Plan Ahead
If you questions about using the equipment or are planning to use it in a new way perhaps with a guest speaker or Skype session, please contact me ahead of time to answer any questions and discuss special needs. I am always available to talk or consult with you.

Classroom Setup
Check Equipment
Everything should be in the “Home” state when you arrive. This means projector off, screen up, document camera off, computer logged out and on, monitor on. If that is not the case you should restore everything to the Home state before starting (see Before Leaving Classroom below).

Prepare your work space
Start by touching the Touch Screen or pressing on the Home Button. You can do all your setup on the monitor without turning on the projector using the Home Button to choose devices. (See notes on using devices below).

Projectors are expensive and replacement is very costly. Don’t press the System Power to turn on the projectors unless necessary. For example, it is not necessary to turn on the projector when you walk into class. Do all your setup on the monitor using the Home Button to choose devices and only turn on the projector by pressing System Power when it is needed. Startup time is less than 30 secs.

Each time you select a device (Computer, Laptop, Document Camera or BlueRay & DVD) the touch screen changes from the Home screen image to a device screen providing controls for that device. To return to the Home screen to select a different device press on the Home Button.

Display an Image with the Projector on Screen
When you are ready to turn on the projector and display your work to the classroom press the System Power button. This will turn on the projector and lower the screen. The initial screen may be blank until you send the display you want to the projector.
Each time you select a different device in the Home screen, the touch panel shows the device screen and the output for that device is sent to the monitor. On each device screen there are two buttons, Send to Projector and Projector Shutter.

To send an image to the projector
1) Choose the device you want to project from the Home screen. This will display its image on the monitor.
2) When you are ready to display what is showing on the monitor to the projector screen press the "Send to projector" button on the touch screen.
3) To change the image being sent to the projector, just repeat steps 1 & 2.

This means you can have different images displaying on the projector and monitor. For example, you could be showing a video to the class with the DVD player while the console monitor shows the computer so you can prepare the next action.

You can temporarily mute the projector image by pressing the "Projector Shutter" icon. When the button is blue the projector is muted. Press it again to show the projector. The button will turn black.

**Before Leaving Classroom**

**Check for Personal Items**
Eject any disks or USB items, disconnect laptops, check that you have all items including devices, power cords, dongles, etc.

Have students clear away any personal or food items and put chairs back into a manageable arrangement.

**Check Devices**
Everything should be in the “Home” state when you leave. This means projector off, screen up, document camera off, computer logged out and on, monitor on.

Computer - The computer screen should have returned to the Mac OS X - Windows choice screen. (If not, see notes on using computer below).

Document Camera - If it has any lights on, turn them off on by pressing the Power button on the document camera device screen.

Projector - If the projector is on and/or the screen is down, turn them off. This is a two part process. 1) Press the System Power button and 2) press Confirm to the “Do you really want to turn the System off” prompt.
Using the Classrooms

Report Problems
We have a LAITS checker test all the equipment every morning so that we know that the equipment is working when the day starts. Please report any problems you have to me or LAITS as soon as possible. Sometimes I hear that a problem has persisted for weeks, but no one let me know it was happening. It is helpful to report equipment malfunction directly to LAITS at 471-9666, this creates a trouble ticket and their tech staff can respond directly, this contacts me as well.

Student Use
Students are not allowed to use the equipment without faculty (or at least TA) supervision. When students plan to use their own laptops/tablets with the console, remind them (especially Apple owners) that they need to provide their own VGA adaptor to plug into the console. In most cases it is best to use their own devices so that they know it will work. If they are planning to use the computer in the console, they should test it out because not all features may be available because of version or security.

Getting help
If you are new to using the consoles, you can schedule an orientation with me.

If you need help while in class, I will try to assist you, however I am often away from my office. The LRC desk staff are trained and available for help during regular LRC hours and staff in the Dean’s office may be able to assist. Also in most cases, your students are familiar with the equipment and may be able to assist you when asked. Ask them, they may know how to help, but be intimidated to offer help on their own.

Your best choice for immediate classroom support is LAITS. The LAITS Classroom Support line is available 7am-11PM, 7 days a week at 512-471-9666. the number is posted on the touch panel. We contract with LAITS for a daily checker and help and support services. They are trained to help you, please use them so we get our money's worth.
Classroom Equipment Usage

Equipment Overview

**Projection system** - ceiling mounted projector and screen.

**Console Desk**

The console desk has the monitor, document camera, touch screen, keyboard and mouse, and cables to connect USB devices, VGA or HDMI cables to connect to laptops, and an audio cable to connect to laptops or other sound output devices like phones or players.

