

These instructions cover the following classrooms:

- Science Hall West: 109, 219, 220, 221, and 311
- Science East 1014, 1015, 1018, 1020, 2030, 3002, 3024, 3026, 2027, 3028, 3037, 3054D, 3054F, 3054G, 4007, 4009, 4018, 4021, 4023, 4026, 5000, 5001, 5003, 5019, 5020, 5035, 5036, 5040 and 5041

Types of equipment can vary by classroom. If you would like specific help using the equipment in your room please contact Media Services at 973-720-2984 to schedule a training session. Training sessions will be conducted outside of class time.

If you experience any problems with the VHS, DVD, Blu-ray, Document Camera or Projector please notify Media Services immediately at 973-720-2308. **DO NOT** attempt to fix the problem yourself or allow your students to touch the equipment. Media Services staff is available until 10:00PM to assist you with your classroom technology needs.

If you experience any issues with the Podium PC such as logging on or connection to the internet please notify the Help desk at x4357 or emailing help@wpunj.edu

Please remember to turn off the projector and equipment after your class. This helps prevent future equipment problems.

Media Services Staff:

Charlene Lovegrove: AV Technician
(x2984)

Jonathan Shanoian: AV Technician
(x2308)

Tony Krucinski, Evening AV Technician
(x2307)

Damon Weber, Multimedia Technician
(x6243)

For reservations, call 973-720-2991 or mediaservices@wpunj.edu

Visit us on the web at:

<http://www.wpunj.edu/irt/media-services>



IRT MEDIA SERVICES SCIENCE HALL CLASSROOM INSTRUCTIONS



If you are unsure of how to use any of the equipment in the podiums, and would like to schedule a training session, please contact Media Services at 973-720-2984. Training sessions will be conducted outside of class time.

IRT Media Services Satellite Office

Science Hall 3054

973-720-2991

Instruction & Research Technology

Dr. Sandra Miller, Director

Jane B. Hutchison, Associate Director

Damon Weber, Multimedia Technician

Warning: DO NOT TURN OFF THE POWER STRIP AT THE BOTTOM OF THE PODIUM!

The podium will not work properly if this is turned off.

Projector Operations:

- To begin, touch the touch screen. If it is currently black you will need to touch it twice.
- The touch screen will now show a list of eight input options Desktop, Laptop, Blu-ray/DVD, and VHS on the left, and Document camera, Aux HDMI, Aux Vid, and blank on the right. Selecting any of these will lower the screen and turn on the projector.
- Volume can always be adjusted using the three bottom buttons to the right of the touch screen.
- When you are done, turn off the projector by touching the “shut down” button in the upper left of the touch screen.
- The touch screen will ask if you are sure you want to shut down. Touch the small red square that says “yes shut down”, to shut down. If you are not done touch the large green square that says “do not shut down” to be returned to the main menu.



Desktop Computer Operations:

- Turn on the PC and its monitor.
- Log on to the computer using the same username and password as your William Paterson e-mail.
- Turn on the projector and select “Desktop” See Projector operations instructions for more detail.
- If you are having problems logging on the computer or accessing the internet, please contact the Help desk at 973-720-4357.



Laptop Operations:

- Connect a 15 pin VGA cable, and a sound cable from the laptop to the input located to the left of the touch screen. Cables can be borrowed from the Media Services desk in the library with a valid WPU ID.
- Turn on the projector. See projector operations for further instructions.
- Turn on the laptop.
- Select “laptop” on the touch screen main menu.
- If your laptop does not project properly, it may be necessary to change the display mode on the laptop. This can usually be accomplished by holding down Function, and pressing the key marked with a monitor symbol, or a square with a vertical line on either side.
- The Internet can be accessed by connecting an Ethernet cable from the laptop to the jack on the podium.



VCR Operations:

- Turn on the Blu-ray/DVD/VCR unit, located in the front of the podium below the key board.
- Turn on the projector. See projector operations for instructions.
- Select VCR on the touch screen main menu.
- Once VCR has been selected, the controls to operate it will appear on the touch screen.
- Insert your tape into the VCR .



Blu-ray/DVD Operations:

- Turn on the Blu-ray/DVD/VCR unit, located in the front of the podium below the key board.
- Insert the Blu-ray or DVD disk.
- Turn on the projector. See projector operations for further instructions.
- Select “Blu-ray” on the touch screen main menu.
- Once Blu-ray has been selected, the controls to operate it will appear on the touch screen.



Document Camera Operations:

- Pull open the drawer on the side of the podium to access the document camera.
- Lift up the arm of the document camera, and point the lens down toward the white area.
- Turn on the document camera.
- Turn on the projector. See projector operations for further instructions.
- Select “Document Camera” on the touch screen main menu.
- Zoom and focus are located near the lens of the camera.
- When finished, please turn off the document camera, fold down the arm, and slide the drawer back into the podium.

