CLASSROOM TECHNOLOGY GUIDE

CAS 227

RWU Classroom and Event Support

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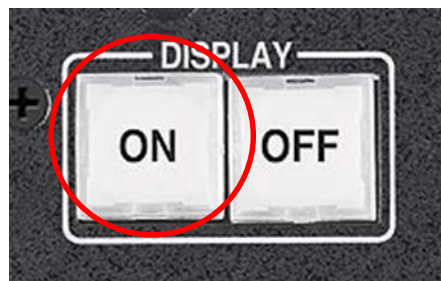**Roger Williams University** | **Information Technology**

Roger Williams' black box classrooms are located throughout campus. These rooms have an **Epson projector, HDMI connection and DVD/VCR combo player**. The room is controlled by push buttons located on top of the black box. The source button will **glow** when selected.
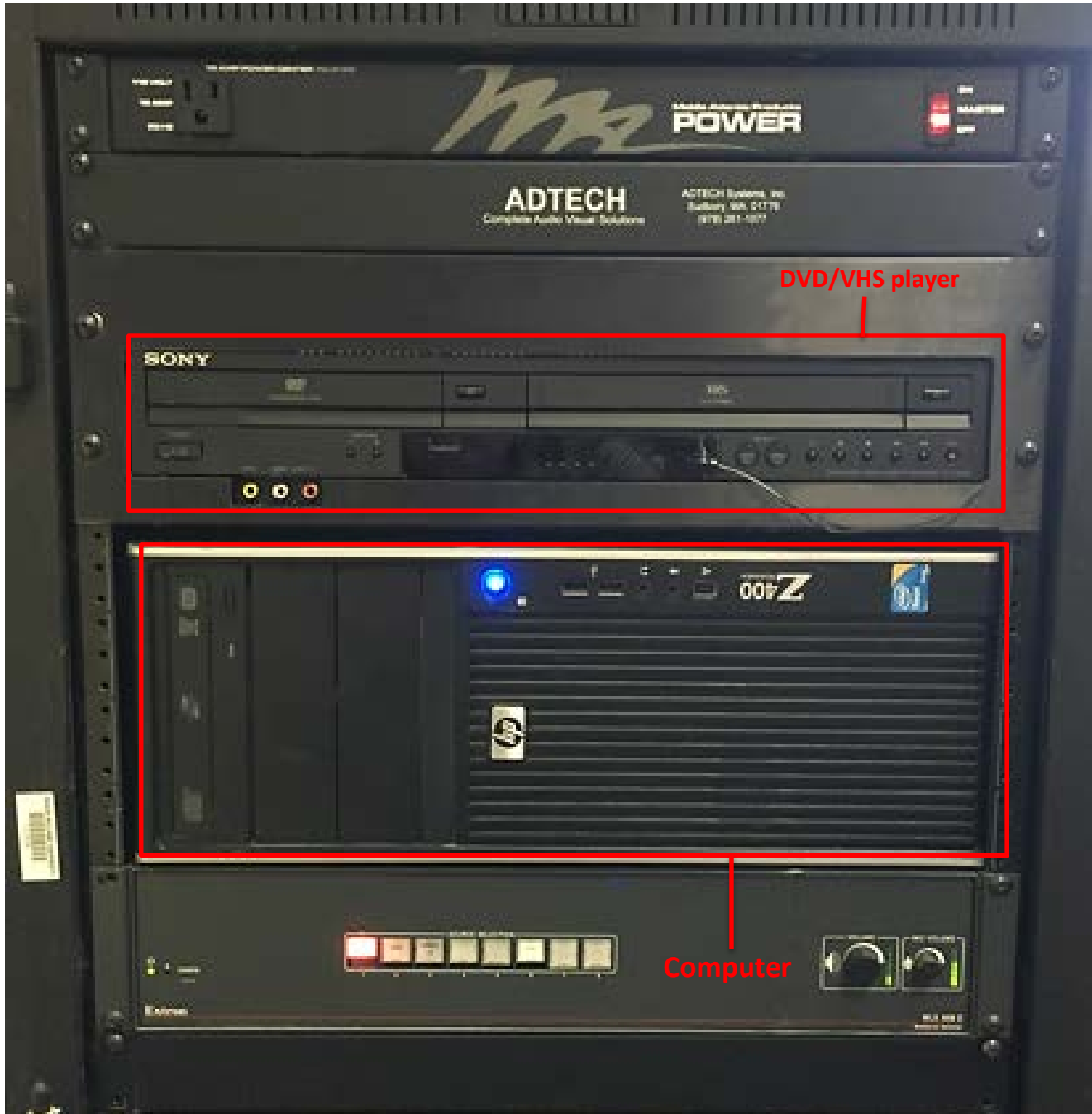

