



CLASSROOM TECHNOLOGY GUIDE

GSB 308

RWU Classroom and Event Support
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Roger Williams
University

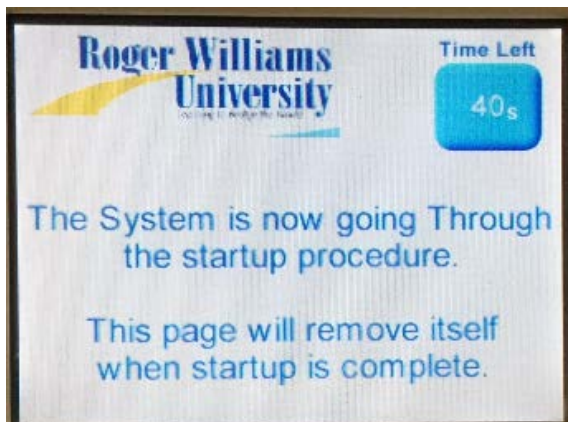
Information
Technology

Lecture halls are found throughout the Roger Williams' campus. The room comes equipped with an **Epson projector and screen**. The room also has a **PC and DVD/VHS player** which can be found inside the podium.

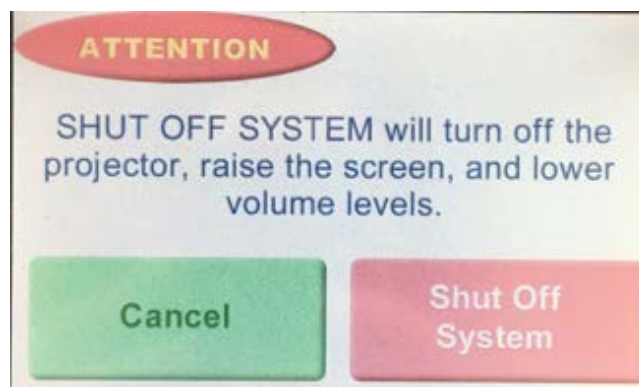


On top of the podium are an **HDMI, VGA and Ethernet cord** for laptop connection and the touch screen controls for the room.

To turn on the system, press the touch screen. The system will go through its startup process. After startup, the touch screen will show various **Display sources**. Select the display source you would like to use.



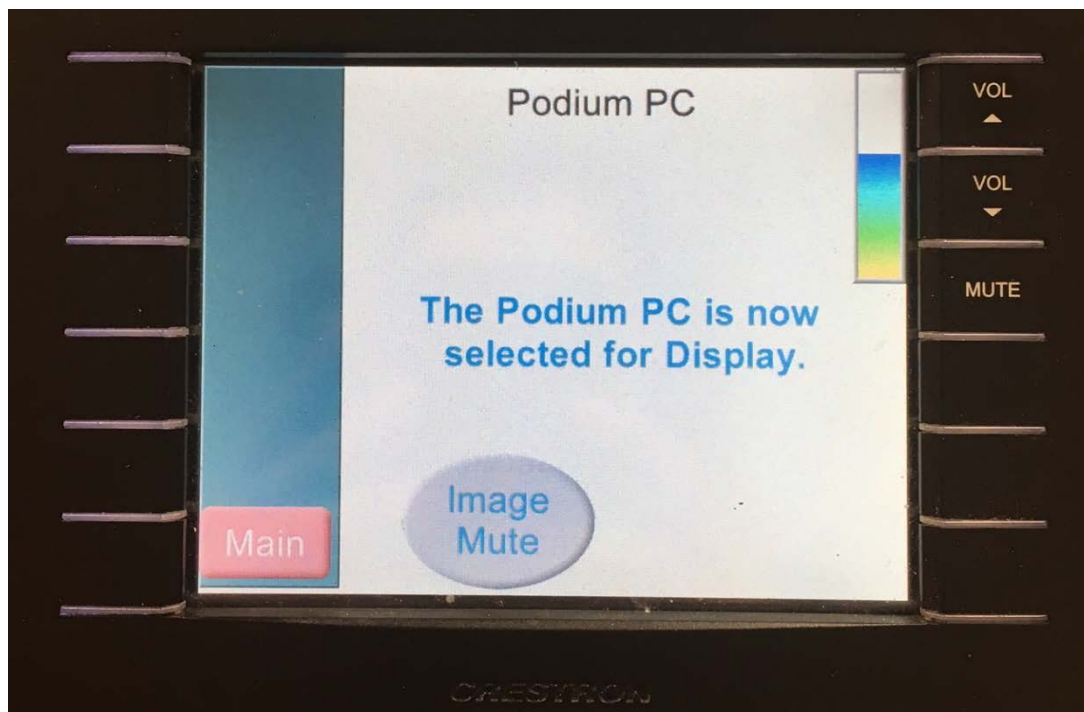
To shut down the system, press the **Exit** button the Display source screen. Then select **Shut off system**. To return to the main screen, select **Cancel**.




