



CLASSROOM TECHNOLOGY GUIDE

RWU Classroom and Event Support
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CAS 152

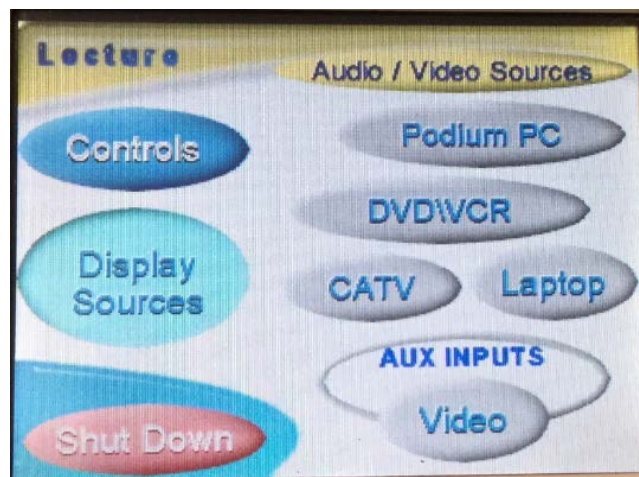
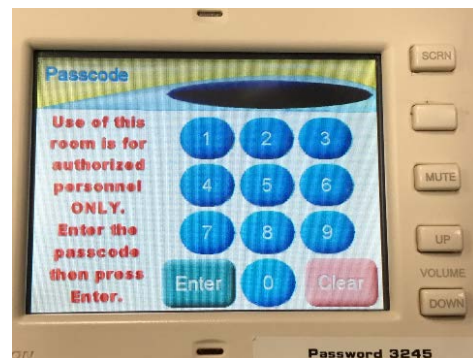
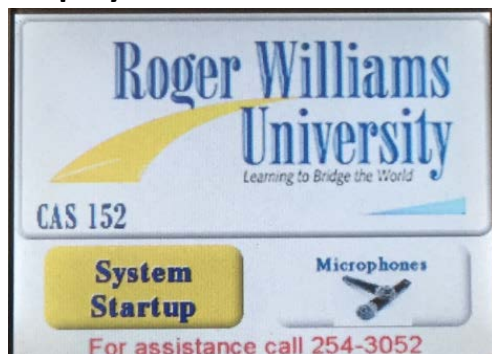
Lecture halls are found throughout the Roger Williams' campus. In this room you will find a **Room PC, DVD/VHS player, and a VGA laptop connection.**

The Room PC and DVD/Bluray player are found inside the podium.



The **VGA and Ethernet cord** for laptop connection on top of the podium.

To turn on the system, select **System Startup**. The system will ask for a passcode which is located on the touch panel. After startup, the touch screen will show **Display sources and Room Controls.**

