Clausen Center (CC)

Instructions for Using Classroom A/V Technology in Clausen Center ("CC") 204

This classroom supports projecting the following:

- Projecting a laptop via VGA
- Projecting a DVD or CD via the DVD/VCR
- Projecting a VHS tape via the DVD/VCR

This classroom **does not** support projecting the following:

- Projecting a laptop via HDMI
- Projecting Blu-ray disks

Projecting a Laptop via VGA

1. Poke the touch screen located on top of the equipment rack to wake it up.
2. Poke the **Power On** button on the touch screen.
3. When presented with a list of sources, poke the **Laptop** source.
4. Make sure your laptop is fully on, and that you're logged into your computer user.
5. Plug the VGA cable running from the wall into your computer's VGA port.
    - If your computer does not have a VGA port and you need to use an adapter, plug the VGA cable into the adapter **first**, then plug the adapter into your laptop's video port (e.g., Mini DisplayPort, USB Type-C, HDMI).
6. (Optional) Duplicate / Mirror your laptop's display to the projector:
    - On Windows: Press the **WINDOWS** and **P** keys to summon the display mode window. Click on **Duplicate**.
    - On Macs: Press the **COMMAND** and **F1** keys to toggle between mirroring your displays or having your laptop screen and the projector be different. If your Mac has a Touchbar (and therefore no F1 button), go to **Apple** menu -> **System Preferences** -> **Displays** -> Click the **Arrangement** tab near the top middle of the window -> Check the **Mirror Displays** check box.
    - On iOS devices: iOS devices (iPhones, iPads) have no display options; they duplicate / mirror by default. The exception is some video players will just display the controls on your iOS device while the video plays on the projector.
    - Note that by default PowerPoint will ignore your duplicate / mirror display setting when you enter Presentation Mode. You will have setup a custom presentation view if you want to duplicate your PowerPoint presentation on your laptop screen and the projector.
7. Plug the 3.5 mm / ministereo / "headphone" cable into your laptop's headphone jack.
    - **First** adjust sound up or down on your laptop, **then** adjust system volume up or down with the touch panel.
8. Be sure to turn off the projector when you're done using it! Poke the **Main** button in the lower right hand corner of the touch panel until you get to the

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home screen, then poke the **Power Off** button.

Projecting a DVD or CD via the DVD/VCR

1. Poke the touch screen located on top of the equipment rack to wake it up.
2. Poke the **Power On** button on the touch screen.
3. When presented with a list of sources, poke the **VCR** (yes, the VCR, not the DVD) source.
4. Using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel), power on the DVD/VCR.
5. Using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel), make sure the DVD/VCR is switched over the **DVD**.
6. Using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel), open the disk tray, put your disk in the tray, and use the remote / buttons on the player (NOT your hand!) to close the tray.
7. Control DVD / CD playback using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel).
8. Adjust the volume using the touch panel.
9. Be sure to turn off the projector when you're done using it! Poke the **Main** button in the lower right hand corner of the touch panel until you get to the home screen, then poke the **Power Off** button.
10. Don't forget your DVD or CD in the DVD/VCR when you're done! Using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel), open the disk tray, remove your disk, and use the remote / buttons on the player (NOT your hand!) to close the tray.

Projecting a VHS Tape via the DVD/VCR

1. Poke the touch screen located on top of the equipment rack to wake it up.
2. Poke the **Power On** button on the touch screen.
3. When presented with a list of sources, poke the **VCR** source.
4. Using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel), power on the DVD/VCR.
5. Using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel), make sure the DVD/VCR is switched over the VCR.
6. Insert your VHS tape.
7. Control VHS tape playback using the JVC remote or the buttons on the front of the DVD/VCR (NOT the touch panel).
8. Adjust the volume using the touch panel.
9. Be sure to turn off the projector when you're done using it! Poke the **Main** button in the lower right hand corner of the touch panel until you get to the home screen, then poke the **Power Off** button.
10. Don't forget your VHS tape in the VCR when you're done!

Etc.

For immediate help, call 262-551-5950 and provide the following information:

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- Your name
- Your location (Clausen Center 204)
- The issue you're experiencing with the classroom A/V equipment, e.g., "I can't project my laptop" or "I'm projecting my laptop but I'm not getting any sound."

You should be routed to Media Services, and if it's during our normal office hours (7:30AM - 7:00PM, Monday - Friday; 8:00 AM - 2:00PM Saturday) someone from our office will head over to assist you during your class. If you're calling outside of our normal office hours, whoever answers the phone at the help desk will record your issue in a help ticket--which we will review in the next business day--and they will try to help you over the phone.

If you experience an issue but don't want immediate help (e.g., you find a work around, but you want the issue resolved before your next class), send an email to **media@help.carthage.edu** with the following information:

- Your name
- Your location (Clausen Center 204)
- A description of the issue you're experiencing with the classroom A/V equipment, e.g., "I can't project my laptop" or "I'm getting picture, but I'm not getting sound." Feel free to take pictures or videos of the issue with your phone, and include them in the email!
- Any steps you've taken to reproduce the issue, e.g., "Every time I switch to VGA using the touch panel...".
- Any steps you've taken to resolve the issue yourself, e.g., "I've restarted my laptop" or "I turned off the projector using the touch panel and turned it back on."

The more information you can provide us, the more accurately we can reproduce, diagnose, and resolve the issue you experience.

Updated: 2019-04-18 by Richard L. & Media Services.

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