

# Hi-Tech Classroom User Guide



For use with these podium types

*Updated: 5/12/2009*

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Hi-Tech Classrooms are equipped with a ceiling mounted projector, a computer installed on the podium, a DVD/VCR player, a speaker system, and laptop connections. Some hi-tech classrooms also contain document cameras. Hi-Tech classrooms enable you to do the following:

- Display computer presentations
- Connect to Internet and LAN resources
- View videocassettes/DVDs
- Display transparencies, printed material, etc. (only in rooms with document cameras)

Hi-Tech Classrooms include everything you need to connect your laptop to the podium. The hinged top of the podium (or the top surface of the podium, in some rooms) contains remote controls for the projector and the DVD/VCR along with complete instructions. Not all Hi-Tech Classrooms work the same way, therefore please refer to the chart attached to your podium for room-specific operating instructions.

#### **How do I reserve a Hi-Tech Classroom?**

Instructors who use Hi-Tech Classrooms or eClassrooms may request these rooms in Argus. In the *Courses and Scheduling* channel, select *Class Mate*. Alternatively, instructors may submit a request to their department head at the time course offerings are submitted to the Registrar's Office. While every effort will be made to grant classroom requests, there are a limited number of Hi-Tech Classrooms and eClassrooms and so there is no guarantee that every request will be granted. The chances of receiving a Hi-Tech Classroom or eClassroom are improved if classes are scheduled during non-peak times.

#### **Where can I see a list of all Hi-Tech Classrooms?**

A complete list of UWF Hi-Tech Classrooms and eClassrooms with information on location, equipment, weekly usage, and photos is available in Argus (<http://uwf.edu>). In the *Courses and Scheduling* channel, select *Classroom List*.



#### **Where are the remote controls?**

The remote controls are stored in the hinged top of the podium, or, in some rooms, on the top of the podium. Please return the remote controls to the podium at the end of your session.



#### **Do you offer training for using Hi-Tech Classroom equipment?**

Yes! Classroom Technology offers two Hi-Tech Orientation sessions at the beginning of each semester. These dates are published in the Personal Announcements channel in Argus and you can sign up through the Training Reservation Desk channel in Argus. For more information, contact the ITS Help Desk at (474-) 2075 or [helpdesk@uwf.edu](mailto:helpdesk@uwf.edu).

#### **Can I bring other external devices, like a video camera, to connect to the system?**

Yes. The DVD/VCR combo unit installed in each podium has standard RCA audio and video jacks. You may plug a device into the system through these jacks. You will have to select the line input on the VCR. For assistance, contact the Help Desk and someone will meet you in your Hi-Tech Classroom.

## 2. Projector

The projector can display images from the PC, laptop, DVD/VCR, or document camera. Use the remote control to turn the projector on (point the remote at the projector). Be sure to turn the projector on **before** turning the DVD/VCR or document camera on and **before** connecting and turning on your laptop. Turning the projector on first allows it to automatically recognize and communicate with the other equipment. You will hear the projector fan start up and you will see a flash of light through the lens. The projector usually takes 30 – 60 seconds to warm up.



Projector bulbs are very expensive. Be sure to turn the projector off at the end of your session.

All Hi-Tech Classroom podiums have a VGA switcher installed. The switcher allows multiple devices to share a single input on the projector by selecting the device (laptop, PC, or document camera) you wish to display. The switcher is installed underneath the DVD/VCR combo unit. In rooms with a document camera, the switcher is located on the top of the podium. To change the active input on the switcher, simply press the button that corresponds to the device you want to display to the projector. The projector must be in the proper input mode for the image to be displayed. Consult the Quick Start guide located on the podium for more information.



### How do I display the PC, laptop, DVD/VCR, or document camera through the projector?

Use the projector remote and the switcher to select the equipment item that you wish to display. Typically the projector's *Video* button will display the DVD/VCR and the *RGB*, or *Computer* button will display the laptop. The VGA switcher (located under the DVD/VCR or on top of the podium) must be set to display the Laptop, PC, or the Document Camera. Operation varies depending upon the room and equipment you are using, please refer to the chart attached to your podium for room-specific operating instructions.

### How do I turn the projector off?

Press the *Off* or *Power* button once. The screen will ask for confirmation that you want to turn off the projector. Press the *Off* or *Power* button again to shut down the projector.