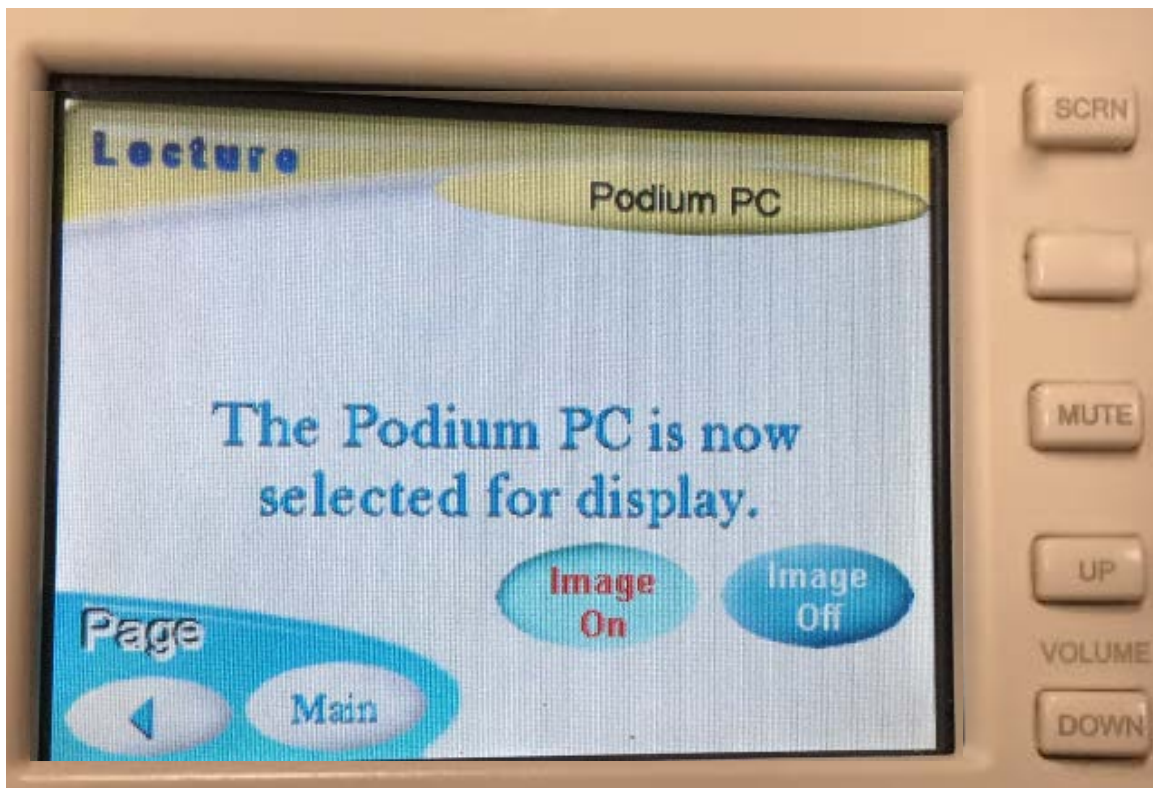



To shut down the system, select **Shut Down** on the bottom left of the touchscreen. To return to the main screen, select **Cancel**.


Using the Podium computer

There is a **room PC** located inside the **podium**. To turn on the PC, press the power button. The power button will light up white when the PC is on.

To project the PC, turn the system on by pressing the touch panel. Next, select **Podium PC** from the **Display Source** screen. After selected, the following screen will display:



 To mute the image, select Image off.

 To unmute the image, select Image on.

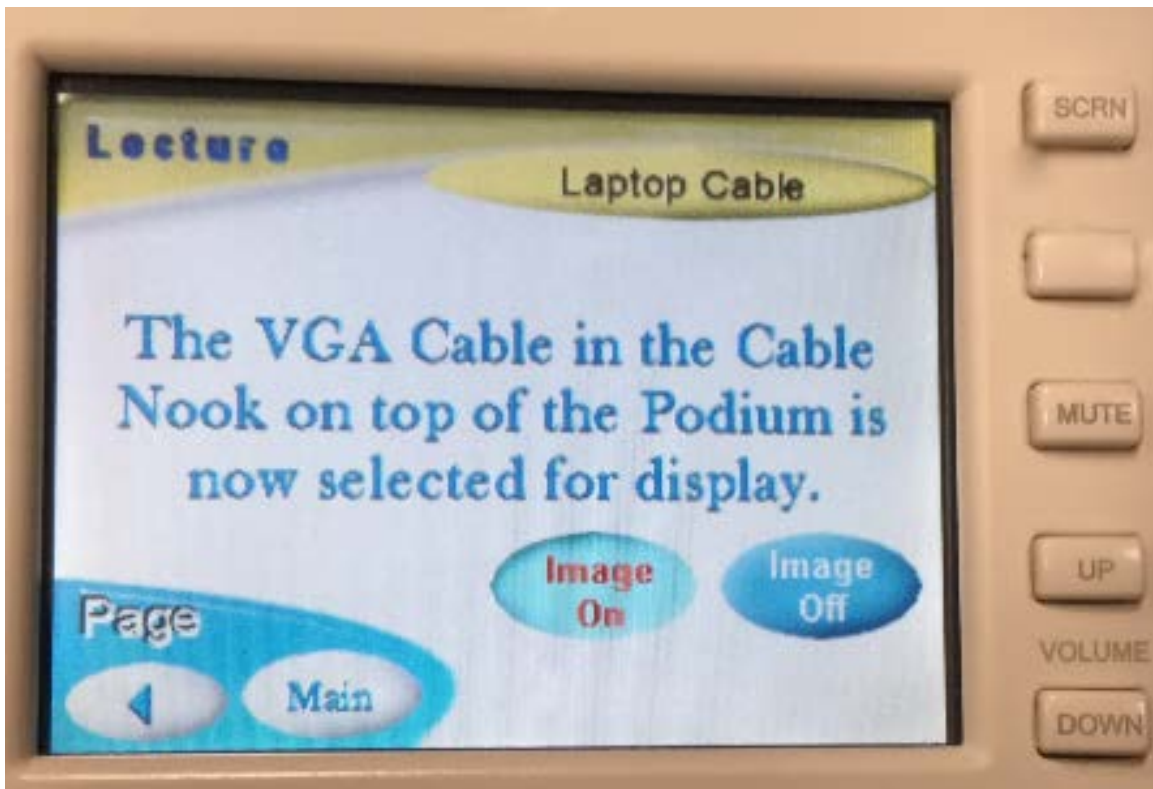
 To return to the Controls and Display Source options screen, press Main.

