



Projector Operations:

- Locate the Touch Screen on the podium.
- Touch anywhere on the screen to turn the system on.
- A Status Bar will appear on the screen counting down the time until the projectors are ready to use.
- When they are ready, the Touch Screen will display controls similar to the diagram on the back of this page.
- To turn projectors off, press the System shutdown icon.
- This will bring up two circles, Small Red one Saying "Yes shut down," and a Large Green one that says "Do not shut down."
- If you are done, press the red one.

If you have turned on the projector, but are not seeing your image on both projectors check the following:

Make sure the On icon is highlighted for both projectors. If not ,Touch On.

Next look at Icon in the center top of the Touch Screen.

If it is Blue and Grey with the words "Press Here to Send to Both Screens" then touch the icon.

If the Icon is Red and Green with the words "Press here to Disable Dual Screen Display" then the image should be projecting on both screens.

If you are still having problems, call Media Services at 973-720-2991 or 973-720-2308 for further assistance.

These instructions cover the following classrooms:

- Science Hall West 201, 301, and 323
- Science Hall East 1017, 2041, 2047, 2063, and 2064

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 you use after your class. This prevent futures equipment problems.



IRT MEDIA SERVICES SCIENCE HALL DUAL PROJECTOR LECTURE HALL INSTRUCIONS



IRT Media Services Satellite Office

Science Hall 3054

973-720-2991

Instruction & Research Technology

Dr. Sandra Miller, Director

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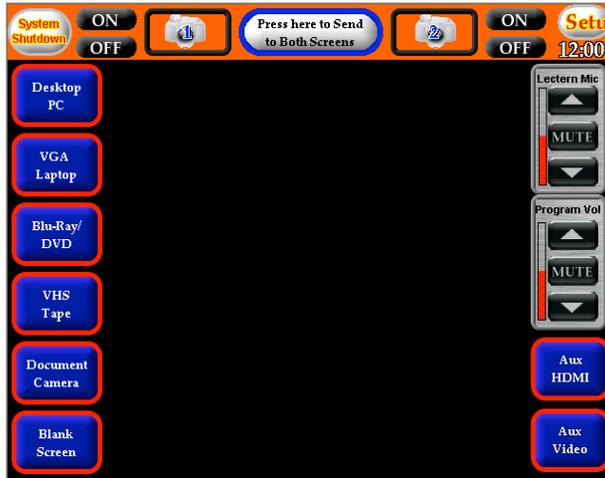
Desktop Computer Operations:



- Turn on the PC and monitor.
- Turn on the projector. See projector operations for instructions.
- Log on the computer using the same username and password you would use to access your office computer or email account.
- Select “**Desktop PC**” on touch screen to display the computer through the projection system.
- If you’re having trouble logging on the computer or accessing the internet, please contact the Help Desk at 973-720-4357.

Laptop Operations:

- On the podium there is a 15 pin VGA computer cable, with a sound cable. Connect this cable to your Laptop. Sound can be projected through the sound system in the classroom by connecting your laptop to the audio jack on the podium.
- Turn on the projector. See projector operations for instructions.
- Turn on your laptop.
- Select “**Laptop**” on the Touch Screen to display the laptop through the projection system.
- Internet can be accessed by connecting a network cable from your laptop to internet jack located at the top of the podium.



DVD/Blu-Ray Operations:

- Turn the DVD/VCR unit on.
- Turn on the projector. See projector operations for instructions.
- Touch the “**DVD Player**” Icon on the Touch Screen.
- Once the DVD Player has been selected, all of the controls required to operate it will appear in the middle of the touch screen.
- Place the disc in the player located inside the podium
- To adjust the volume, use the “**Program Vol**” control on the right side of the Touch Screen.

Microphone Operations:

- Adjust the microphone so that it is positioned at a comfortable height.
- The microphone volume can be raised, lowered or muted using the control on the right side of the touch screen
- Changing the program volume will not affect the microphone volume.

VCR Operations:

- Turn the DVD/VCR unit on.
- Turn on the projector. See projector operations for instructions.
- Touch the “**VCR**” Icon on the Touch Screen.
- Once the VCR has been selected, all of the controls required to operate it will appear in the middle of the touch screen.
- Place the tape into the player located inside the podium
- To adjust the volume use the “**Program Vol**” control on the right side of the Touch Screen.

Document Camera Operations:

- Turn on the projector. See projector operations for instructions.
- Lift the arm to raise the camera lens.
- Turn the document camera on.
- Make sure the camera lens is pointing at your document or transparency.
- Touch the “**Document Camera**” Icon on the Touch Screen.
- The zoom or focus is located at the top of the camera lens.
- When finished, please lower the arm and slide the document camera back into the podium.



Symposium Monitor:

A pen-equipped computer monitor allows you to write electronic notes on the computer screen and to control your computer. For instructions, see <http://www.smarttech.com/trainingcenter/material.asp>