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Meet Rosie

NOTE: These instructions do not include Capture or Audio Conferencing features.

TURNING ROSIE ON

1.) If you do not see anything on the monitor, push the on/off button (bottom right corner of monitor)

2.) In the upper left corner of the monitor, press the AV option.

When you press the AV option, the following things will happen:

- window shades will lower
- projection screens will lower
- Rosie will turn on
- document camera will turn on
- the projectors will turn on
- the Control Ribbon will now be seen on the screen

NOTES:
• If you will not be using the computer or any display tool – and only need audio, press the AUDIO ONLY option.
• The whole screen is a touch screen surface but will not interact with the computer.

3.) Make sure that the computer CPU is turned on.

NOTE: Default is for number lock to be turned on. To turn number lock off, press the Function (FN) and Number Lock (NUMLK) keys simultaneously.
ADJUSTING ROSIE

On Rosie’s wooden desktop, are two buttons that will control Rosie’s height and the tilt of the monitor.

The button on the right can be used to adjust the tilt of the monitor.

The button on the left will raise and lower Rosie thereby controlling her height.

THE CONTROL RIBBON

Once Rosie has been turned on, the controls to access the classroom technology can be accessed through the “Control Ribbon”

From left to right, the Control Ribbon has the following controls:

- Display / Room / Power Controls
  - Display – here you will find controls that allow you to display a single screen or a split screen
  - Room – here you will find controls for the lights and window shades
  - Power – here you will find controls for powering the system down
- Input Sources (e.g., PC; Laptop; Document Camera; TV; AUX – for a VCR, Wii, Video Camera, or any other Composite video/Stereo input device)
- Miscellaneous Information (e.g., current source, extra information about current action)
• Controls for Annotations, Lecture Capture, Audio Conferencing, and reaching the Help Desk
• Microphone and Speaker controls (e.g., on/off, volume)

Some controls (e.g., Display, Room, Power, Annotate, Help Desk) have sub-menus under the primary control option. When you press one of these controls, the sub-menu will appear. Some sub-menus will automatically exit after a certain time (e.g., DISPLAY, ROOM). To exit other sub-menus (e.g., ANNOTATE), click the arrow that is the far left or right (depending on the sub-menu) of the sub-menu.

![Sub-menu](image)

Use your fingers to access the Control Ribbon and its sub-menus. You cannot access these controls with your mouse.

**TO ADJUST THE LIGHTING IN THE ROOM**

1.) Select the ROOM option on the left side of the Control Ribbon. This will bring up a sub-menu of options.

![Control Ribbon](image)

2.) To adjust the lighting, select one of the pre-set lighting options.

![Lighting Options](image)
3.) To adjust the shades, select either the OPEN or CLOSED options.

TO ADJUST THE VOLUME IN THE ROOM

There are two sets of controls that relate to audio levels in the room: a.) microphone; and b.) speaker output.

1.) To turn the microphone on, select the microphone button so that it is outlined in green. To adjust the volume of the microphone, select the volume buttons to either lower or raise the volume. Note that room CNR room 1000, the Klamon room, and the Auditorium also have wireless microphones that are controlled through this switch as well.

2.) To turn the speakers on, select the speaker button so that it is outlined in green. To adjust the volume of the speaker output, select the volume buttons to either lower or raise the volume.
NOTE: If you are trying to play audio (e.g., TV, DVD) and there is no audio, make sure that the Speaker is not set to MUTE.

TO USE A LAPTOP

1.) On right side of monitor, plug the laptop into the VGA cable. If you need audio from your laptop, plug in audio cable.

2.) To view your laptop, select the LAPTOP option from the Control Ribbon.
TO USE THE PC LOCATED IN THE ROOM

1.) Select the PC option from the Control Ribbon.

TO ACCESS A FILE FROM A USB DRIVE

1.) Insert USB drive into connector on right side of monitor.

2.) Access the file as you would from any other computer. The lectern PCs are current running Windows 7 so you can find the USB device through the Library Folder app. Find it at the bottom of the popup ribbon at the bottom of the computer screen accessed by the mouse.
TO USE THE DOCUMENT CAMERA

1.) Select the DOC CAM option from the Control Ribbon.