Connecting a laptop

On the top of the podium, there is a **VGA cord** available to connect a laptop to the projector. To connect via **VGA**, plug the VGA cord into your laptop and the audio cord into the headphone jack.



Turn the system on by pressing the touch screen. Next, select **Laptop** from the **Display Source** screen. After selected, the following screen will display:



To mute the image, select Image off.



To unmute the image, select Image on.



To return to the Controls and Display Source options screen, press Main.

Using the DVD/VCR player

A **DVD/ VCR combo player** is located inside the podium.



To play a DVD, turn the system on by pressing the touch screen. Next, select **DVD/VCR** from the **Display Source** screen. Another screen will load asking for you to select DVD or VCR. When you select DVD the following screen will display.



To start the DVD, select play.



To go to the DVD menu, select menu.



To pause, select pause.



To stop, select stop.



Use the arrows to move around DVD menu and scenes.



Use the skip arrows to fast-forward and rewind the scene.



To return to the Controls and Display Source options screen, press Main

VCR

If you select VCR the following screen will display:



To start the VHS, select play.



To pause, select pause.



To stop, select stop.



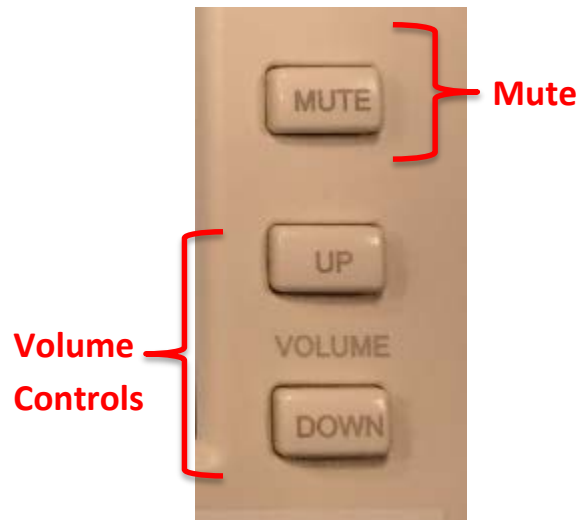
Use the skip arrows to fast-forward and rewind the scene.