**Console Equipment Stand**

In the console equipment stand users have access to a Computer and Computer CD/DVD player on the top shelf and a DVD/Blueray player on the middle shelf. Other items are the power and control equipment that run the console.

**Device Operation**

**Projector**

The ceiling mounted projector should never be touched. It is turned on and off with the System Power button on the touch screen. To turn the projector on, press the System Power button. Turning the projector off is a two part process. 1) Press the System Power button and 2) press Confirm to the “Do you really want to turn the System off” prompt.

When a device is selected from the Home screen on the touch panel the device screen has two projector control buttons. “Send to Projector” sends whatever image is currently on the monitor to the projector. “Projector Shutter” mutes and unmutes the projector image from being displayed on the screen.
Using the Classrooms

Projector Screen
In most uses the screen does not need special attention. It is automatically lowered and raised when the System Power button is used to turn the projector on and off. If for some reason you need to raise or lower the screen apart from the system you can access screen controls by pressing the ‘Screen’ button in the lower left of the touch screen.

Monitor
The monitor displays whatever device is chosen from the Home Screen of the Touch Screen. Once an image is displayed on the monitor it can be sent to the projector by pressing the big green “Send to Projector” button.

If the monitor is not displaying an image it means that:
1) the monitor is turned off. The monitor has a power button in the lower right hand corner, it will be blue or amber if on.
2) the chosen device is in sleep mode or has no output.  
   1) Both the document camera and DVD/BlueRay player have power buttons to turn them on in the device control screen.
   2) Check that the computer is on. If the computer is on, then the small pinhole on the right side is lit. (If not on, see computer directions below.)
   3) Check that your laptop is connected, turned on, and properly configured to use an external output source. (See laptop directions below)

Cables
There are four cables. A USB connector to connect USB devices like flash drives, cameras and microphones to the console computer. The USB cable only works with the console computer. A VGA and HDMI connector to connect to a Laptop. Some laptops require adaptors or dongles to connect. Laptop users should provide their own adaptors when required. An audio jack to connect sound output from a laptop or a audio device like a phone. The audio jack only works when laptop is chosen as the device.
**Touch Screen**

The touch screen has a center panel that changes depending on what activity you are doing and a fixed set of icon buttons along the side. It is important to note that the response to buttons is not automatic. These are controls and devices need a little time to respond. Be patient. When pressing a button or item on the touch screen pause before pressing the next button and do not repeatedly press the same button. The touch screen can lock up when responding to multiple commands at once. If the screen locks up, it needs to be reset by a technician.

The two most important buttons on the side are the System Power button and the Home button. The System Power button turns the projector on and off and raises and lowers the screen.

The bottom two buttons on the side raise and lower the console table.

The Home button takes you to the Home screen. From here you can select device controls and select what is to be shown on the monitor and the projector. Selecting a device in the Home screen shows its output in the monitor and its controls in the touch screen. Pressing the Home button takes you back to the Home screen to select a different device.

When a device is selected from the Home screen on the touch panel the device screen has two projector control buttons. “Send to Projector” sends whatever image is currently on the monitor to the projector. “Projector Shutter” mutes and unmutes the projector image from being displayed on the screen.

Located at the bottom of the touch screen on the Home screen and all device screens are controls for the screen and sound. The screen button on the bottom left has controls for you to raise and lower the screen should you need to do it during class. The screen is raised and lowered automatically when the projector is turned on or off. The sound control on the bottom right is a volume slider. Move it to the left to decrease volume and to the right to increase volume. Mute is the icon next to the slider. When mute is on the mute icon will be blue.
Using the Classrooms

Trouble-Shooting Sound
If there is no volume, check the following:
—If using a laptop, phone or portable player, check that the audio cable is plugged into the appropriate headphone output on your device and that laptop is the chosen device in the touch screen.

—Check the mute button on the touch screen. Sometimes the mute button gets stuck in the on position. If you are unable to unmute the button, then use the power button to turn the system off, wait 20 seconds and turn it back on.

—Check the device. Depending on the device there may be a system control for sound, as well as, a sound control within the application that you are using.

