

#### Automatic Shutdown after 3 hours:

All labs are set up to shut down after 3 hours of no touchpanel activity to save electricity and maximize the life of the projector lamps.

### WARNING!!!

System will perform an auto-shutdown in one minute. Please press cancel if you are still using the system.

CANCEL

If the touchpanel is not touched for 3 hours you will hear a beeping sound accompanied by a warning screen. Simple press CANCEL to stop the beeping and reset the timer for another three hours. The system will shut down after one minute if CANCEL is not pressed. Any button press on the touchpanel during the three hours will reset the timer and avoid the warning.

#### When your class is over:

Pressing the SHUTDOWN button in the upper left hand corner of the touchscreen will bring you to the confirmation screen shown here.



Press YES to shut the system down.

These instructions cover the following classrooms:

- Science East: 2010, 2013, 3008, 3009, 3013, 3015, 3018, 4003, 4005, 4006, 4011, 4012, 4020, and 4026
- Science West 108, 112, 123, 204, 208, 209, 303, 309, 317

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 Projector or connecting any equipment in this lab 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 in 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 you use after your class. This can help prevent future equipment problems.

## MEDIA SERVICES SCIENCE HALL LAB INSTRUCTIONS



## 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



Upon entering the room, the screen may be dark and need to be touched to wake up. Once awakened you will see the following screen:



This is the startup screen. When you touch the screen a second time, you will see the warning page below. Take this time to check the area directly below the screen to make sure there are no people or objects that might get hit as it lowers and press the **Proceed** button.

**NOTE:** The screen will not lower until you select a source.



- Press **VGA Input** if you are using a VGA source
- Press **HDMI Input** if your are using an HDMI source

**NOTE:** Audio visual equipment is not pre-installed in this room. Equipment must be connected in order for anything to be displayed.

- Press **Blank Screen** if you would like to blank the screen temporarily without turning off the projector (the projector will take a few minutes to power on again if shut down)
- The **16:10 Aspect Ratio** and **Auto Adjust** Buttons can fix some VGA display problems that may occur depending on the output resolution of your source. You may try pressing these buttons if the projected image does not look right to you.
- The **Help** button in the upper right hand corner will bring you to a screen where **Volume Control** buttons are located as well as Media Services contact information.
- The **SHUT DOWN** button in the upper left hand corner will bring you to a confirmation page where you must press yes to shut the system down.

## Laptop Connection and Use

- Sign out a VGA cable from the Media Services desk in the library if you don't own one.
- Plug one end of the VGA cable into the VGA connector on the wall and the 3.5mm plug into the audio jack directly adjacent to it.



**NOTE:** Make sure you connect the end with the shorter audio cable to the connector on the wall.

- The other end into the laptop's VGA connector and the 3.5mm plug into the headphone jack.
- Select LAPTOP from the source page.
- 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 output on Dell laptops. Other brands may use different function key.

## VCR/DVD Connection and Use

- Sign out the player from Media Services Satellite office in the Science Building.
- Plug one end of the HDMI cable into the HDMI connector on the wall.
- Select HDMI input
- Insert DVD or Tape into player and press play.
- Press the HELP? Button to access the Volume Control.
- When finished press SHUT DOWN to turn off the projector and disconnect the player and return it to Media Services.