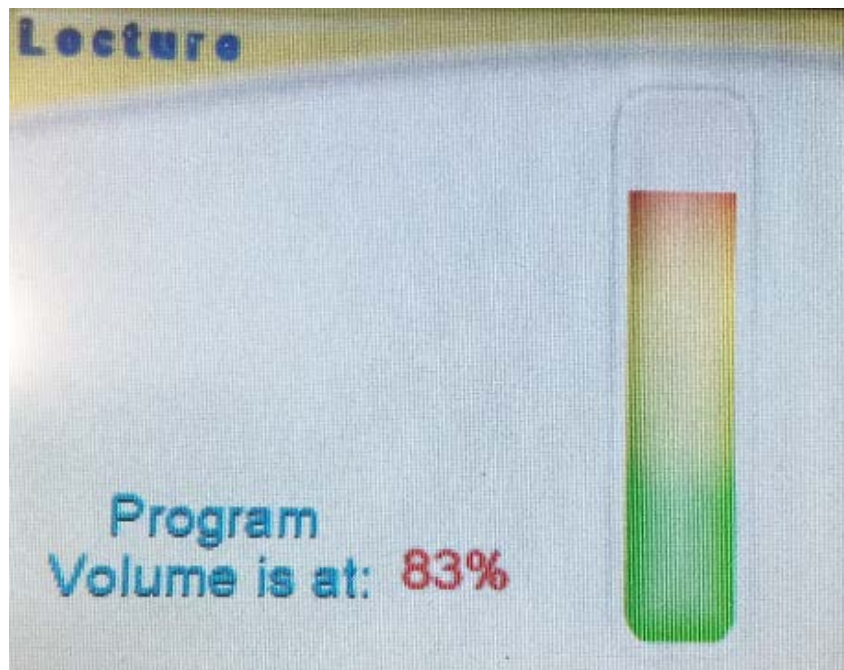
To return to the Controls and Display Source options screen, press Main

Adjusting Volume

To adjust the room volume press the Volume up and down buttons located on the bottom right side of the touch screen.



When adjusting the sound, the following will display on screen.



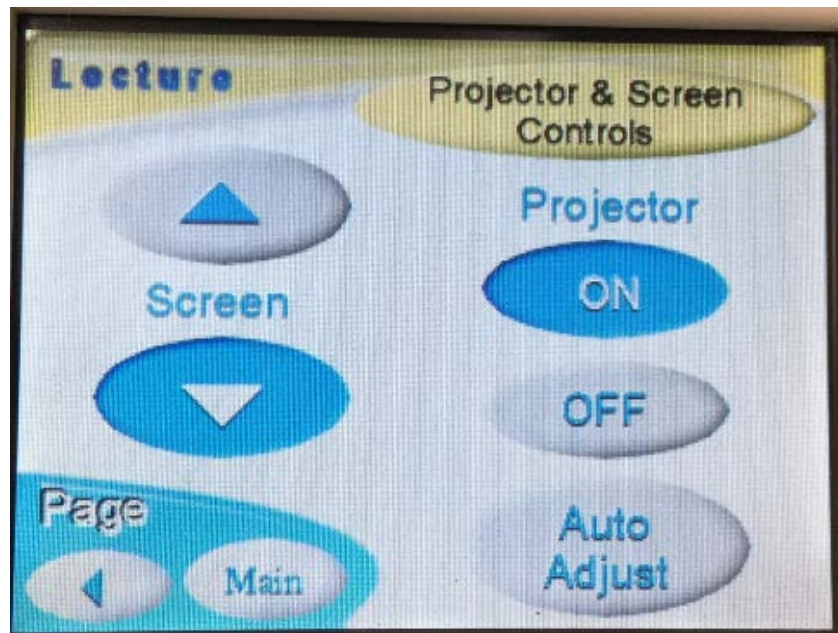
The color bar will fill as the volume increases. The screen will display what percentage the volume is at

Room Controls

On the main screen are display sources and room controls. Under room controls there is the option of accessing the microphones and controlling the Projector and screen.



Under projection and screen the following options are available:



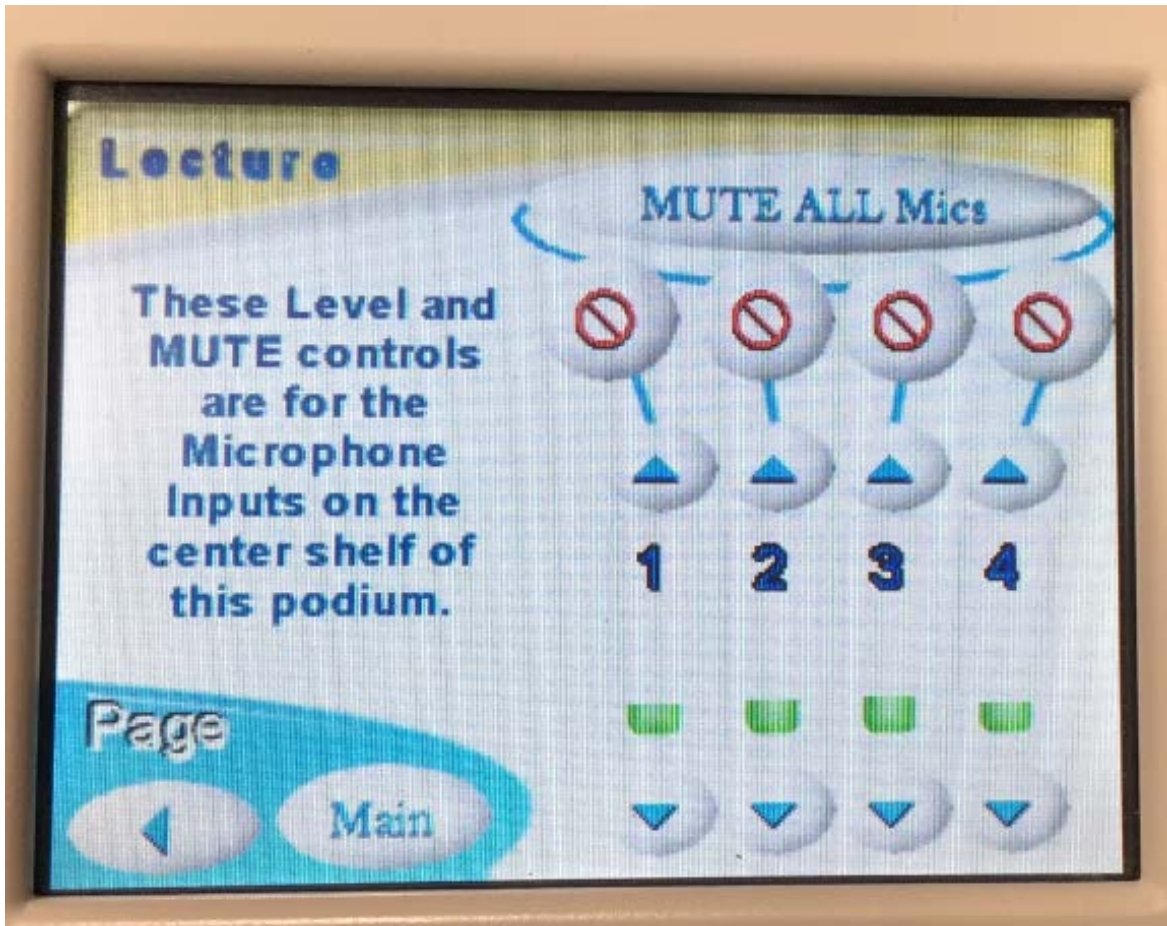
To control the screen, use the up and down arrows

To adjust laptop image to fit to screen, select auto adjust.

Using microphones

CAS 152 has four microphones inputs available for use. To access the mic controls, go to the **Main** page on the touchscreen. Select the Controls and then Microphones.

The following screen will display:



MUTE ALL Mics

To mute all mics, select mute all mics.



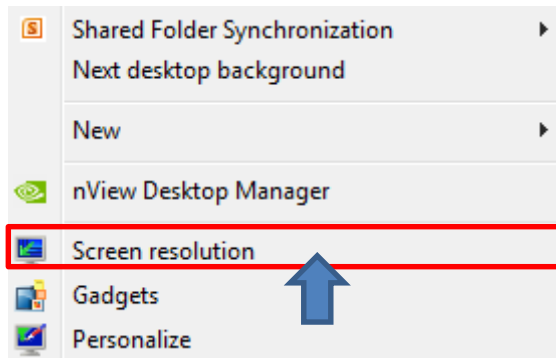
To mute individual mics, select the no symbol above the corresponding mic.



To adjust the volume of the mic, use the up and down arrows above the volume color bar. The color bar will fill as the volume increases.