On the top of the box, you will also find **an HDMI cord and an Ethernet cord**. The **Room PC and DVD/VCR combo player** are located inside the box.

To power on the system, press the **ON** button. The button will light up and flash during start up. The projector will turn on. The startup process takes 30 seconds.
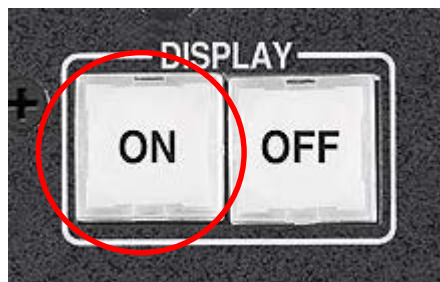
The Equipment

DVD/VHS player

Computer

Using the Room computer

Located in the black box, is a HP **computer**. To turn on the PC, press the power button. The power button will glow blue when on.

To project the PC, turn the system on by pressing the **ON** button. The button will flash for 30 seconds while the system starts up.

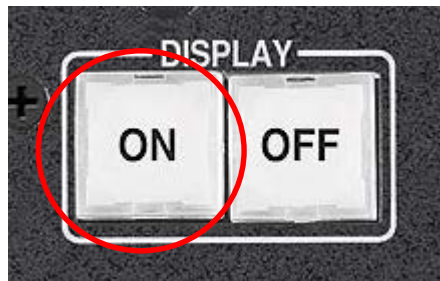Next, select the **PC** button on the control panel.

The computer will project onto the screen.

Connecting a laptop

On top of the black box, there is an **HDMI cord** available to connect a laptop to the projector. To connect via **HDMI**, plug the HDMI cord into your laptop.

Turn the system on by pressing the **ON** button. The button will flash for 30 seconds while the system starts up.
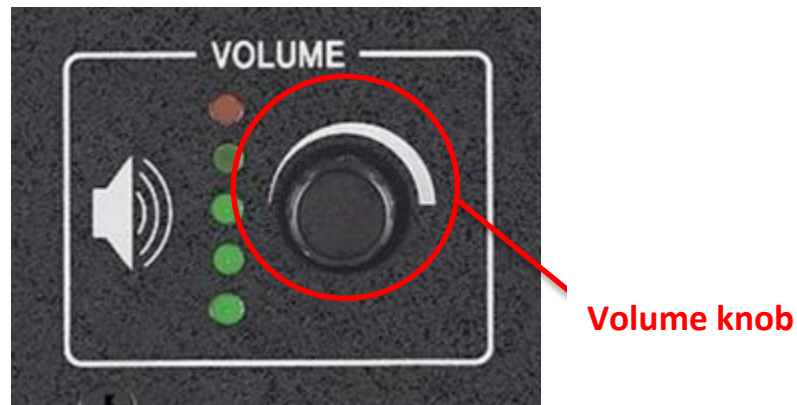

Next, select the **HDMI** button on the control panel.