### Where can I learn more about the specific projector model in my classroom?

See the *Hi-Tech Classroom Chart* included in this manual to learn what type of equipment is in your Hi-Tech Classroom. You can then refer to the Appendix to learn how to operate a specific model.

## 3. PC

Hi-Tech Classrooms now have a PC installed on or near the podium. This PC runs Windows XP and is on the ArgoNet domain, which means you can log into it with your ArgoNet username and password. Use the keyboard/mouse combination strapped to the computer.

The PC is equipped with the most commonly used software for the classroom environment, including Microsoft Office, Adobe Reader, Internet Explorer, Firefox, and more.

These PCs also feature USB 2.0 ports and can be used in conjunction with USB flash drives, external drives, PowerPoint “clickers,” or any additional USB devices.



### Setting Up the PC:

1. **Turn on the projector.** Point the projector's remote control at the projector and press the Power, On, or Standby/On button.
2. **Set the switcher to the PC position.** All Hi-Tech Classrooms have a VGA switcher which selects between the Laptop, PC, and in some rooms, the Document Camera. The switcher is located under the DVD/VCR combo unit. (In rooms with a document camera, the switcher is located on the podium.) There are a few different styles of switchers, but they all accomplish the same task.
3. **Set the projector to the correct input mode.** Generally speaking, the *Computer* or *RGB* button on the projector remote will place the projector in the correct mode. Refer to the quick start sheet, located on the podium, for specific instructions for the classroom you are in.
4. **.Log in to the PC.** The PC should already be powered on. If there is no power light, turn on the PC by pressing the power button, located on the front of the PC. If the power light is already on and there is a black screen or a Windows screen saver, slide your finger across the touchpad or press a key on the keyboard to wake up the computer and display the Windows XP login screen, then press CTRL+ALT+Delete on the keyboard. You will be shown a reminder message asking you to log in with your ARGONET username and password, and also to log out when finished. Click OK or press Enter to continue. Enter your ARGONET username and password in the appropriate boxes. Make sure that ARGONET is displayed underneath your username and password, and then click OK to log in. If this is the first time you have logged in to this particular computer, it may take a few moments for your profile to be created.
5. **Adjust the volume.** Adjust the volume (if needed) on the computer by using the Windows mixer control. You may also need to check the power to the TOA amp and/or adjust the MASTER volume level if no sound is heard.
6. **Log off of the computer (please do not turn the computer off) and turn off the projector at the end of your session.**

### Do these rooms have Internet connectivity?

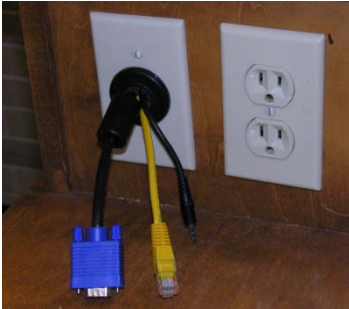
Yes. The PC installed on the podium is configured for Internet access.

### How do I access my network (H: and I:) drives from the classroom?

When you log in to the PC, your H: and I: drives will automatically be mapped for you.

## 4. Laptop

Laptop connections are available on the side or top of the podium for electricity, video (VGA), audio, and Internet/LAN connectivity.



The Hi-Tech podiums now include “pigtail” connections, which no longer require that instructors provide their own cables to connect a laptop.

### Setting Up Your Laptop:




1. **Turn on the projector.** Point the projector’s remote control at the projector and press the *Power, On, or Standby/On* button. It is important to turn the projector on **before** connecting and turning on the laptop.
2. Connect your laptop to the podium’s cable connections.  
**Power Supply (required).** Connect the *laptop power supply* to the *electrical connection*.  
**VGA Cable (required).** Connect the podium’s VGA cable to the *VGA output* on the laptop.  
**Network Cable (for Internet/LAN access).** Connect the podium’s *RJ45 cable* to the Network Interface Card on the laptop for the *Internet/LAN connection*.  
**Audio Cable (for sound).** Connect the podium’s *mini-stereo cable* to the laptop’s speaker-out or headphone jack.



Always plug your laptop into the electrical connection when using a Hi-Tech Classroom. Do not let it run on battery power.

