Classroom Operations Guide

In each classroom there is equipment available that can be used for Internet access (e.g. YouTube, Wikipedia), PowerPoint presentations, and view VHS tapes and DVDs.

There are two types of technology in the classrooms.

The first type is the Black Box classroom. This classroom is a little older but still has the same functionality.

Black Box Classroom Guide

Below is a picture of a typical black box. Please take note of the controls.

1: Main power switch – If it is not on, please turn switch to the **ON** position. The switch should light up.

2: DVD/VCR switch. – Press appropriate button for media that you are playing.

3: Sound amplifier switch – Turn switch to the right to power on.

4: Computer power switch – Power light will be lit up when on. The computer should auto-logon.
5: Volume control for left and right channels. - Turn knobs to the right to increase volume.

**Remote for Projector:**

1: On/Off – Press once to turn On; press twice to turn Off
2: Computer input – press for using black box computer (use Computer 2 input; may need to press the button twice)
3: Video input – press for DVD/VCR
4: Volume control
5: Auto PC – press this if screen is out of alignment

**Using the Black Box**

1: Make sure all the equipment is turned on. In order make sure the master power is on (1 on black box picture). Audio amplifier is one (3 on black box picture). Turn on the projector by pointing projector remote at projector and pressing On/Off button once.

2: Pull down the projector screen which is mounted above the dry erase board.

**Using the Black Box Computer**

1: Make sure the computer is on. The power light should be lit up. If the computer is not on, press the power button. The computer should auto-login after a couple minutes.

2: Make sure the projector is set to the Computer 2 input. Pressing the Computer button on the remote (2 on projector remote picture) will cycle between the Computer 1 and Computer 2 input.

**Using the Black Box DVD/VCR**

1: Make sure the DVD/VCR has been turned on. Select DVD or VCR on the device (2 on black box picture). Insert media.
2: On the projector remote press the Video button (3 on projector remote picture).

Using a laptop in a Black Box Classroom

Below the white board should be a VGA connector. If there is a cable plugged in you will need to unplug it and plug in a cable from your laptop. If you do not have a cable the Help Desk can provide one for you.

VGA Connector

Miscellaneous

1: On the projector remote use the volume control (4 on projector remote picture). If the audio is still low, adjust the left and right channels on the amplifier (5 on black box picture).

2: If the volume is still low and you are using the PC, adjust the volume on the computer. In the lower right click on the speaker and adjust the volume.

3: When you are finished with the room please make sure to turn off the projector by pressing the ON OFF button (1 on projector remote picture) twice. There is no need to turn off the computer or master power switch to the black box.
Podium Classroom Guide

All of the classrooms on the 4th floor of the Mart and a few classrooms in 325 N. Wells have a podium classroom setup. The guide below is a general overview for how the classrooms are.

Located in the podium is a touch screen. Approaching the screen; it should turn on, but if it doesn’t please touch the screen and you should see the screen below.

Touch anywhere on the screen and it should present a screen like below.
(If the projector is currently off and the screen is up pushing any of the numbers from 1 to 4 should turn on the projector and lower the screen.)

1: Push on the touch screen here to select the computer in the podium.

2: Push on the touch screen here to use your own laptop. You will need to hook up your laptop to the VGA connector located on top of the podium.

3: Push on the touch screen here to use the DVD/ VCR player inside the podium. The touch screen will change to VCR/DVD controls.

4: Push on the touch screen here to use a device that uses HDMI (e.g. laptop, portable video player)

5: Push on the touch screen here on the arrows to control the volume or mute the audio.

6: Push on the touch screen here to turn on/off the projector or raise/lower the screen.

7: Push on the touch screen here to exit the system. When you exit it will prompt you if you are sure. If you select Yes then the projector will turn off and the screen will raise.

Miscellaneous

- If the system is off, pushing any of the inputs should turn the projector on and lower the screen. If this does not happen you can go into Display (6 on picture) and manually turn on the projector and lower the screen.
- When you are finished with the room, please select Exit (7 on picture). This should turn off the projector and raise the screen.