

Clausen Center (CC)

How do I use the instructional technology in Clausen 114?

All of the functions of the instructional technology (controlling the projector, screen, volume, etc.) in the room are controlled by the touch panel sitting on the instructor podium. The touch panel has four pages of functions.

This room supports projecting from the following sources:

- Laptops via VGA
- Laptops via HDMI
- CDs, DVDs, & Blu-ray disks via Blu-ray player
- Instructor Station PC built into podium

Projecting HDMI Sources

1. If the touch panel has fallen asleep, tap the touch screen to wake it up.
2. Tap the **Power Control** button along the top, then tap the **Power On buttons** for the outputs you intend to use.
 - a. The same image goes to both TVs. The TVs cannot be projected to independently.
3. Tap the **Video Control** button along the top.
4. Tap the **Laptop** button for the output you intend to project to (Projector or TVs).
5. Make sure your computer is turned on and that you're logged into your computer before plugging the HDMI cable into your laptop.
 - a. If you use an adapter to project to HDMI, **FIRST** plug the HDMI cable into your adapter, **THEN** plug the adapter into your computer.
6. Tap the **Audio Control** button along the top of the touch screen, then tap Listen to Projector or Listen to TV depending on which output you're using.
 1. If you're projecting to both outputs, you can tap either button to project sound.
 2. Use the + / - buttons to turn **Video Volume** up and down.
 3. If the button with the x over the speaker is blue, then audio is muted. Tap that button to unmute it.
7. When you're done projecting, turn everything off! Tap the **Power Controls** button along the top of the touch screen, then tap the **Shut Down System** button.

Projecting VGA Sources

1. If the touch panel has fallen asleep, tap the touch screen to wake it up.
2. Tap the **Power Control** button along the top, then tap the **Power On buttons** for the outputs you intend to use.
 - a. The same image goes to both TVs. The TVs cannot be projected to independently.
3. Tap the **Video Control** button along the top.
4. Tap the **Laptop** button for the output you intend to project to (Projector or

Clausen Center (CC)

TVs).

5. Make sure your computer is turned on and that you're logged into your computer before plugging the VGA cable into your laptop.
 1. If you use an adapter to project to VGA, **FIRST** plug the VGA cable into your adapter, **THEN** plug the adapter into your computer.
6. Plug the VGA sound cable into your computer's headphone jack to project sound.
7. Tap the **Audio Control** button along the top of the touch screen, then tap Listen to Projector or Listen to TV depending on which output you're using.
 - a. If you're projecting to both outputs, you can tap either button to project sound.
 - b. First use the volume up and down buttons on your computer, then use the + / - buttons to turn **Video Volume** up and down.
 - c. If the button with the x over the speaker is blue, then audio is muted. Tap that button to unmute it. Make sure your computer's also not muted.
8. When you're done projecting, turn everything off! Tap the **Power Controls** button along the top of the touch screen, then tap the **Shut Down System** button.

Projecting the Instructor Station PC

1. If the touch panel has fallen asleep, tap the touch screen to wake it up.
2. Tap the **Power Control** button along the top, then tap the **Power On buttons** for the outputs you intend to use.
 - a. The same image goes to both TVs. The TVs cannot be projected to independently.
3. Tap the **Video Control** button along the top.
4. Tap the **PC Main** button for the output you intend to project the instructor PC's **left monitor** to (Projector or TVs).
5. Tap the **PC Secondary** button for the output you intend to project the instructor PC's **right monitor** to (Projector or TVs).
6. Make sure the instructor station PC is turned on. The power button is along the top right of the computer's face.
7. Tap the button along the top of the touch screen, then tap Listen to Projector or Listen to TV **depending on which output you're projecting PC Secondary** to.
 - a. Use the + / - buttons to turn **Video Volume** up and down.
 - b. If the button with the x over the speaker is blue, then audio is muted. Tap that button to unmute it.
8. When you're done projecting, turn everything off! Tap the **Power Controls** button along the top of the touch screen, then tap the **Shut Down System** button.

Projecting a Bluray, DVD, or CD

1. If the touch panel has fallen asleep, tap the touch screen to wake it up.
2. Tap the **Power Control** button along the top, then tap the **Power On**

Clausen Center (CC)

buttons for the outputs you intend to use.

- a. The same image goes to both TVs. The TVs cannot be projected to independently.
3. Tap the **Video Control** button along the top.
4. Tap the **Bluray** button for the output you intend to project to (Projector or TVs).
5. Tap the **Audio Control** button along the top of the touch screen, then tap Listen to Projector or Listen to TV depending on which output you're using.
 - a. If you're projecting to both outputs, you can tap either button to project sound.
 - b. Use the + / - buttons to turn **Video Volume** up and down.
 - c. If the button with the x over the speaker is blue, then audio is muted. Tap that button to unmute it.
6. Tap the **Bluray Control** button along the top of the touch screen.
7. Tap the **Eject** button to open the Bluray player's tray. Put your disk on the tray, then tap the **Eject** button again to close the Bluray player's tray.
8. Control the playback of your disk using the controls on the **Bluray Control** page.
9. When you're done projecting, turn everything off! Tap the **Power Controls** button along the top of the touch screen, then tap the **Shut Down System** button.

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 or call (262) 551-5950.

Experiencing an issue? Restart the System

1. Shut off what you can by going to **Power Control > Shut Down System**.
2. Turn off the instructor station computer tower sitting inside the equipment rack.
3. Follow the bundle of cables running from the equipment rack to the wall.
4. From that bundle of cables, identify the power cable plugged into the power outlets in the wall. Unplug it from the wall.
5. Count to 20 seconds.
6. Plug the power cable back into the wall.
7. Wait for the touch panel to finish starting up, then try projecting again.

Unique solution ID: #1075

Author: Richard LaHue

Last update: 2018-03-30 19:37