

# Clausen Center (CC)

## How do I use the instructional technology in Clausen Center (CC) 207, the Troha Boardroom? Equipment Rack Power

Make sure these power switches are on at all times! DO NOT TURN POWER OFF TO EQUIPMENT IN THE EQUIPMENT RACK! The equipment rack is located behind the pair of wooden doors to the right of the SHARP TV labeled **Input Switcher and Speaker**.

- **TOA Left & Right Speaker Amplifiers** - Top units in the equipment rack. Send audio to the speakers in the room. Volume is controlled by the **Program** dial on the front of each device. Power button is located on the right side of each of the amplifiers.
- **Kramer VP-438 Switcher** - Sixth unit in the equipment rack. Switches between various sources, sending audio to the speakers and video to the projector. Controlled by pressing the buttons on its face. Power switch is located inside the equipment rack.
- **JVC DVD/VCR** - Seventh unit in the equipment rack. Plays DVDs, CDs, and VHS tapes. Controlled by a remote labeled **JVC DVD/VCR**, stored in the drawer under the TV labeled **Remote Controls**. Power button is a rectangular silver button located on the left side of the player.
- **Mac Mini** - Eighth unit in the equipment rack. A compact computer that runs Mac OS X and Windows 8.1. Controlled with the USB mouse and keyboard sitting on top of the equipment rack, or the large touch screen display in the middle of the room. Power button is located on the left corner of the Mac Mini.
- **Sony Blu-ray Player** - Tenth unit in the equipment rack. Plays Blu-ray disks, DVDs, and CDs. Controlled by the a remote labeled **Sony Blu-ray**, stored in the drawer under the TV labeled **Remote Controls**. Power button is a small rectangular button on the lower-left hand of the player's face.

## Using the VGA Cable Hanging from the SHARP TV

1. Turn on the SHARP TV. There is a power button located on the lower-left corner of the TV screen's bezel.
2. Press the **Touch Menu** button next to the power button on the TV screen's bezel. A menu will pop up in the lower-left corner of the screen. Under **SIDE INPUT TERMINAL** heading, poke the **D-SUB 2** item at the bottom of the list.
3. Boot up your laptop COMPLETELY before connecting the VGA cable from the SHARP TV. Then plug in the cable.
  - If you are using a Macintosh computer or a recent PC laptop, you will likely require a special adapter to connect your computer to the SHARP TV over VGA.
4. Ensure that your computer is duplicating/cloning displays:
  - On Windows computers with newer operating systems, press your **Windows key** and your **P** key at the same time. Select **Duplicate**

# Clausen Center (CC)

- to send the image to the projector.
  - On a Mac, click the **Apple icon > System Preferences > Displays > Arrangement > Mirror Displays**.
5. (Volume) Plug the audio cable attached to the VGA cable into the headphone plug on your laptop. Volume levels are controlled first by your computer and then by the amp built into the boardroom. (The amp is preset to a reasonable level.)

## Using the VGA Cable Built into the Table

1. Turn on the smart TV. There is a power button located on the lower-left corner of the TV screen's bezel.
2. Press the **Touch Menu** button next to the power button on the TV screen's bezel. A menu will pop up in the lower-left corner of the screen. Under **BOTTOM INPUT TERMINAL** heading, poke the **HDMI 1 Video** item in the middle of the list.
3. Locate the **KRAMER Presentation Switcher/Scaler** behind the pair of wooden doors to the right of the SHARP TV labeled **Input Switcher and Speaker**. Press the button under **Black VGA in Table** (input 6 on the switcher) to make it active.
4. Boot up your laptop COMPLETELY before connecting the VGA cable from the smart TV. Then plug in the cable.
5. Ensure that your computer is duplicating/cloning displays:
  - On Windows computers with newer operating systems, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
  - On a Mac, click the **Apple icon > System Preferences > Displays > Arrangement > Mirror Displays**.
6. (Volume) This way of connecting does not support computer audio. To use audio from your computer, use the VGA cable hanging from the SHARP TV (see instructions above).