3. **Set the switcher to the Laptop position.** All Hi-Tech Classrooms have a VGA switcher which selects between the Laptop, PC, and in some rooms, the Document Camera. The switcher is located under the DVD/VCR combo unit. In rooms with a document camera, the switcher is located on the podium. There are a few different styles of switchers, but they all accomplish the same task.
4. **Set the projector to the correct input mode.** Generally speaking, the *Computer or RGB* button on the projector remote will place the projector in the correct mode. Refer to the quick start sheet, located on the podium, for specific instructions for the classroom you are in.
5. **Turn on the laptop and wait for the boot-up process to finish.** If the computer output is not displayed, press the *RGB or Computer* button on the projector remote. Operation varies depending upon the room and equipment you are using, please refer to the chart attached to your podium for room-specific operating instructions.



**NOTE:** Some laptops require you to press a special key combination (hotkey sequence) to display the laptop on the projector. The hotkey sequence will move sequentially through three display modes (laptop display only, projector display only, and simultaneous laptop and projector display). For example, on Dell laptops press   (hold down  then press ). Repeat this key combination until the laptop displays both on the laptop screen and on the projector. Laptops from other vendors may have different key combinations; look for a key with a picture of a monitor or the words CRT/LCD. After using the hotkey sequence, allow at least 5 seconds for the image to be displayed.

6. **Adjust the volume.** Adjust the volume (if needed) on the speakers by turning the appropriate knob corresponding to the audio source you are working with. You may also need to check the power to the amp and/or adjust the MASTER volume level if no sound is heard.



7. **Turn off the projector at the end of your session.**

### **Do these rooms have Internet connectivity?**

Yes. The PC installed on the podium is configured for Internet access. In order for your laptop to connect to the Internet from the classroom via the network connection, it must be configured to use DHCP to automatically obtain an IP address. If you need assistance connecting your laptop to the Internet in a Hi-Tech Classroom, contact the Help Desk.

### **How do I access my network (H: and I:) drives from the classroom?**

Your network (H: and I:) drives must be configured on the laptop you are using in the Hi-Tech Classroom. If you can access the network drives from your laptop at another location, you should be able to access them from a Hi-Tech Classroom. If you need assistance setting up a laptop to access your network drives, contact the Help Desk. Please note, it is not recommended to access your network drives via FTP or the My ArgoNet tab in Argus. This method may cause your ArgoNet password to be displayed to the class.

## 5. DVD/VCR

### Operating the DVD/VCR:

1. **Turn on the projector.** Point the projector's remote control at the projector and press the *Power*, *On*, or *Standby/On* button. It is important to turn the projector on **before** turning on the DVD/VCR.
2. **Turn on the DVD/VCR.** Point the DVD/VCR remote control at the DVD/VCR and press the *Power* button.
3. **Put the projector in Video Mode.** Point the projector's remote control at the projector and press the *Video* or *Video1* button. Operation varies depending upon the room and equipment you are using, please refer to the chart attached to your podium for room-specific operating instructions.

**NOTE:** You may see and/or hear output from the DVD/VCR before your DVD or videocassette is played. To prevent this, use the *Channel Up/Down* buttons to select *L1* or *L2*, which places the unit in line mode.

4. View the desired Programming.  
**Play the DVD/videocassette.** Insert the DVD/videocassette. Point the DVD/VCR remote control at the DVD/VCR and press the button to indicate whether you are using the *DVD* or *VCR* (operation varies by model, see the Appendix for more information). Using the DVD/VCR remote, press *Play*. If the record tab has been removed from the videocassette the play function will start automatically.
5. **Adjust the volume.** Adjust the volume (if needed) on the speakers by turning the knob marked *DVD/VCR*. You may also need to adjust the MASTER volume level if no sound is heard.



6. **Turn off the projector and the DVD/VCR at the end of your session.**

### How do I switch between the DVD and VCR?

Point the DVD/VCR remote control at the DVD/VCR and press the button to indicate whether you are using the *DVD* or *VCR*. See the Appendix for more information.

### Where can I learn more about the DVD/VCR in my classroom?

See the *Hi-Tech Classroom Chart* included in this manual to learn what type of equipment is in your Hi-Tech Classroom. You can then refer to the Appendix to learn how to operate the DVD/VCR.

### How do I view satellite broadcasts?

Use the channel buttons to select channel 21.

## 6. Document Camera

The document camera allows you to display transparencies, printed documents, and three dimensional objects.

Operating the Document Camera:

1. **Turn on the projector.** Point the projector's remote control at the projector and press the *Power, On, or Standby/On* button. It is important to turn the projector on **before** turning on the document camera.
2. **Turn on the document camera.** See the Appendix to locate the power switch.
3. **Set up the document camera.** See the Appendix to learn how to position the document camera head and lamps.
4. **Turn on the lamps.** Use the backlight for transparencies and the illumination lamps for nontransparent objects. Please turn the lamps and the document camera off at the end of your session.



