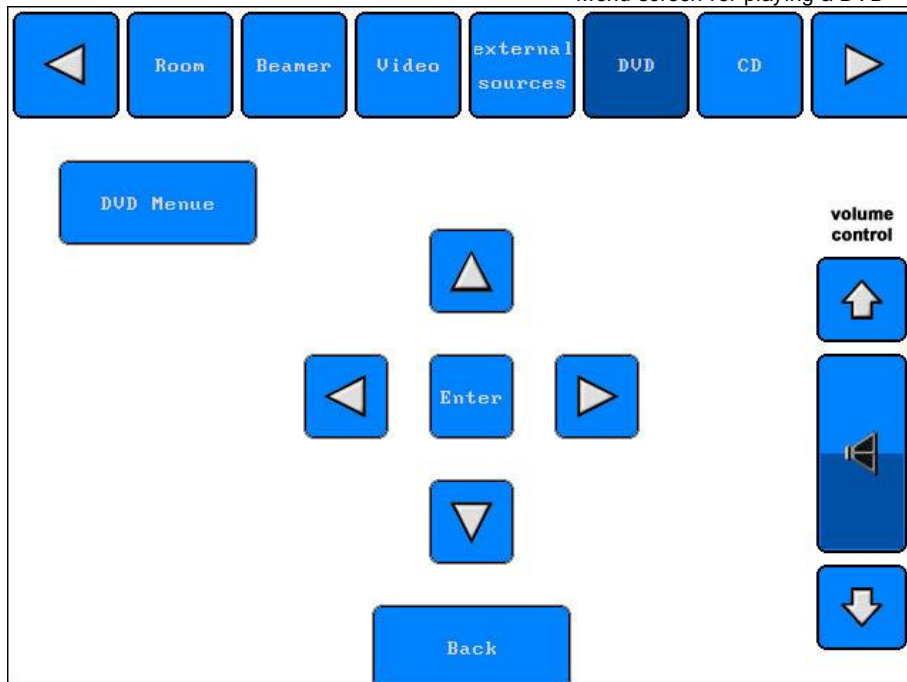
- Now the video will be displayed on the beamer.
- Use the Volume Control arrows on the right side of the Panja to adjust the volume.



Menu screen for playing a VHS tape



Menu screen for playing a DVD – step 1



Menu screen for playing a DVD – step 2

- After finishing the video, please take out your tape or DVD from the media cabinet. Use the eject button to remove the VHS video or the DVD.

- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.



- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

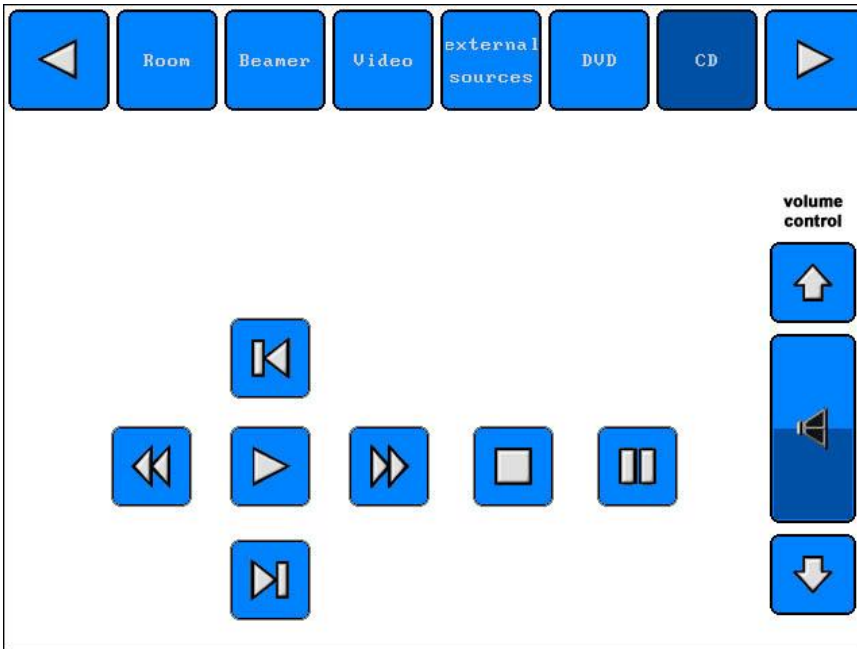
**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