![Document Camera Image]

NOTE: In some classrooms, the actual document camera will be mounted in the ceiling and will not be sitting on Rosie.

2.) You can control various aspects of the Document Camera from the controls under the Control Ribbon.

![Control Ribbon Image]
TO USE THE TELEVISION

1.) Select the TV option from the Control Ribbon.

2.) There are pre-set TV channels that can be selected by pressing the desired channel. The RSPH TV channels can be accessed from this part of the menu as well. (This tuning feature will be available at a later date)

NOTE: If you are not getting audio, make sure that the Speaker is not set to MUTE.

TO PLAY A DVD

1.) Select the PC option from the Control Ribbon.

2.) Put the DVD in the computer.
3.) If the DVD does not automatically run, click the folder icon at the bottom left corner of the monitor.

4.) In the Libraries window, click COMPUTER.

5.) Double click on the DVD.
NOTE: If you are not getting audio, make sure that the Speaker is not set to MUTE.

TO ADD ANNOTATIONS

1.) Select the ANNOTATE option from the Control Ribbon. This will bring up a sub-menu of options.
2.) Make sure the TURN ON ANNOTATION option is selected.

NOTE: This option toggles between TURN ON ANNOTATION and TURN OFF ANNOTATION

3.) From the sub-menu of annotation tools, you can select:

- Color of the annotation

- Width of the annotation line (thin, medium, heavy)

- Eraser will delete only what you select

- Freeze Video will freeze the screen if you are watching a DVD, TV, or some other motion and want to annotate a still image (NOTE: This option toggles between FREEZE VIDEO and VIDEO FROZEN)
- Clear Screen will delete all annotations. NOTE: When you use the Clear Screen option, you will not be prompted with a message asking if you are sure you want to clear the screen – it will just do it.

4.) To annotate, use your finger to “draw” on the monitor. Similarly, if you are using the Eraser option, use your finger to erase desired annotations.

5.) To turn off the annotations, you must select the TURN OFF ANNOTATION option. If you do not TURN OFF ANNOTATION and you leave the annotation sub-menu, you will still be in the annotation mode.

6.) To leave the ANNOTATE sub-menu, select the red arrow on the left side of the sub-menu.

TO ANNOTATE ON A BLACK SCREEN

1.) Select the BLACKBOARD option from the Control Ribbon. This option is located towards the middle of the Control Ribbon.
When you select the Blackboard option, the screen will go black and annotation is immediately turned on.

2.) To see the annotation tools, select the ANNOTATE button on the Control Ribbon.

TO USE A SPLIT SCREEN

1.) Select the DISPLAY option on the left side of the Control Ribbon. This will bring up a sub-menu of options.

2.) Select the split screen option that you would like to use.

3.) The source (e.g., PC, laptop, document camera, television) you were using prior to selecting the split screen will be displayed as location A. To select a source for location B, click the desired source and then press the white box that says CHOOSE SOURCE.
4.) To swap the A and B locations, select the SWAP IMAGE option.

5.) To return to one screen, press the SINGLE option.

NOTE: With the split screen option, you cannot have location A display on one projection screen and location B display on the other projection screen. Both images will display on both projection screens. Also note there is an Audio Switch next to the Image Swap switch. This will feed the speakers with any audio from the other source.

TO CONTACT THE HELP DESK

1.) Select the HELP DESK option on the right side of the Control Ribbon. This will bring up a sub-menu of options.

2.) The sub-menu options are:
   - Call AV Help Desk: This will let you call the Help Desk – and the audio will be broadcast in the room.
   - Contact AV Help Desk: This functionality will be coming.
   - Problem Resolved: This functionality will be coming.
TO END A SESSION AND STOP USING ROSIE

1.) Select the POWER option on the left side of the Control Ribbon. This will bring up a submenu of options.

2.) Select the SYSTEM SHUT DOWN option. This will raise the projection screens and turn off the projectors.

3.) With your mouse, select the START button on the computer (bottom left corner) and LOG OFF the computer. You only have to log off of the computer – shut down is not needed.

4.) The lights in the room will time out and shut off automatically.