## Using the Integrated Mac Mini

1. Turn on the smart TV. There is a power button located on the lower-left corner of the TV screen's bezel.
2. Press the **Touch Menu** button next to the power button on the TV screen's bezel. A menu will pop up in the lower-left corner of the screen. Under **BOTTOM INPUT TERMINAL** heading, poke the **HDMI 1 Video** item in the middle of the list.
3. Locate the **KRAMER Presentation Switcher/Scaler** behind the pair of wooden doors to the right of the SHARP TV labeled **Input Switcher and Speaker**. Press the button under **Mac Mini** (input 10 on the switcher) to make it active.
4. If the **Mac Mini** is powered on, you will be presented with a screen asking you to choose between **Mac OS X** and **Windows**.
  - If the **Mac Mini** has been in use recently, someone may have already chosen Mac or Windows, and you will be presented with a

# Clausen Center (CC)

desktop. Restart the computer to be presented with the option to choose between **Mac OS X** and **Windows**.

- If you aren't presented with desktops or a screen to choose between **Mac OS X** and **Windows**, then the **Mac Mini** isn't powered on. The **Mac Mini** is located two shelves below the **KRAMER Presentation Switcher/Scaler**, and its power button is located on the only edge of the **Mac Mini** exposed to the front. Press it once to turn on the machine. You should hear a startup chime after a few seconds.
5. A wireless keyboard and mouse are provided for use with the **Mac Mini**. They are located in the **Remote Controls** drawer underneath the SHARP TV.
    - **Using the wireless keyboard:** On the right side of the wireless keyboard, press the circular power button. A green dot should light briefly on the upper right corner of the keyboard, indicating it is on. It will take a few seconds for the keyboard and computer to handshake and connect.
    - **Using the wireless mouse:** On the underside of the mouse, find a small button, move the button so that a green background appears beneath the button. A green dot should light briefly above the button, indicating the mouse is on. It will take a few seconds for the keyboard and computer to handshake and connect.
  6. (Volume) Audio from the Mac Mini does not currently go through the boardroom's speakers. Computer Audio from the Mac Mini comes through the Mac Mini's internal speaker. **Audio from the Mac Mini's speaker will not be loud enough to fill the boardroom, so it is not recommended to use the Mac Mini for videos or presentations where sound is integral to the experience.** To use audio from a computer with the room's speakers, use the VGA cable hanging from the SHARP TV (see instructions above).

## Using the DVD/VCR

1. Turn on the smart TV. There is a power button located on the lower-left corner of the TV screen's bezel.
2. Press the **Touch Menu** button next to the power button on the TV screen's bezel. A menu will pop up in the lower-left corner of the screen. Under **BOTTOM INPUT TERMINAL** heading, poke the **HDMI 1 Video** item in the middle of the list.
3. Locate the **KRAMER Presentation Switcher/Scaler** behind the pair of wooden doors to the right of the SHARP TV labeled **Input Switcher and Speaker**. Press the button under **DVD/VCR** (input 1 on the switcher) to make it active.
4. Insert your DVD disk or VHS tape, and use the DVD/VCR player remote to control playback. Don't forget your disk or tape in the player when you're done!
5. (Volume) Volume is controlled by the left and right volume knobs near the top of the equipment rack.

# Clausen Center (CC)

## Using the Blu-ray Player

1. Turn on the smart TV. There is a power button located on the lower-left corner of the TV screen's bezel.
2. Press the **Touch Menu** button next to the power button on the TV screen's bezel. A menu will pop up in the lower-left corner of the screen. Under **BOTTOM INPUT TERMINAL** heading, poke the **HDMI 1 Video** item in the middle of the list.
3. Locate the **KRAMER Presentation Switcher/Scaler** behind the pair of wooden doors to the right of the SHARP TV labeled **Input Switcher and Speaker**. Press the button under **Blu-ray** (input 7 on the switcher) to make it active.
4. Insert your Blu-ray disk, and use the Blu-ray player remote to control playback. Don't forget your disk in the player when you're done!
5. (Volume) Volume is controlled by the left and right volume knobs near the top of the equipment rack.

Leaving the projector running for extended periods while it's not in use significantly shortens the life of the projector. To turn off the projector, push the power button on its remote twice.

For help with classroom technology, please email Media Services at [av@carthage.edu](mailto:av@carthage.edu) or call (262) 551-5950.

Reviewed/Approved 10/28/16 by Media Services

Unique solution ID: #1177

Author: Richard LaHue

Last update: 2016-10-28 21:50