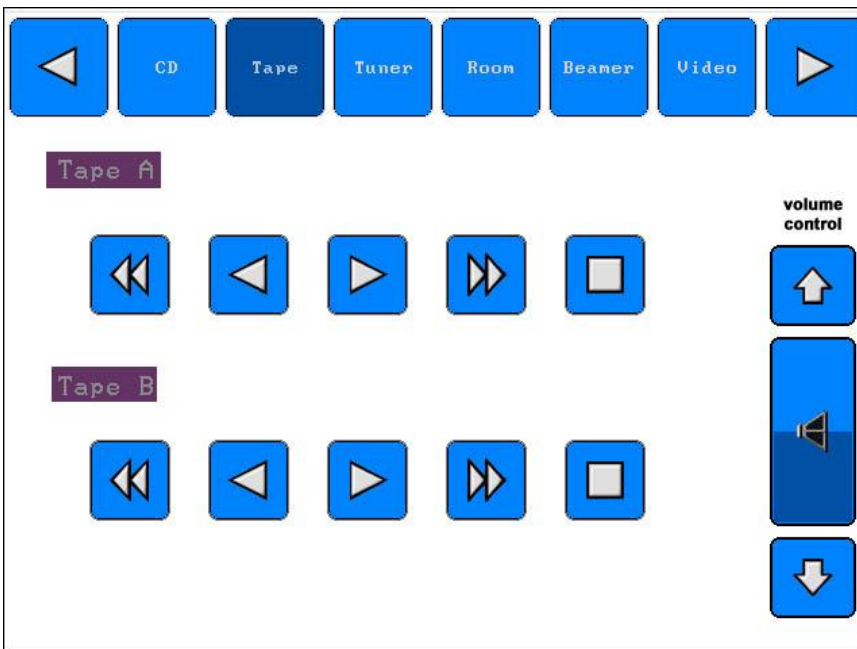
*c. Playing a CD or Tape*

You can play CDs or tapes over the beamer by using it together with the CD or cassette player located in the media cabinet adjacent to the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- Insert the CD or the tape into the CD or tape player in the media cabinet. Please note that there are 2 tape decks labeled A and B.
- The menu options will be displayed across the top of the Panja screen.
- Select **CD** or **Tape** and press the play button.
- Now you can listen to your CD or tape.
- Use the Volume Control arrows on the right side of the Panja to adjust the volume.



Menu screen for playing a CD



Menu screen for playing a tape

- When you are done watching the video or DVD, please take out your CD or tape from the media cabinet. Use the eject button to remove the CD or tape.
- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT turn off any of the power switches on the equipment in the media cabinet, neither on the beamer located on the ceiling!**

**NOTE: if you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.**

#### ***d. Using the microphones***

The Conrad Naber Lecture Hall is equipped with two wireless microphones, which are located in the media cabinet (the Sound Studio).

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.

- There are two transmitters for the microphones in the multimedia cabinets. They are set on two different frequencies, so please do not change these settings at any time.

- The ON/OFF button is located on the bottom of the microphone. It is a **very small button** so you will need either a pen or a paperclip to switch it. A red light will turn on when the microphone gets powered up.

- On the side of the microphone you will see a LED panel, which tells you to which frequency the microphone is set. This frequency should match one of the frequencies of the transmitters in the media cabinet.

- The small panel on the bottom of the microphone rotates to reveal different buttons and switches. You can mute the microphone and adjust the frequency settings if necessary.

- When you are finished, return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.

- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

**Please DO NOT forget to turn the microphones off when you are finished using them! This will save power, since the microphones run on batteries.**

### e. Using the tuner

You can listen to several radio stations over the beamer by using it together with the tuner located in the media cabinet adjacent to the room.

