Classroom Multimedia Training

2018 - 2019
Agenda

- Provide an overview of the classroom A/V equipment
- Provide training on the functionality and use of the Touch Panel to control the A/V system
  - Go over some handy troubleshooting tips
- Provide resources on how to get help when you need it
- Answer any questions you may have
Multimedia Equipment Overview

- Touch Panel
- Laptop Inputs
- Room Computer
- Equipment Rack (incl. DVD player, etc)
- Room Telephone
- Document Camera
- Camera
- Projector
Multimedia Equipment Overview

In addition to our standard classroom equipment – some rooms have specialized/additional equipment.

- Wireless Microphones
- VCR/DVD Players
- Secondary Laptop Inputs
- Conference Phones
- Interactive White Boards
- Smart Boards
- iPod Docks
- AUX video input plates
- And more...
Controlling the system with the Touch Panel

- The Touch Panel functions as the “universal remote” for the A/V system

- Use the Touch Panel to turn the system on/off, select inputs, control volume, and more

- When you first walk up to the panel you will see the “start up screen”. Press anywhere on the panel to access the “home screen”

Start Up Screen
(press anywhere to start)
Controlling the system with the Touch Panel

- Room Computer
- Laptop HDMI
- Laptop VGA
- BluRay/DVD
- Wireless Presentation
- Document Camera
- Camera
- System Power
- Turn System Off
- Camera Control

- Projector
  - On
  - Off
  - Blank
  - Mute
  - Aspect
  - Volume
  - Up
  - Down

- Screen
  - Blank the projector image
  - Audio Controls
Controlling the system with the Touch Panel

Some buttons on the Touch Panel have additional controls that will pop up once the button has been pushed.
Example: Connecting Your Laptop (wired)

Step 1:
Locate the laptop input cables and connect the appropriate cable to your laptop

Step 2:
On the touch panel, select the laptop source that matches the cable you used to connect (HDMI or VGA)
Many rooms on campus are now equipped with the capability for wireless presentation using a device called a Solstice Pod. You can use the Solstice Pod to wirelessly send content from almost any laptop or mobile device, including smartphones and tablets.

**Step 1:** Push the “Wireless Presentation” button on the Touch Panel.

**Step 2:** Once the projector/TV is on, follow the connection instructions that pop up here. You will need to download the Solstice Client software the first time you connect.
Lecture Capture with Panopto

Panopto is a software that is installed on the room computer and utilizes the installed camera and microphones to record/capture your video and audio. You can then store/distribute them using Blackboard.

To find out more in-depth information about Panopto you can reach out to your department’s CTLT Liaison who will be able to walk you through the process and how it works with Blackboard.
Troubleshooting: Common Issues

**No sound**
- Confirm that your device is connected to the system on both ends of the cable and is powered on.
- Check the touch panel to ensure that the mute button is not on and the volume is turned up to a reasonable volume.
- Check volume levels on your device.
- Check the audio output settings on your connected device

**No video**
- Confirm that your device is connected to the system on both ends of the cable and is powered on.
- Check the touch panel to ensure that the desired source button has been selected.
- Confirm that the "Blank" button is not selected.
- On the Touch Panel, switch to another source and then quickly switch back to the one you are trying to display.
Classroom Support

Should you require immediate support in a classroom or event space you can call **x6300** from any campus phone and reach a Multimedia Support Technician.
Any questions?
THANK YOU!
(call x6300 for help)