Using the Podium computer

There is a **room PC** located inside the podium. To power on the PC, press the power button. The power button will light up **blue** 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 display, select Image Mute.

 To adjust the volume, use the Volume buttons on the right side of the touchscreen. The color bar will fill as the volume increases.

 To return to the source options screen, press Main.

The podium PC will project onto the screen.

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 controls will display:

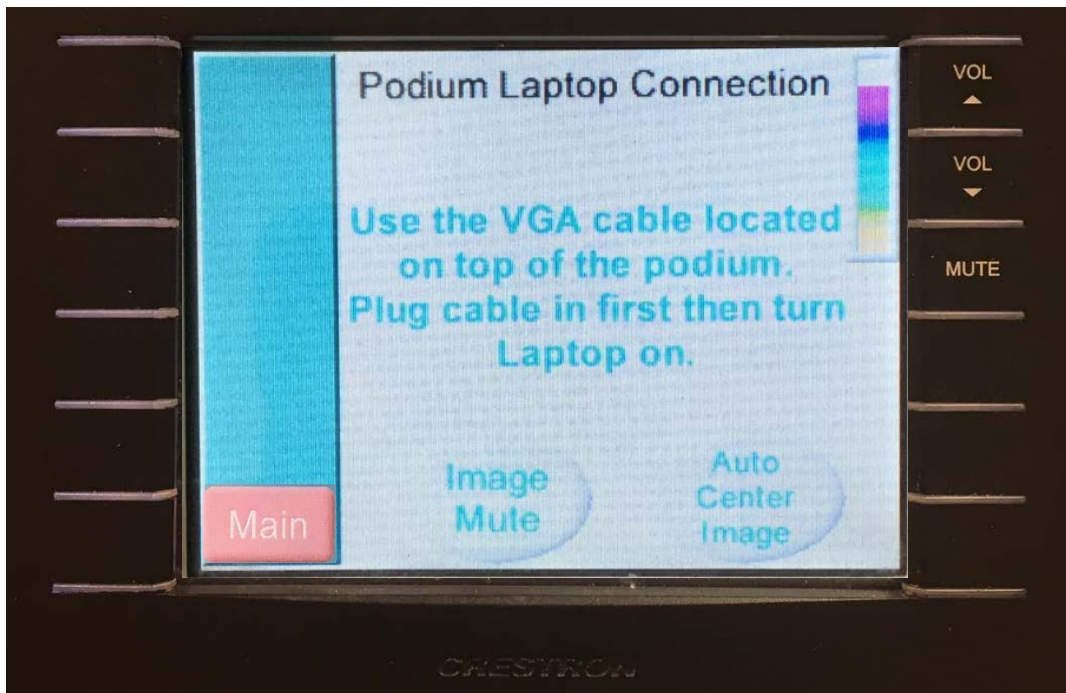



Image Mute To mute the display, select Image Mute.

 To adjust the volume, use the Volume buttons on the right side of the touchscreen. The color bar will fill as the volume increases.

Main To return to the source options screen, select Main.

Auto Center Image To adjust the laptop projection, select Auto Center Image.

The laptop will project onto the screen.

There is also 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 touch screen. Next, select **HDMI** from the **Display Source** screen. After selected, the following controls will display:

