

These instructions cover most classrooms in the following buildings.

- Atrium
- Ben Shahn
- Cheng Library
- High Mountain East
- Hobart Hall
- Hunziker Hall
- Hunziker Wing
- Overlook South
- Raubinger
- Whitman Gym

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](mailto: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 or to request delivery of software to your class call 973-720-2308 or email [mediaservices@wpunj.edu](mailto:mediaservices@wpunj.edu)

Visit us on the web at:

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



## IRT MEDIA SERVICES CLASSROOM INSTRUCTIONS



**IRT Media Services**  
**Cheng Library 120**

**973-720-2308**

[mediaservices@wpunj.edu](mailto:mediaservices@wpunj.edu)

**Instruction & Research Technology**

**Dr. Sandra Miller, Director**

**Jane B. Hutchison, Assoc. Director**

## How to begin:



- Select a device you would like to use from the available sources on the control panel.

- After selecting your source press the ON button. This will start the projector warm up cycle. You should see an image on the projection screen within a minute but it could take

slightly longer. Your projector is ready for use once the ON light stops blinking on the control panel. You are unable to change devices while the projector is warming up

- To turn off projection system press OFF on the control panel

## Using the Podium PC:

- Verify the desktop monitor is powered on using the power button in the lower right hand corner.



- Tap the spacebar on the keyboard a few times to wake up the PC.
- Log into the computer using the same username and password you would use to access your office computer or email account.
- To display the PC on the projection screen, press the PC button on the control panel.
- Occasionally there may be a network problem that will not allow you to sign in. If you have issues signing in call 973-720-4357 (HELP)



## Using a laptop:

- Sign out a VGA cable from Media Services desk in the library if you do not own one.

- Plug one end of the VGA cable into the podium INPUT connector (Not the MONITOR connector) and the 3.5mm plug into the jack marked AUDIO.



- Plug the other end into the laptop's VGA connector and the 3.5MM plug into the headphone jack.

- Press the VGA LAPTOP button on

the control panel.

- If there is no video on the projection screen, press and hold the *function* key while pressing the F8 key on your laptop. This enables the external monitor on Dell laptops. Other brands may use different function keys.
- NOTE: Macbooks require a Mini-displayport adapter to connect to our podiums. Media Services does not supply these. .

## Using the VHS/DVD/Blu-ray



- Turn the DVD/VCR unit on.
- Press the DVD or VCR button on the control panel if it is not already selected.
- Control the playback using the DV+ portion of the control panel.

## Using the Document Camera:



- To display the document camera on the projection screen, press the DOC CAM button on the control panel. Slide the document camera drawer on the side of the podium open and raise the head of the document camera to its working position.

**NOTE:** Location of podium document camera drawer will vary from room to room.

- In most rooms on campus, the document camera will automatically turn on when selected but if this does not occur, press the power button near the top of the viewing surface to turn the unit on.



- You can zoom in and out using the thumb wheel on the head unit.

- The document camera should be set to auto iris and focus by default. (The light next to AUTO should be lit. If you have problems or need to manually set your iris or focus, (not recommended) you may do so using the buttons shown here.

- When finished lower the arm and slide the document camera back into the drawer.