Laptops
Using a laptop on the console is simple. It is recommended that students and guests use their own laptops when presenting. To connect a laptop connect either the VGA or HDMI cable to the laptop, select laptop from the Home screen, and choose the input cable you are using. If the laptop you are using does not have a VGA or HDMI connector, then you need an adaptor. The most common of these is a mini display port adaptor. Please encourage any laptop users to provide their own adaptor. The Dean’s office has a few for loan, but they may not work in every model of laptop.

Trouble-Shooting Laptops
Generally, if you connect the laptop to the cable before turning it on, the laptop will detect the external monitor and configure itself automatically. If the laptop output is not showing on the monitor:
—Check that the VGA or HDMI cable is plugged in and any adaptors have tight connections and that laptop is the chosen device in the touch screen.

—Laptops have different display modes. Generally you have the option to display on the laptop screen, project the screen to an external source, or show the display on the laptop and external source at the same time, called ‘Mirroring’. To access the different display modes:
On a Mac, select ‘System Preferences…’ from the Apple menu in the top left corner. Select the ‘Displays’ control panel and the ‘Arrangement’ tab to see available mode setting options.
On Windows, select ‘Control Panels’ from the start menu. Select the ‘Display’ control panel and choose the mode from the available options.
Console Computer
The console computer is an Apple Mac Mini. This is a dual boot computer that can start up with the Macintosh or Windows operating system. When you first select computer from the Home screen you will have the choice of operating system. Use the mouse to select the one you want. If you select the Mac, it will start up immediately. If you select the PC, the computer must reboot and go through the Windows startup before it can be used. It may take a few minutes before the Window screen appears, be patient. When presented with the login screen enter your EID and proceed to use the computer as normal.

If you are using the CD/DVD drive for the computer or a USB device, you need to eject them when you are done. You can do this how you normally do it on a computer or click on the ‘Eject All Media’ icon on the desktop. Click on the icon and your disk or USB device will be ejected and safe to remove.

It is imperative that you log out of the computer when you are done using it. This removes anything you did and restores the computer to a clean state for the next user. If you do not log out, your EID may be compromised by the next user. When you finish with the computer, log out and wait for the Mac or Windows selection screen to appear. This signifies that everything is okay for the next user. To log out, you can click on the Log Out icon on the desktop screen. You can also select Log Out from the Apple menu on Mac or from the Start menu on Windows.

Remember to always logout before you leave so that your EID is secure and the next user has a clean functioning device to use.

Trouble-Shooting Computer
When you first select the computer in the Home screen you should see the Mac OS Windows choice screen shown above. If you do not see the choice screen it may be due to one of the following:

The computer or display is asleep or monitor is turned off.
Check that the monitor is on and then move the mouse and click the mouse button to wake up the computer

The computer is not turned on
If the computer is on, then the small pinhole on the right side is lit. (see starting computer below)
Using the Classrooms

The computer was not properly logged out by the last user
If you see a log in screen requesting a password it means the previous user didn’t bother to log out and left the computer locked for other users. (see starting computer below)

Starting the Computer
Any time you have problems with the computer whether it is one of the issues listed above or it is hung or locked up you may need to start or restart the computer. Always check the state of the computer to see if it is on or not. If it is on, you should see a small pinhole of light on the right side. Starting and restarting the computer is done with the black plastic button sticking out of the console next to the lower right corner of the computer. This button activates a lever that pushes against the power button located on the back of the computer. Push it very carefully and straight back to activate the lever.

If the computer is off and you need to start it, push the button and hold it for a count of 5 and release. You will see the light in the small pinhole letting you know the computer is on and going through the startup phase.

If the computer is on and you need to restart it, push the button and hold it for a count of 10 and release it when you see the light in the small pinhole go off letting you know the computer is off. Count to 10 again and then push the button and hold it for a count of 5 and release. You will see the light in the small pinhole letting you know the computer is on and going through the startup phase.

Document Camera
As soon as you lift the document camera arm it will power up and the light will come on. The doc-cam is now ready to use. From the Home Screen press the DocCam icon. DocCam controls will appear in the touch screen. There is also power on/off control on the touch screen.

DVD/BlueRay Player
You can play a DVD or an audio CD on the Blu-Ray player. As soon as you select Blu-Ray from the Home Screen the control buttons will appear. They are the same buttons normally found on a remote and function the same. You should only use the control buttons on the screen and not on the player.