



CLASSROOM TECHNOLOGY GUIDE

RWU Classroom and Event Support
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Information
Technology

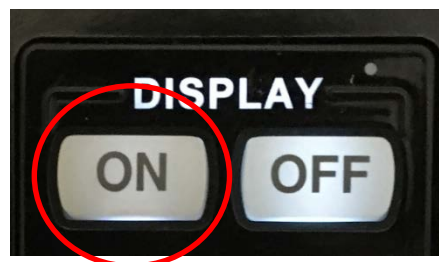
The room comes equipped with an **Epson projector and a room PC** along with **VGA and HDMI laptop connections**. The room is controlled by push buttons located on the wall near the teacher station. The source button will glow when selected.



The **HDMI, VGA, and Ethernet cord** for laptop connection are located on the teacher station.



To turn on the display, press **ON** button. The projector will turn on. The startup process takes 30 seconds.

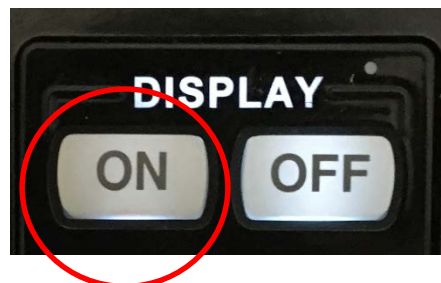


Using the Room computer

Located on the teacher station is a dell **computer**. To power on the computer, press the power button. The button will glow **blue** when on.



To project the PC, turn the system on by pressing the **ON** button. The system will take 30 seconds to start up.



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



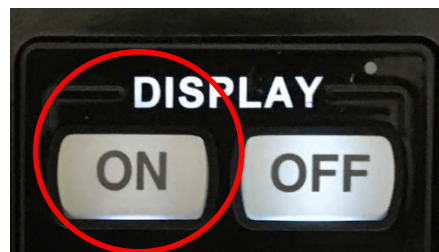
The computer will project onto the screen.

Connecting a laptop

To connect via **VGA**, plug the VGA cord into your laptop and the audio cord into the headphone jack.



To project the laptop, turn the system on by pressing the **ON** button. The system will take 30 seconds to start up.



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



Your laptop will project onto the screen.

To connect via **HDMI**, plug the HDMI cord into your laptop.



To project the laptop, turn the system on by pressing the **ON** button. The system will take 30 seconds to start up.



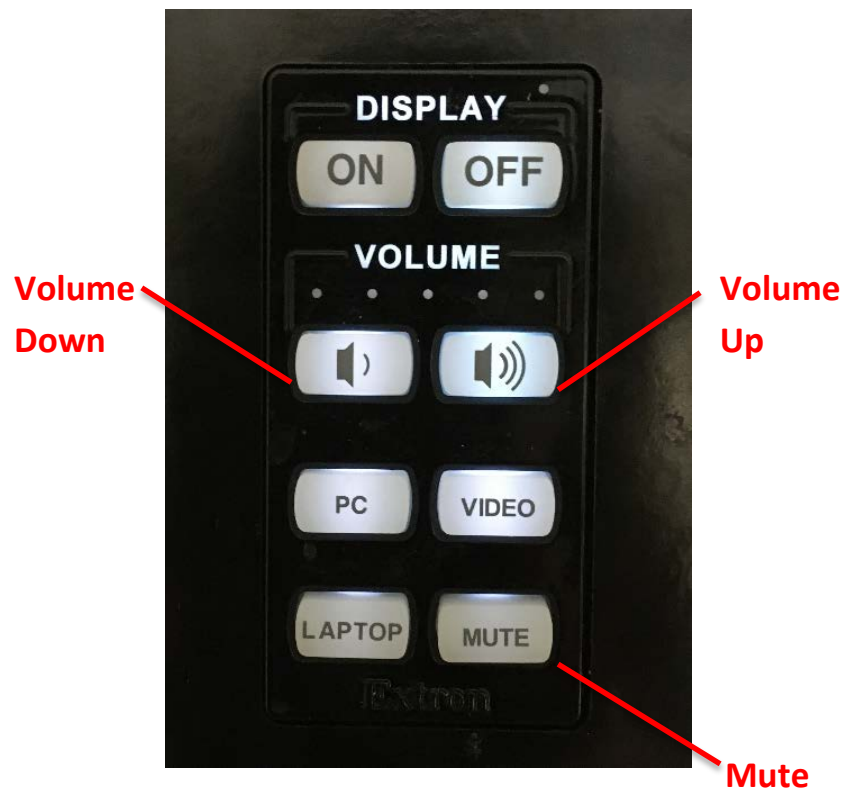
Next, select the **Video** button on the control panel.



