

USING THE ELECTRONIC CLASSROOMS

1. If Touch Panel is dark, touch it to activate.
2. At the Welcome screen, touch anywhere on the screen to begin.
3. Enter 4 digit numeric passcode and press Enter.
4. Main Menu will appear.
5. Touch "System Power On". Button will appear to depress.
6. Touch "Video Projector On". Button will appear to depress.
7. Select source (computer or video) that you wish to display by touching the appropriate button. If projecting something with audio, adjust audio volume as desired. If Volume is muted, "Mute" button may be RED and/or flash.
8. When class is over, touch "Video Projector Off".
9. Touch "System Power Off". This will return you to the Welcome screen.

TIPS ON USING THE EQUIPMENT

- ⇒ Projector will take 30-45 seconds to warm up.
- ⇒ When selecting a source, image on screen may initially "jump" back and forth as projector is auto-syncing to the source's resolution. This is normal.
- ⇒ No video on Monitor and Video Projector when PC or Mac is selected can be corrected by hitting the space bar on appropriate keyboard.
- ⇒ Erratic mouse problems could be caused by not using a mouse pad.
- ⇒ VCRs are auto-play; do not insert tape completely until you are ready to play video clip.
- ⇒ Please use the pads on the lecterns to report minor problems.
- ⇒ Call x-7007 on the classroom phone for assistance during class.

Problems during Class?

- ⇒ Electronic Classroom Support (M – F; 8:00am-8:30pm) x-7007
- ⇒ Information Technology Services Help Desk (M – F; 8:30am-5:00pm) x-6400
- ⇒ Report Problems in Classrooms – helpdesk@union.edu

USING THE LAPTOP CLASSROOMS

Plugging In:

- Video, audio and network cables are available in the room; connect to your laptop.
- There is a power outlet in the same box as the video, audio and network cables.
- There is wireless in the classroom if you don't want to use the network cable.

All Controls for Video and Volume are located on the wall plate or table top.

Turning Projector On:

- Press DISPLAY ON button.
- The projector will turn on. The projector takes about 30-45 seconds to come on.

Using a Laptop:

- Press LAPTOP button on panel – Laptop light will illuminate to indicate the selection.
- Send the video signal out from your laptop.
- When projector switches to laptop image, image on projection screen may shift/jump back and forth momentarily. In Lippman it may take several seconds to switch sources. This is normal as the projector adjusts itself to the sources' resolution.
- You can control audio volume using the VOLUME scroll wheel on the panel.

Using a DVD or VCR:

- Turn on DVD/VCR Unit.
- Press the DVD/ VCR button on panel – DVD/VCR light will illuminate to indicate the selection.
- Insert VHS Tape or DVD into DVD/VCR Unit.
- Controls for the DVD/VCR are the buttons located on the panel.

Turning Off:

- Press **DISPLAY OFF** button. DISPLAY OFF light will illuminate and you will see "Shutting Down – Please Wait" on the screen and the projector will power off. (Note: this takes about 90 seconds)
- Disconnect your laptop and leave laptop cables.

Troubleshooting:

- No audio from the laptop – make sure audio cable is connected to headphone jack on laptop and that the volume control on the laptop isn't set to mute.
- No video from the laptop – Press and LAPTOP button on panel. Make sure video cable is attached and that video signal has been sent to external display.
 - PCs - You may have to hit Fn + F7 to send video to external display.
 - Macs – You may have to go to System Preferences -> Displays -> Click on Detect Displays and turn on Video Mirroring.
- If there is still an issue with projection, use the master power switch to turn everything off, and then turn everything back on in the correct order as above.

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