Your laptop will project onto the screen.
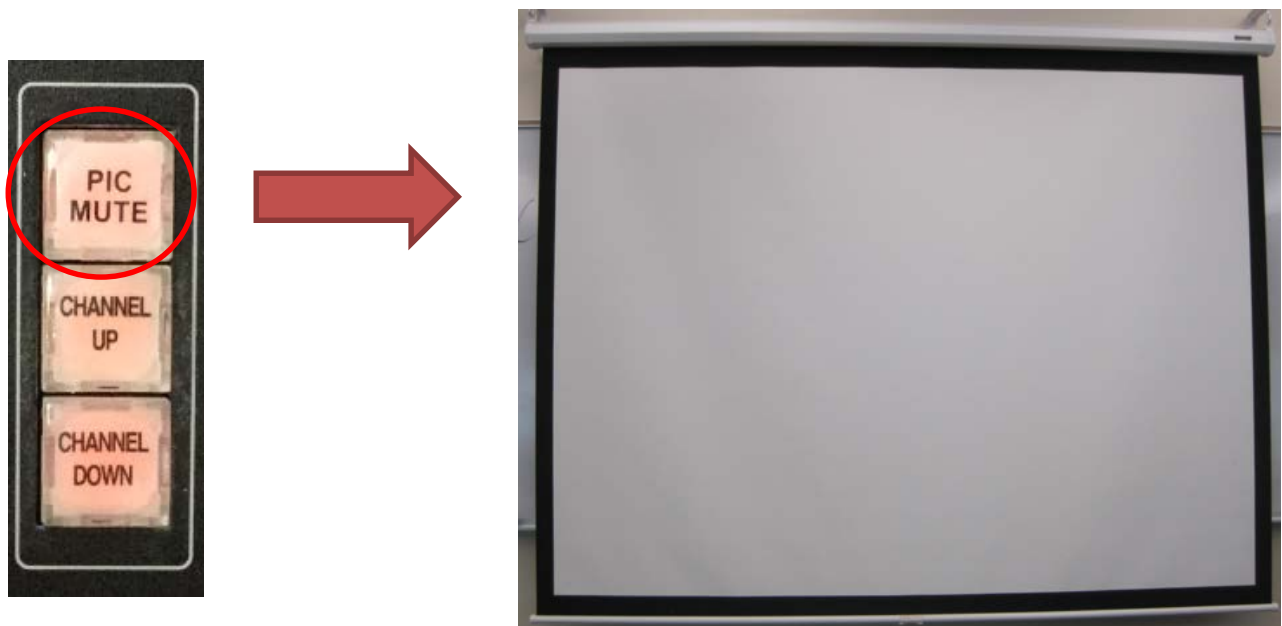
Adjust Audio

To adjust the system volume, turn the **black knob** located under the **ON** and **OFF** buttons. As the volume increases, the **green LED** will light up.

Volume knob

Image Mute

You can **mute the projected image** without disconnecting your laptop or shutting down the system.

Press the **PIC MUTE** button. Your image will no longer project on the screen. The **PIC MUTE** button will flash red when activated. To return your image to the screen, press the **PIC MUTE** button again. Your image will display and the button will no longer flash red.

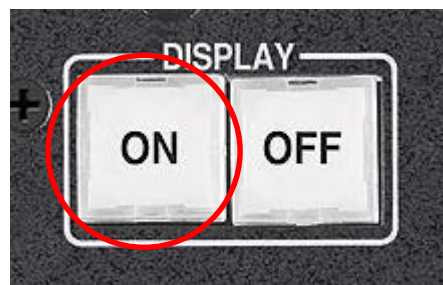**When you are finished, press the OFF button to shut down the system.**

Using the DVD/VCR player

A Sony DVD/ VCR combo player is located in the inside the desk.

To use the **DVD/VCR player**, power on the room system. Turn the system on by pressing the **ON** button. The button will flash for 30 seconds while the system starts up.

If you are playing a DVD, select the **DVD** button. To play a VHS, select the **VCR** button.

To power on the DVD/VCR player, press the black **power button** on the left side of the player.

