David Straz Science Center (DSC)

How do I use the Instructional Technology in David Straz Science Center (DSC) 161?

Overview

All of the functions of the instructional technology (controlling the projector, screen, volume, etc.) in the room are controlled by the wall-mounted control panel to the right of the dry erase board. The control panel has 5 controls: system on, system off, switch to HDMI, switch to VGA, and a volume knob.

The room supports projecting from the following sources:

- Laptop over VGA
- Laptop over HDMI

The room has VGA cable attached to the wall plate. Unfortunately, we can't provide an HDMI cable due to theft. If you'd like to use an HDMI cable, you can bring your own or email **media@help.carthage.edu** asking for a semester-long loan of an HDMI cable. There is a projection remote stored in the room's podium, in case you want to turn on the projector without lowering the projection screen, so that you can project and take advantage of the dry erase board.

Connecting Your Laptop using a VGA Cable

1. Boot up your laptop COMPLETELY before connecting it to the VGA cable attached to the wall plate.
2. Poke the **Power On** button on the control panel to turn on the projector and lower the projection screen. When the projection screen is all the way down, press the **VGA** button.
3. Plug the VGA cable into your computer. If you intend on playing sound, you should also plug the attached headphone cable into the headphone jack on your computer.
    - If your computer requires you to use an adapter to project (for example, all MacBook Pros with VGA), first plug the cable into your adapter, then plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the projectors:
    - On Windows computers, press your "Windows key" and your "P" key at the same time. Select **Duplicate** to send the image to the projector.
    - On a Mac, navigate to **Apple menu ()** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
5. Over VGA, volume is controlled in two places: on your computer, and on the control panel. The control panel volume can only raise or lower the volume that your computer gives it, so if your sound is too loud or quiet, you should start by changing your laptop's volume up/down, and then adjust the touch panel volume. Control panel volume is controlled by the large knob on the right half of the control panel.
6. When you're done, poke the **Power Off** button. The projector will shut down

and the screen will raise back into the ceiling.

Connecting Your Laptop using an HDMI Cable

1. Boot up your laptop COMPLETELY before connecting your laptop to the wall plate.
2. Poke the **Power On** button on the control panel to turn on the projector and lower the projection screen. When the projection screen is all the way down, press the **HDMI** button.
3. Plug your HDMI cable first into the wall plate to the left of the dry erase board, and then into your laptop.
   - If your computer requires you to use an adapter to project (for example, most PC laptops, and MacBook Pros without HDMI ports), first plug the HDMI cable into your adapter, then plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the projectors:
   - On Windows computers, press your "Windows key" and your "P" key at the same time. Select **Duplicate** to send the image to the projector.
   - On a Mac, navigate to **Apple menu ()** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
5. Over HDMI, volume is controlled by the wall control panel. Control panel volume is controlled by the large knob on the right half of the control panel.
6. If your computer doesn't switch its audio output to HDMI automatically:
   - On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
   - On a Mac, hold down one of the **Alt/Option** key on your keyboard, and click on the speaker icon in your menubar. Under Output Device, select the device with AMX or DVX in the name.
7. When you're done, poke the **Power Off** button. The projector will shut down and the screen will raise back into the ceiling.

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, poke the **Power Off** button on the wall panel, or push the power button on the projector remote twice.

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

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