Your laptop will project onto the screen.

Adjust Audio

To adjust the room volume, press the volume control buttons located on the wall panel.

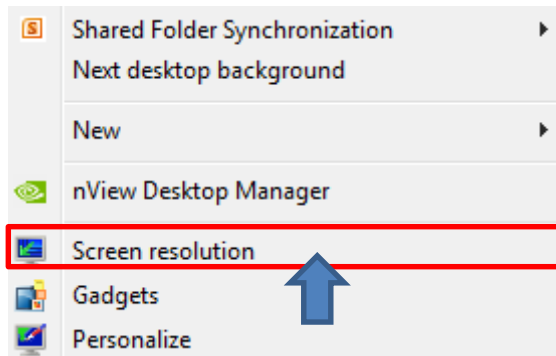


When you are finished, press the **OFF** button to shut down the system.



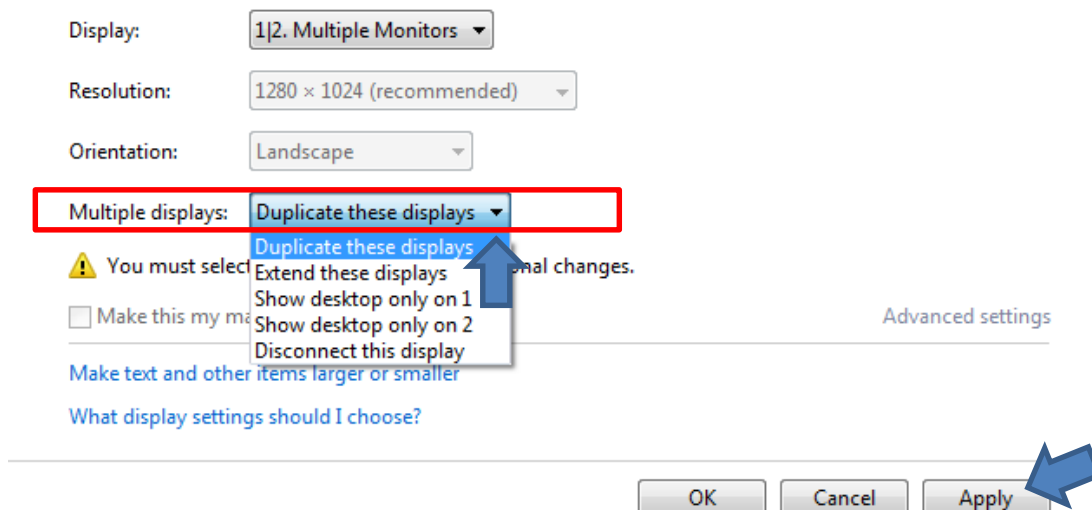
Troubleshooting Display Connection

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***.

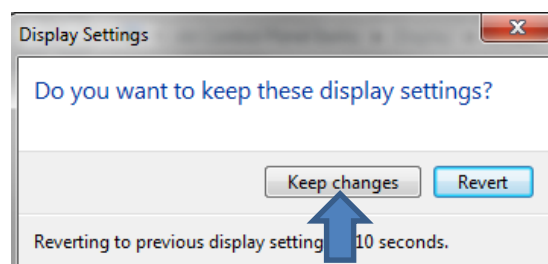


*in Windows 10, select **display settings** instead of screen resolution

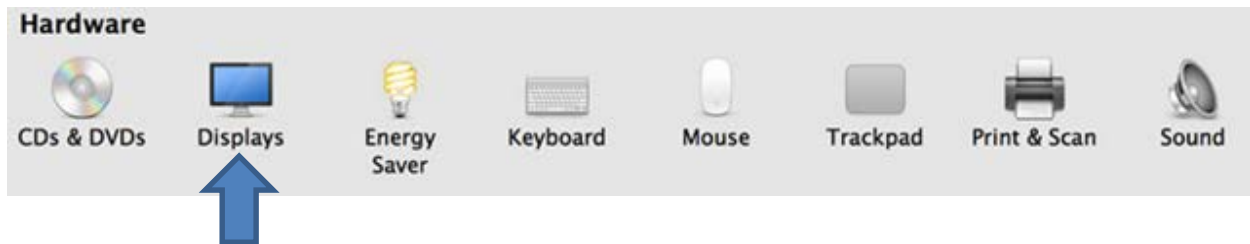
In **Screen resolution**, you will find different display options. Under the **Multiple displays** drop down menu, select **Duplicate these displays**. Then, click **Apply**.



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.