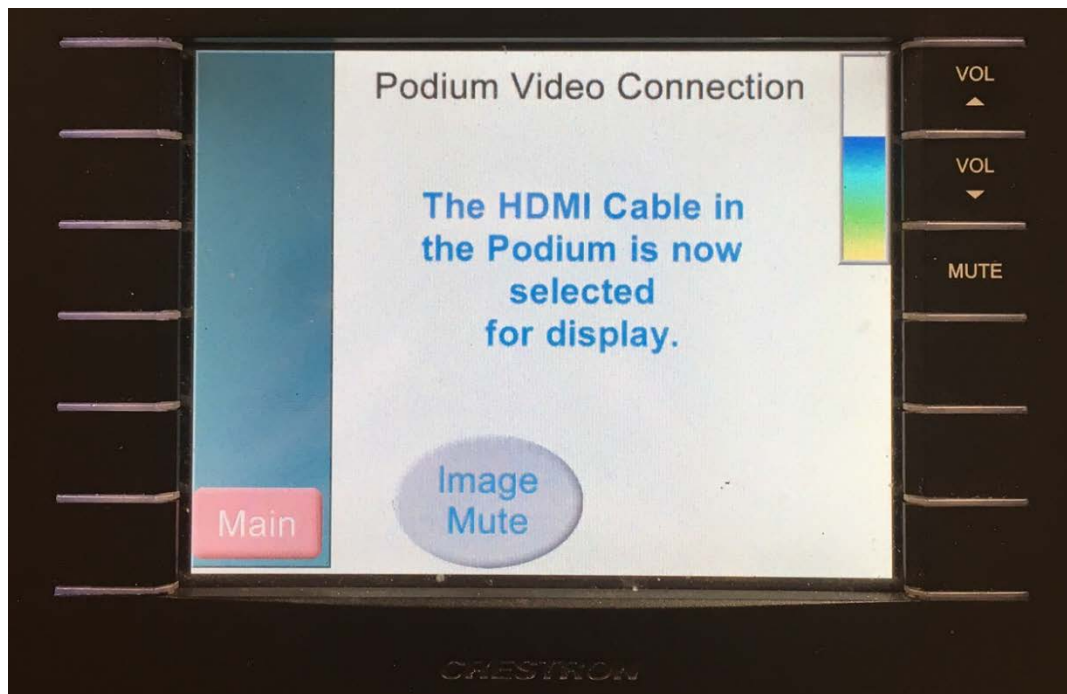



Image Mute To mute the display, select Image Mute.

 To adjust the volume, use the Volume buttons on the right side of the touchscreen. The color bar will fill as the volume increases.

Main To return to the source options screen, select Main.

The laptop will project onto the screen.

Using the DVD/VCR player

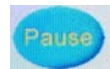
A JVC DVD/ VCR combo player is located inside the podium.



To play a DVD, turn the system on by pressing the touch screen. Next, select **DVD** from the **Display Source** screen. After selected, the following screen will display:



To start the DVD, select play.



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.

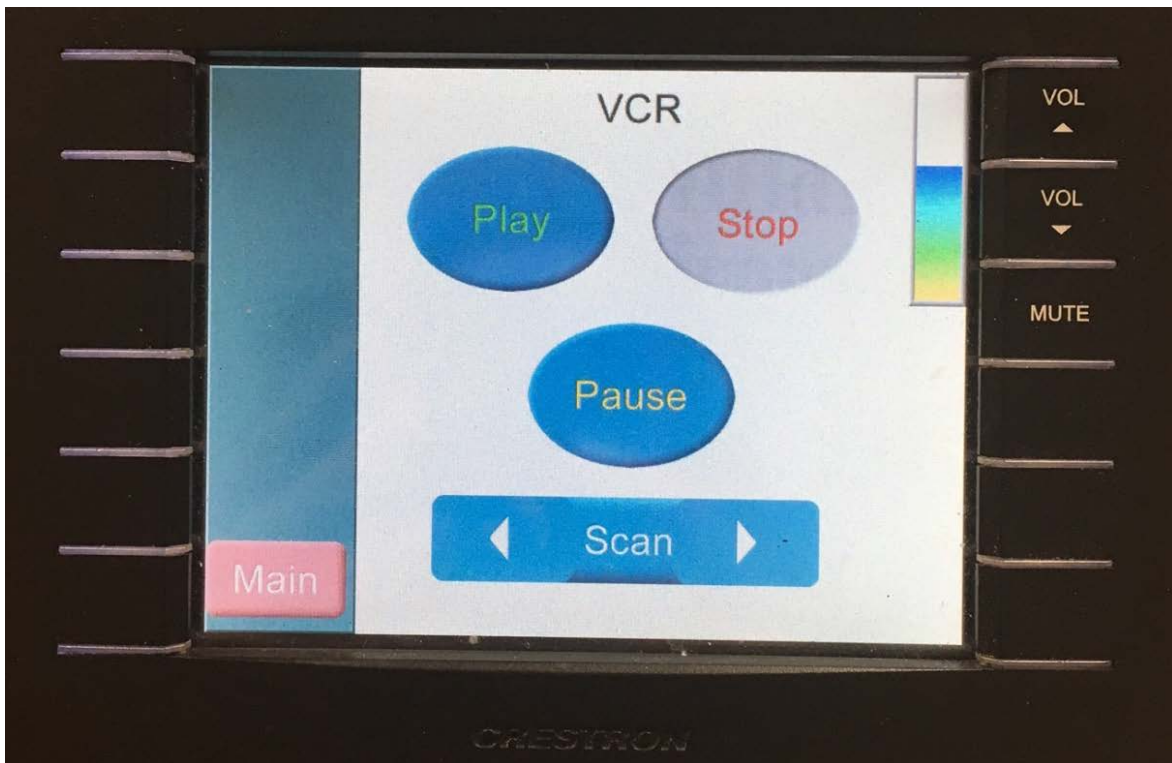


To adjust the volume, use the Volume buttons on the right side of the touchscreen. The color bar will fill as the volume increases.



