

David Straz Science Center (DSC)

How do I use the Instructional Technology in David Straz Science Center (DSC) 263?

Screen Up	Screen Down	Projector Blank
Laptop HDMI	Aux Input HDMI	Laptop VGA
Aux Input VGA	Blu-ray/DVD	Document Camera
Touch Panel Layout - Page 1 of 1		

Overview

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 desk. The touch panel has one page of functions, including: screen up/down controls, projector mute ("Blank"), and a button for each projector source. Classrooms with only one projector automatically send a source to the projector when you select it.

These rooms supports projecting from the following sources:

- Laptop over VGA
- Laptop over HDMI
- DVDs & Blu-ray disks via Blu-ray player
- Document Camera

Powering the Touch Panel

1. If the touch panel's screen is dark, tap it to wake it up. It will display a screen with the room number in the upper left hand corner, and the date in the upper right corner of the screen.
2. Tap anywhere on the touch panel's screen to bring up the page of functions.
3. When you're done projecting, tap the **Power** button in the lower left hand corner of the screen. Tap **Confirm** to shut off the projectors, raise the screens, and put the touch panel to sleep.

Connecting Your Laptop using a VGA Cable

1. Boot up your laptop COMPLETELY before connecting it to any cables from the instructor's table.
2. Follow the instructions in the Powering the Touch Panel section above to turn on the touch panel.
3. There are two VGA cables coming out of the instructor table. One is labelled **Laptop VGA**, the other is labelled **Aux VGA**. Pick one. For the purposes of these instructions, we're going to go with the Laptop VGA cable. If you intend on playing sound, you should also plug the attached 3/4-inch "aux" 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.

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4. Tap the **Laptop VGA** button in the middle-right of the first page of the touch panel. The projector will turn on, the screen will lower, and your laptop will be projected.
5. 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**.
6. Over VGA, volume is controlled in two places: **first** by your computer, and **second** by the touch panel. The volume on the touch panel 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. Touch panel volume is controlled by the blue bar along the bottom of the touch panel's display. Tap the bar and slide it left/right to adjust the volume. To mute sound, tap the **headphone jack icon** immediately to the left of the volume bar.
7. When you're done, tap the **Power** button in the lower left hand corner of the screen. Tap **Confirm** to shut off the projectors, raise the screens, and put the touch panel to sleep.

Connecting Your Laptop using an HDMI Cable

1. Boot up your laptop COMPLETELY before connecting it to any cables from the instructor's table.
2. Follow the instructions in the Powering the Touch Panel section above to turn on the touch panel.
3. There are two HDMI cables coming out of the instructor table. One is labelled **Laptop HDMI**, the other is labelled **Aux HDMI**. Pick one. For the purposes of these instructions, we're going to go with the Laptop HDMI cable.
 - 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. Tap the **Laptop HDMI** button in the middle-left of the first page of the touch panel. The projector will turn on, the screen will lower, and your laptop will be projected.
5. 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**.
6. Over HDMI, volume is controlled by the touch panel. Touch panel volume is controlled by the blue bar along the bottom of the touch panel's display. Tap the bar and slide it left/right to adjust the volume. To mute sound, tap the

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headphone jack icon immediately to the left of the volume bar.

7. 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, navigate to **Apple menu () > System Preferences > Sound > Output** tab > Select the device with AMX or DVX in the name.
8. When you're done, tap the **Power** button in the lower left hand corner of the screen. Tap **Confirm** to shut off the projectors, raise the screens, and put the touch panel to sleep.

Using the Blu-ray Player

1. Follow the instructions in the Powering the Touch Panel section above to turn on the touch panel.
2. Tap the **Blu-ray** button on the middle-bottom of the first page of the touch panel. The projector will turn on, the screen will lower, and your laptop will be projected.
3. If the Blu-ray player isn't on, tap the **power** button on the touch panel's Blu-ray control page to turn the machine on.
4. Tap the **open/close** button on the touch panel's Blu-ray control page to open the Blu-ray player's tray. Drop your Blu-ray or DVD disk into the tray, and then use the button on the touch panel's Blu-ray control page to close the tray. Please don't manually close the tray with your hand.
5. Your disk will play after a moment. Use the touch panel's Blu-ray control page to navigate your disk's menus, play, pause, stop, etc.
6. When you're done with your disk, tap the **open/close** button on the touch panel's Blu-ray control page to open the Blu-ray player's tray. Remove your Blu-ray or DVD disk from the tray, and then use the button on the touch panel's Blu-ray control page to close the tray. Please don't manually close the tray with your hand.
7. When you're done, tap the **Power** button in the lower left hand corner of the screen. Tap **Confirm** to shut off the projectors, raise the screens, and put the touch panel to sleep.

Using the Document Camera

1. Follow the instructions in the Powering the Touch Panel section above to turn on the touch panel.
2. Tap the **Document Camera** button on the middle-bottom of the first page of the touch panel.
3. The document camera will power on automatically.
4. When you're done, tap the **Power** button in the lower left hand corner of the screen. Tap **Confirm** to shut off the projectors, raise the screens, and put the touch panel to sleep.

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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.

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