



# CLASSROOM TECHNOLOGY GUIDE

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*LAW 286*

Roger Williams  
University

Information  
Technology

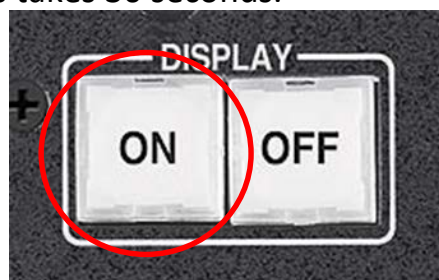
Roger Williams' black box classrooms are located throughout the campus. These rooms have an **Epson projector, VGA connection, Document Camera, and DVD/VHS combo player.** The room is controlled by push buttons located inside the teacher station desk. The source button will **glow** when selected.



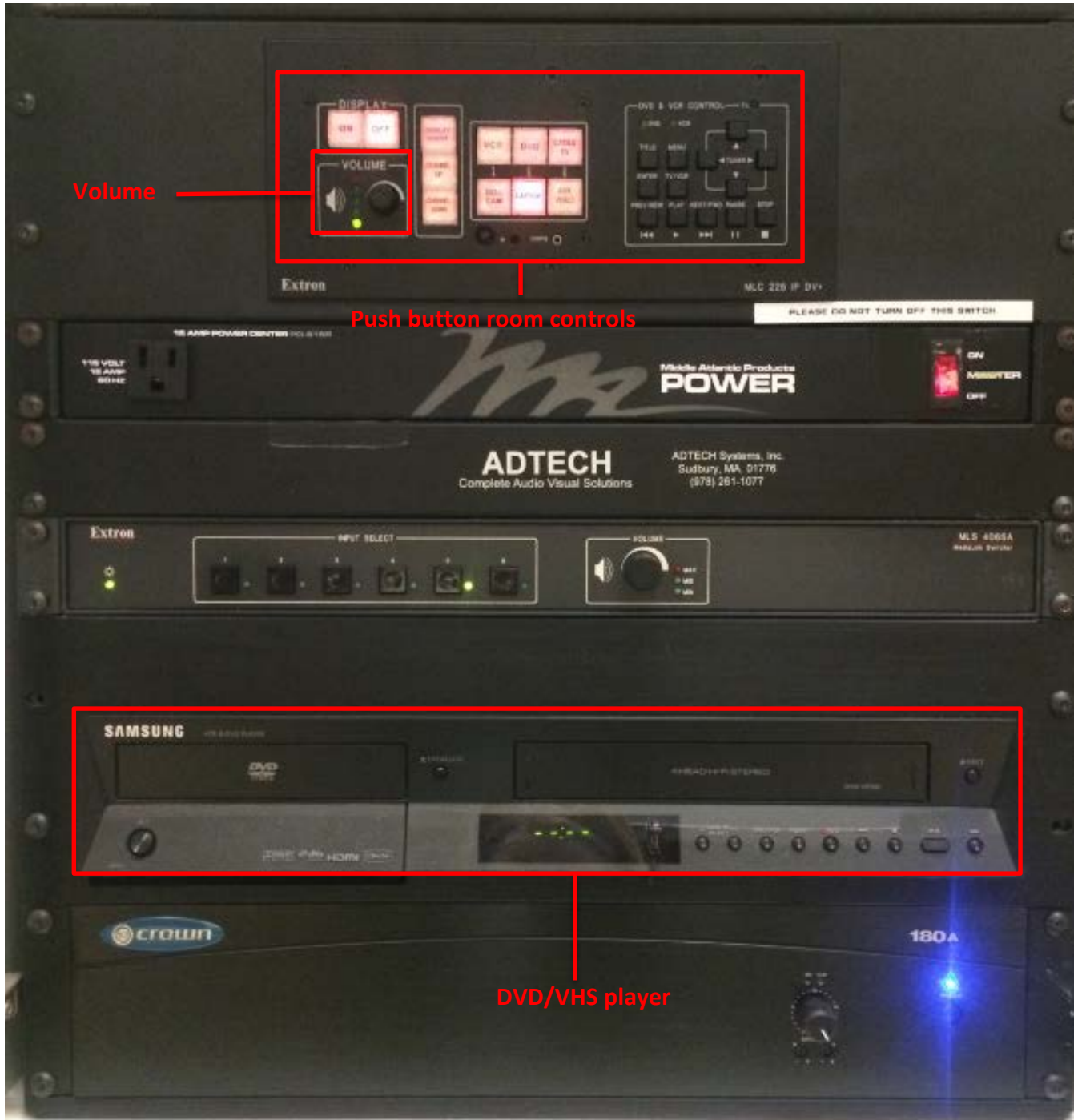
On the top of the desk, you will find a cubby with a **VGA cord and an Ethernet cord.** The **DVD/VCR combo player** is also located in the inside the desk.



