

# Hedberg Library (HL)

## How do I use the instructional technology in Hedberg Library 159 (Niemann Media Theater)? HL 159 (Niemann Media Theatre)

### Using the Touch Pad Screen

The removable Touch Pad Screen is located on the top of the podium. The remote controls all the features of the data projector, screen, volume, and equipment in the rack. You do not need to turn on or adjust equipment on the rack. Doing so may prevent you from effectively using the equipment in the room. If the Touch Pad Screen is off, you can turn it on by using the power button located on the left underside of the Touch Panel Screen.

Select "Full Features Mode" unless you only want to amplify sound.

### Connecting Your Laptop

Step 1. If you need to connect to the network, plug the network jack into your laptop.

Step 2. Boot up your laptop completely before connecting anything else.

Step 3. Connect the VGA cable to your laptop.

Step 3. Touch Panel Screen to start. Select "Laptop" on the Touch Pad Screen.

Step 4. Press the "BNC" button on the black Epson remote control.

Step 5. Send the image to the projector:

- 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."
- For machines with older operating systems, please contact Media Services at least one full working day in advance of your presentation for assistance at (262) 551-5950.

Step 6. (Volume) Volume is located on the Touch Pad Screen.

### Using the VCR/DVD

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Step 1. Touch the Touch Panel Screen to Start.

Step 2. Choose "VCR" or "DVD."

Step 3. On the switcher in the rack, make sure to choose VCR/DVD

Step 4. Press the "Video" button on the black Epson remote control.

Step 5. Insert the VHS tape or DVD.

Step 6. (Volume) Volume is located on the Touch Pad Screen.

## Using the Blu-ray

Step 1. Touch the Touch Panel Screen to Start.

Step 2. Choose "Blu-ray."

Step 3. Insert either a DVD or Blu-ray into the Blu-ray Player.

Step 4. (Volume) Volume is located on the Touch Pad Screen.

## Turning the System Off

Step 1. Select "Turn System Off."

## Screen Override

There are manual override buttons for the screen located on the wall (stage right) if the screen does not respond to the remote.

**For classroom technology assistance, please contact Media Services at [av@carthage.edu](mailto:av@carthage.edu) or (262-551-5950). To report problems, please call the same number or email [media@help.carthage.edu](mailto:media@help.carthage.edu).**

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Unique solution ID: #1080

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