- Tap once on the Panja screen to turn it on. This will also turn the equipment in the media cabinet on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Beamer** and turn it on by touching **Power**.
- Wait for the beamer to get ready. It will take a few moments, so please be patient. You will see a blue screen when the beamer is on.
- The menu options will be displayed across the top of the Panja screen.
- Select **Tuner** and choose your preferred radio station from the list.
- Now you can listen to the radio station you selected.
- Use the Volume Control arrows on the right side of the Panja to adjust the volume.



- After finishing, don' t forget to turn the radio off.

- Return to the Panja and select **Beamer**. Touch **Power** to turn the Beamer off.
- Now select **Room**. Turn off all systems by touching **End** at the bottom of the screen, then **YES**. This will turn off the media cabinet equipment.

## 11. Troubleshooting

The Panja system runs on electricity, so make sure that it is not disconnected from the power source at any time. Also make sure that there is electricity in the room! If you notice an electricity failure in the room, please contact the Facility Services at [facility@jacobs-university.de](mailto:facility@jacobs-university.de).

In case the microphones are not working, make sure they have fresh batteries. If the batteries are missing or are empty, replace them with fresh ones and carry on.

In case your laptop does not seem to receive signal from the beamer after you have pushed the **FN + F8**, **FN + F10** or **FN + F12** keys on your laptop, do not give up. Push the key combination several times more and if you still cannot get a signal from the beamer, restart your computer.

In case you are playing a VHS video tape and are experiencing sound problems, or are missing sound completely, make sure that all the equipment in the media cabinet is turned ON. In case you still fail to get proper sound with your video, please ask for assistance at the IRC Multimedia Services.

## III. Using the overhead projector

### 12. Using the overhead projector

- Make sure the overhead projector is plugged into a power socket.
- Lift the lid on the overhead projector to insure that the beam of light gets properly projected and focalized.
- Push the **I/O** button on the top of the overhead projector, to turn the projector **ON**. Push the same button once more to turn it **OFF** after you are done.

- Place the transparency on the clear glass surface of the overhead projector, as you would for a normal reading position.
- Orient the projected beam towards a wall, the overhead whiteboard, or any other clean and smooth surface for optimal performance.

### 13. Troubleshooting

The overhead projector runs on electricity, so make sure first of all that it is plugged into a power socket.

If the overhead is plugged in, but still does not work, make sure there is electricity in the room.

In case the overhead projector does receive electricity, but you cannot get an image of your projection, make sure the lid has been lifted.

In case the overhead is plugged in, and turned on, the lid is up, but you still don't get an image, the light bulb might be burned out. In this case you can make use of the spare light bulb by pulling the switch at the base of the overhead projector to the left or to the right.

**Please DO NOT open the cover of the overhead projector and DO NOT try to change the light bulb by yourself!**

### IV. Final remarks and tips

The most common problem with the media cabinet is that a power switch has been turned off manually. Once a power switch is set to off, touching the Panja board will not turn it on. Please check if all the power switches are set to ON.

Please be patient when using the Panja. The equipment takes a few minutes to warm up so touching the buttons on the screen repeatedly only confuses the system. If a button does not respond to your touch, wait a moment before trying it again.

If the system is not responding at all, you may need to shut everything down (Room – End) on the Panja, as well as to restart your computer while keeping it connected to the Panja (it is possible that your connection to the Panja was not detected the first time).

If you turn the Beamer off at any time, you will need to wait about 5 minutes before you can turn it on again.

Please NEVER switch around or disconnect the cables in the main floor tank. When using the overhead projector, make sure that you have plugged it in, have lifted the lid and have pointed the projection source towards a wall or a whiteboard.