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



# The Equipment

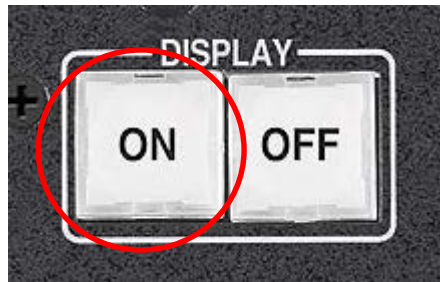


## Connecting a laptop

In the teacher station desk cubby, 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 **ON** button. The button will flash for 30 seconds while the system starts up.



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



Your laptop will project onto the screen.



## Adjust Audio

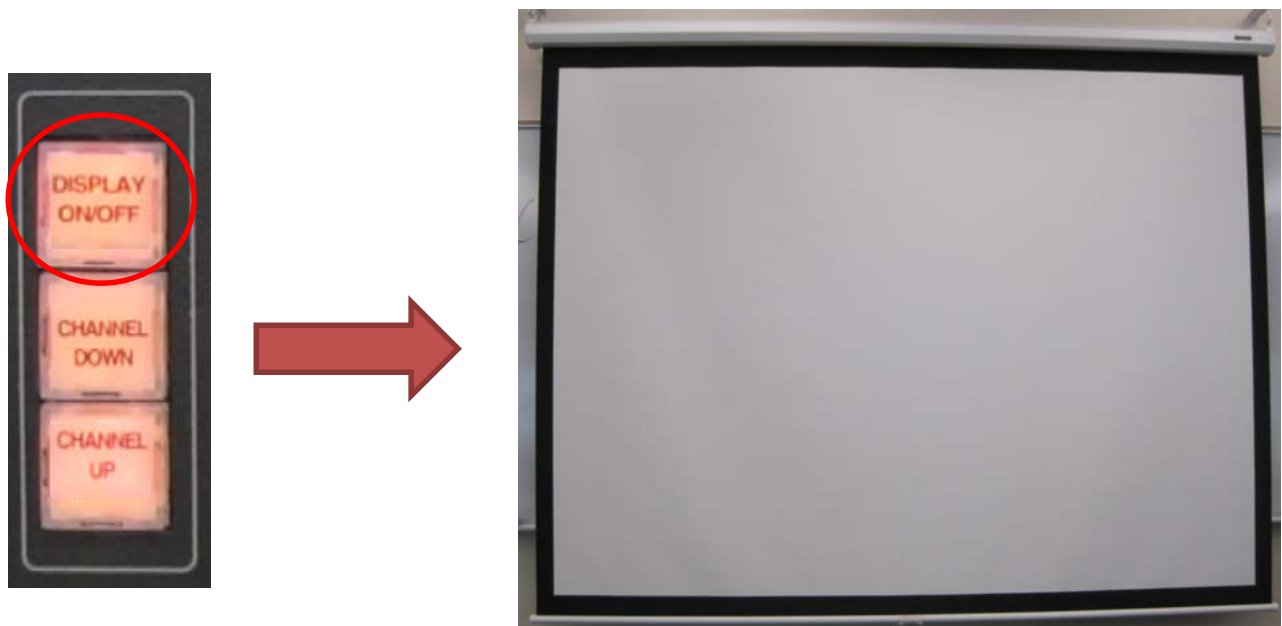
To adjust the system volume, turn the **black knob** located under the **ON** and **OFF** buttons. As the volume increases, the **green LED** will light up.



## Image Mute

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

Press the **DISPLAY ON/OFF** button. Your image will no longer project on the screen. The **DISPLAY ON/OFF** button will flash red when activated. To return your image to the screen, press the **DISPLAY ON/OFF** button. Your image will display and the button will no longer flash red.



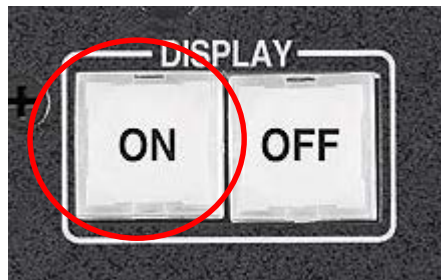
**When you are finished, press the OFF button to shut down the system.**

## Using the Document Camera

Located on the teacher station desk is a Samsung document camera. The document camera is a real-time image capture device. You can place a 3D object or paper and project the item to your class.



To use the document camera, 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.



Next, select the **DOC CAM** button on the control panel.



To power on the document camera, press the **power button** located on the base on the document camera. The button will glow **blue** when powered on.



Place object you wish to project onto the base of the document camera. If you need to magnify the object or zoom out, use the **Zoom button** located on the base of Doc cam.



To adjust lamp brightness, use the **dimmer button** located on the base of the Document camera.