To return to the source options screen, press Main.

To play a VHS, turn the system on by pressing the touch screen. Next, select **VCR** from the **Display Source** screen. After selected, the following screen will display:



To start the DVD, select play.



To pause, select pause.



To stop, select the stop.



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



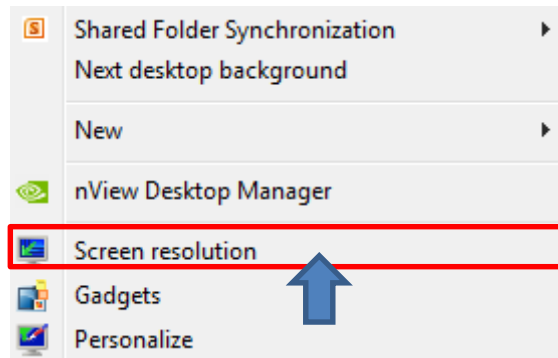
To adjust the volume, use the Volume buttons on the right side of the touchscreen. The color bar will fill as the volume increases.



To return to the source options screen, press Main.

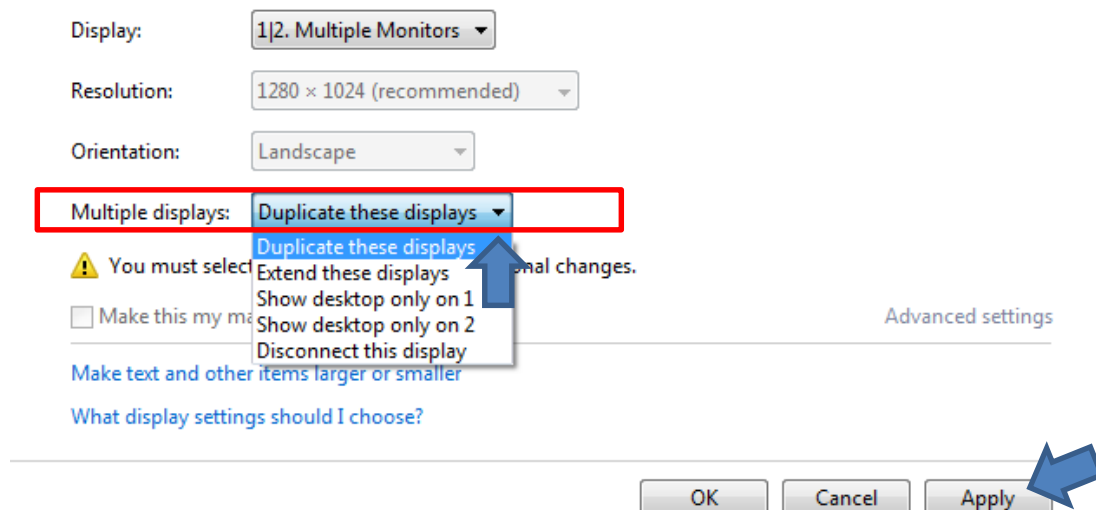
Troubleshooting Display Connection

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***.

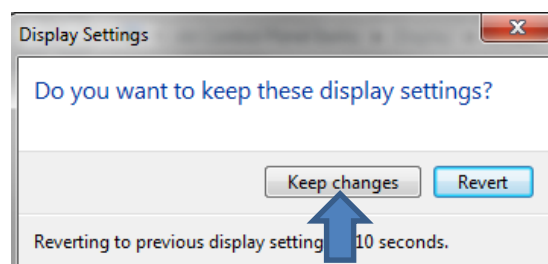


*in Windows 10, select **display settings** instead of screen resolution

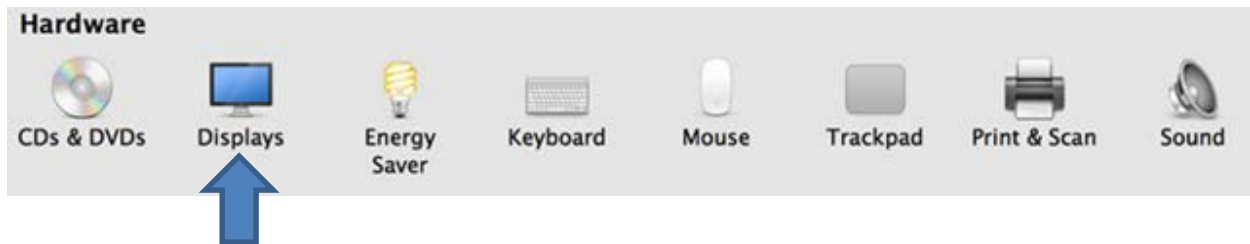
In **Screen resolution**, you will find different display options. Under the **Multiple displays** drop down menu, select **Duplicate these displays**. Then, click **Apply**.



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.