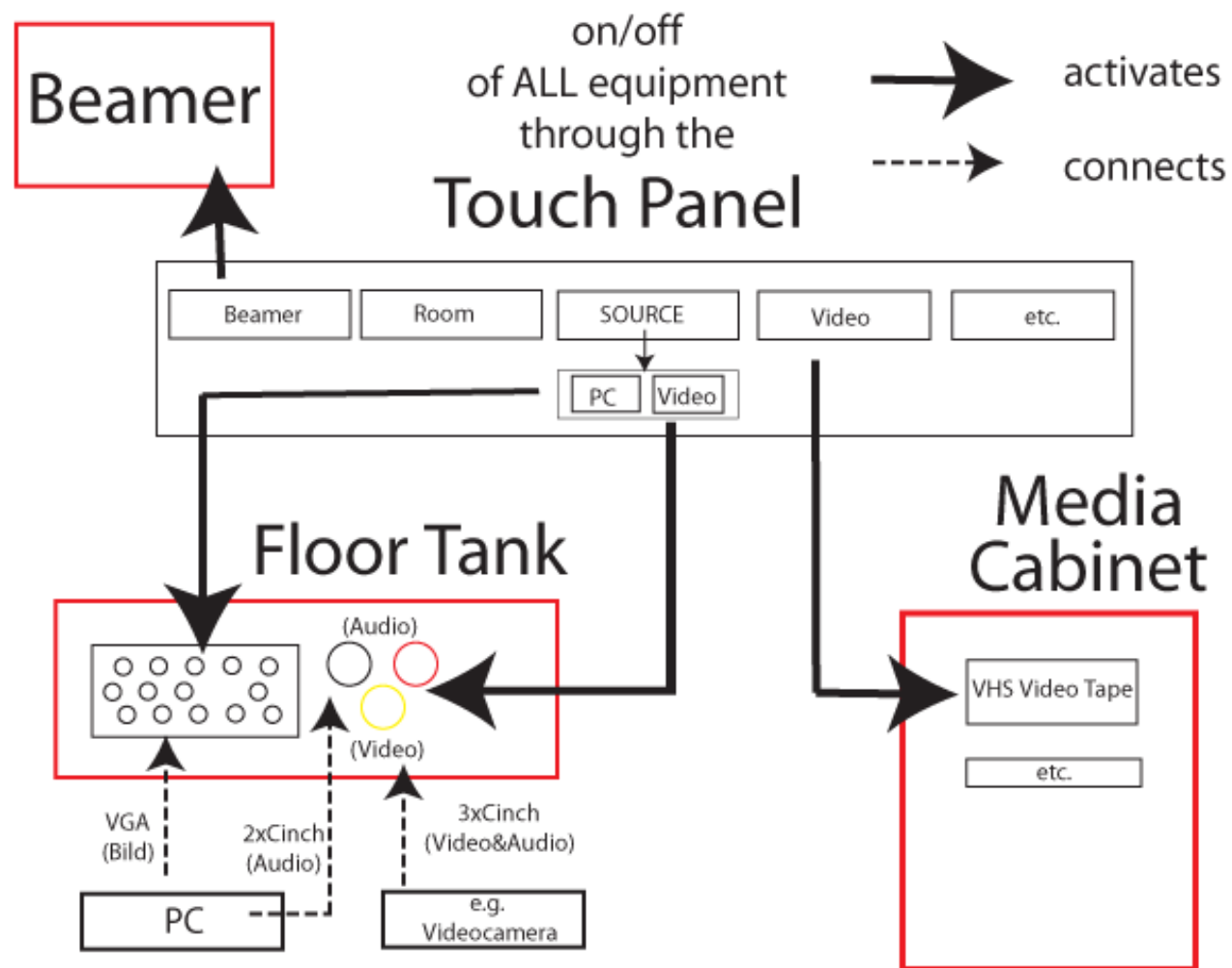
If you notice that the bulb of the overhead projector is burned out, inform the IRC Multimedia Department. Never attempt to change the light bulb by yourself.

NEVER write on the beamer projection screen.

If you need assistance to use the Panja System, or any other equipment in the room, do not hesitate to schedule an introduction to the system with the IRC Multimedia Services. You can do this by contacting [irc-multimedia@jacobs-bremen.de](mailto:irc-multimedia@jacobs-bremen.de).

Thank you for your attention!

The IRC Multimedia Services



In order to get a signal from your laptop to the beamer you might need to press Fn+F8/F10/F12 depending on the brand of your PC