To control the DVD/VCR player, use the **DVD & VCR controls** located on the control panel on the black box.
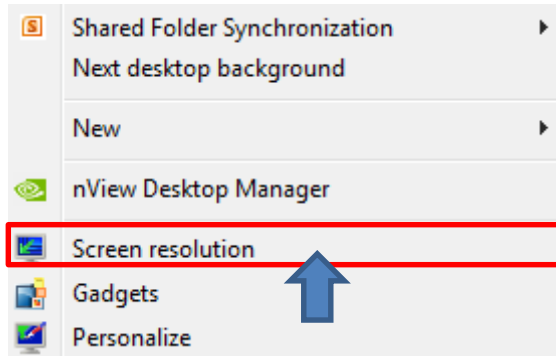

To adjust the volume, turn the **black knob** located under the **ON** and **OFF** buttons.
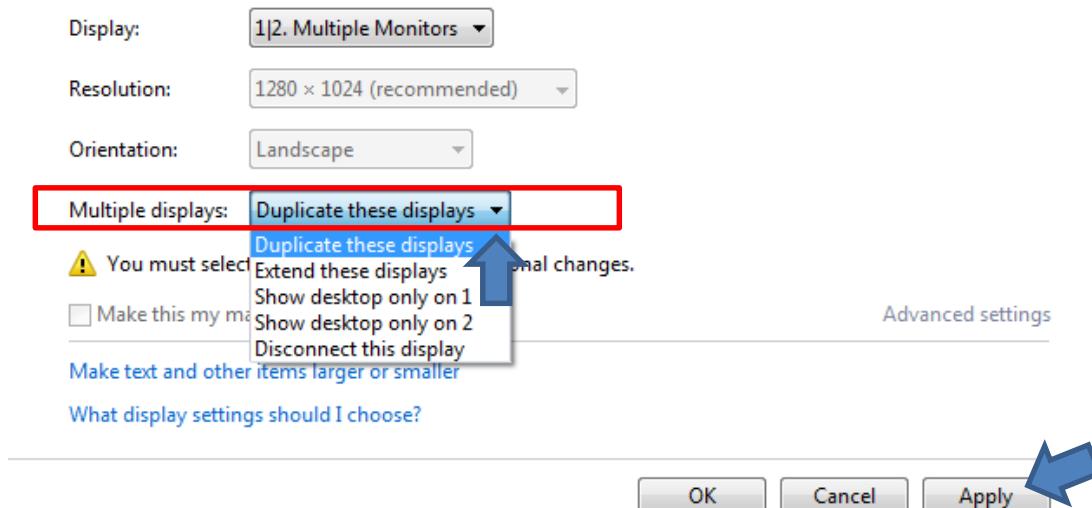
Troubleshooting Display Connection

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*.**
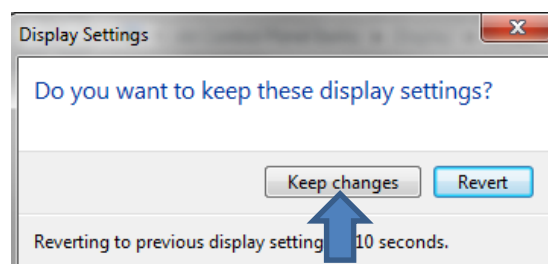

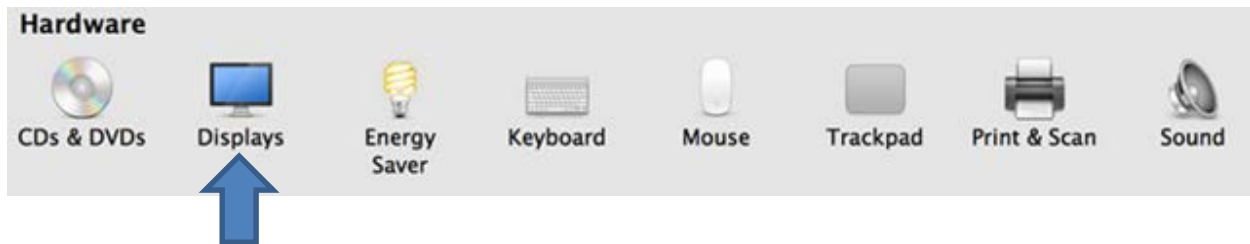*in Windows 10, select **display settings** instead of screen resolution.

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.