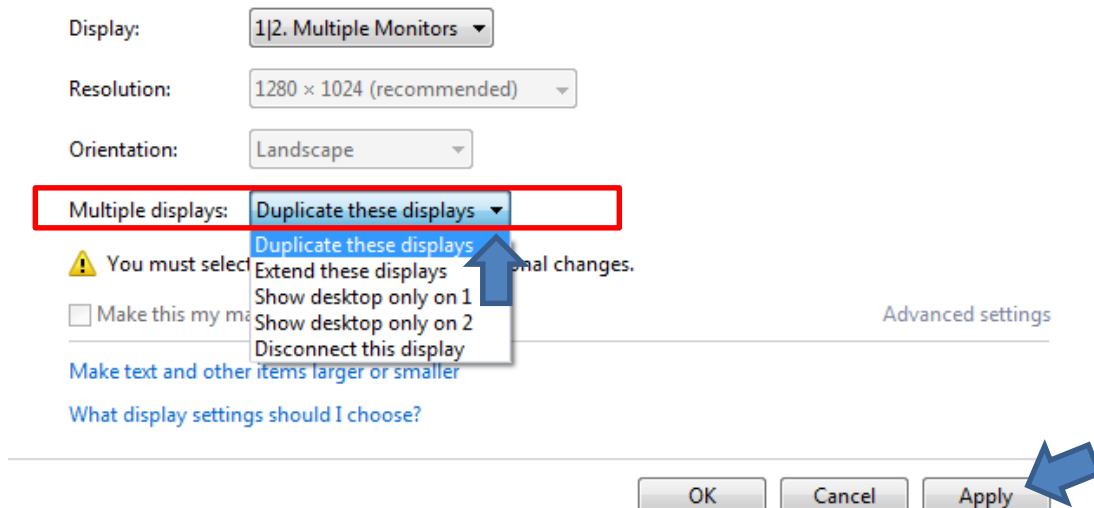
Troubleshooting Display Connection

When you connect a laptop to the projector, the computer may be in extended mode. Extended mode is when the computer uses the projector as an extra monitor extending the visual range of the desktop. To correct this issue, Right click on the desktop. From the drop down menu, select **Screen resolution***.

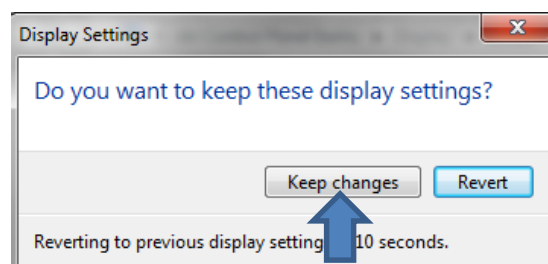


*in Windows 10, select **display settings** instead of screen resolution

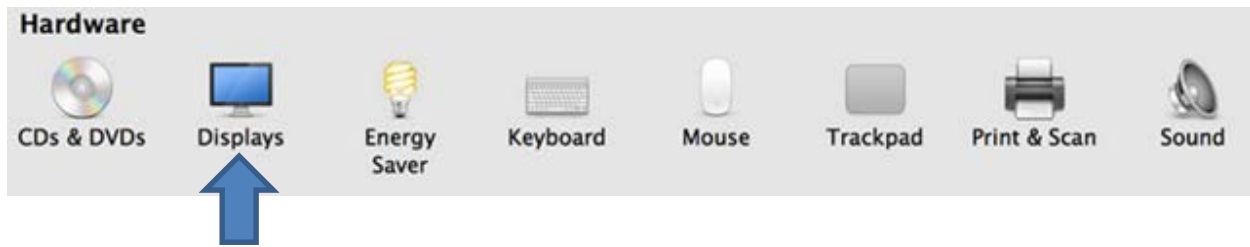
In **Screen resolution**, you will find different display options. Under the **Multiple displays** drop down menu, select **Duplicate these displays**. Then, click **Apply**.



A box will appear on screen asking if you want to keep these display settings. Click **Keep changes**. The computer is now in duplicate mode. The projected image will now mirror your computer.



When connecting your mac click on **the Apple icon** (🍏). From the drop down menu, select **System preferences**. From the **System preferences** menu, click **Displays**.



In display options, select the **Arrangement** tab. Check the **Mirror Displays** box. The projected image will now mirror your computer.