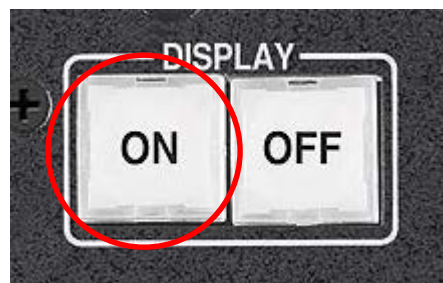


## Using the DVD/VCR player

A Toshiba 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 large **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 in the desk.

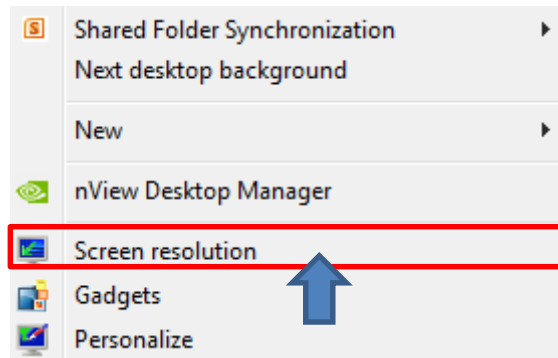


To adjust the volume, turn the **black knob** located under the **ON** and **OFF** buttons



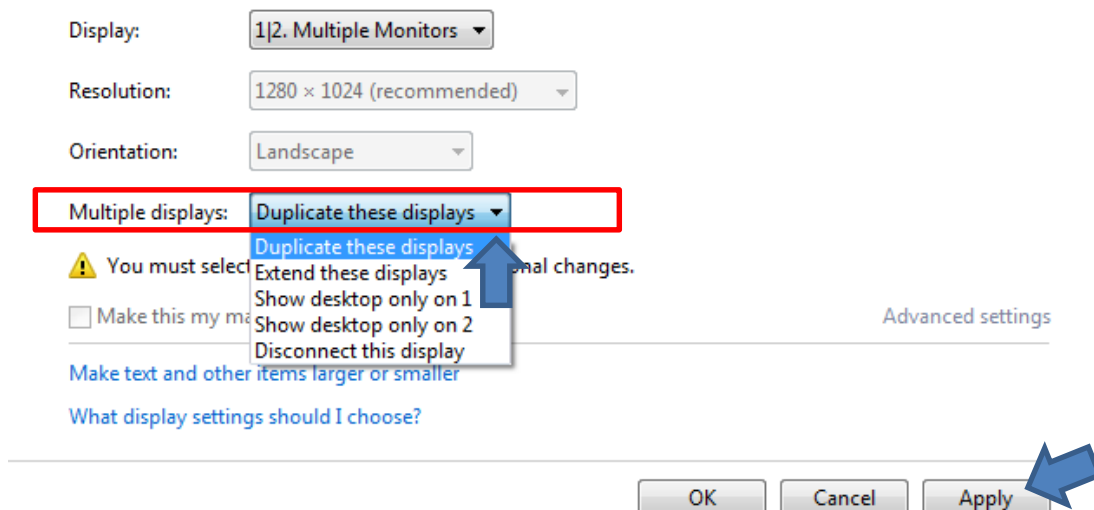
## Troubleshooting Display Connection

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\***.

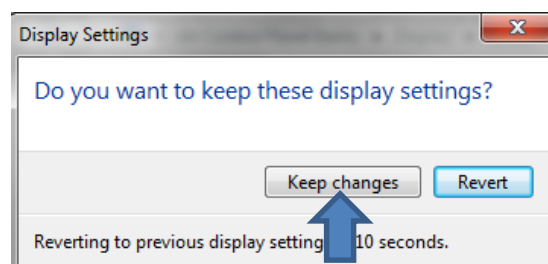


\*in Windows 10, select **display settings** instead of screen resolution

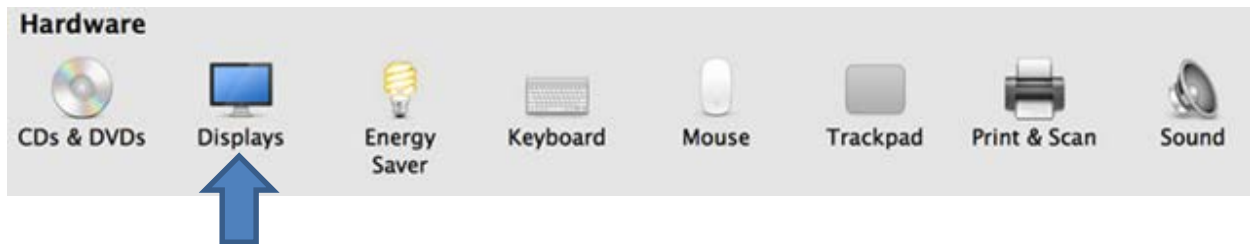
In **Screen resolution**, you will find different display options. Under the **Multiple displays** drop down menu, select **Duplicate these displays**. Then, click **Apply**.



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.