**SPECIAL NOTE:** Rooms with a document camera contain a blue switcher that selects whether you are using a laptop, the PC, or the document camera. The switcher is located on top of the podium. Press the silver button on the top of the switcher to cycle between the input modes. If everything is set up properly and turned on and you are not seeing the document camera on the projector, ensure that the switch is in the document camera ("Doc Cam") position.



5. **Turn off the document camera and projector at the end of your session.**

### What is the difference between a document camera and an overhead projector?

A document camera is much more versatile. Like an overhead projector, the document camera can display transparencies; however, it can also display printed documents, book pages, and three dimensional objects.

### How do I set up the document camera?

Press the Arm Lock Release Lever to pull up the head of the document camera. Position the camera eye to face the document you wish to display. Position the illumination lamps up on each side of the document camera bed. See the Appendix for illustrations.

### Where can I learn more about the specific document camera in my classroom?

See the *Hi-Tech Classroom Chart* included in this manual to learn what type of equipment is in your Hi-Tech Classroom. You can then refer to the Appendix to learn how to operate a specific model.

## 7. Hi-Tech Classroom Chart

The chart below lists the equipment available in each Pensacola Hi-Tech Classroom. The letter in red refers to the appendix with operating instructions. In addition, the UWF Fort Walton Beach campus has two Hi-Tech Classrooms. Contact the UWF Fort Walton Beach administration for more information about these rooms.

A complete list of UWF Hi-Tech Classrooms and eClassrooms with information on location, equipment, weekly usage, and photos is available in Argus (<http://argus.uwf.edu>). In the *Courses and Scheduling* channel, select *Classroom List*.

BUILDING	ROOM	PROJECTOR MODEL	DOCUMENT CAMERA?
10	103	NEC LT265 (B)	NO
11	121	NEC NP60 (A)	NO
11	122	NEC NP60 (A)	NO
11	217	NEC NP60 (A)	NO
13	230	NEC LT265 (B)	YES (F)
36	191	PROXIMA DP8200X (D)	NO
41	134	PROXIMA DP6870 (C)	NO
41	136	NEC NP60 (A)	NO
52	162	NEC NP60 (A)	NO
71	133	PROXIMA DP8400X (D)	YES (F)
71	136	PROXIMA DP8400X (D)	YES (F)
74	103	NEC NP60 (A)	NO
74	104	NEC NP60 (A)	NO
77	121	PROXIMA DP6870 (C)	NO

DVD/VCR COMBO UNIT: APPENDIX (E)

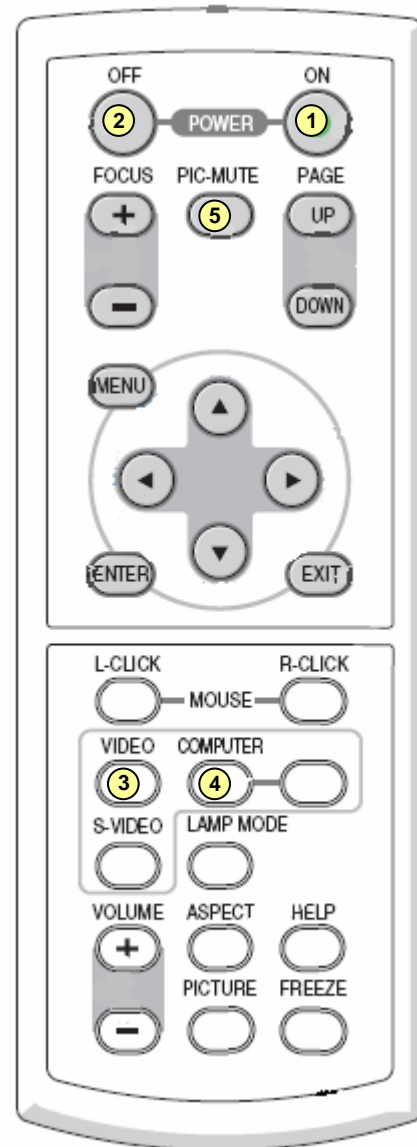
## 8. Appendix

- A. NEC NP60 Projector
- B. NEC LT265 Projector
- C. Proxima DP6870 Projector
- D. Proxima DP8200X / DP8400X Projector
- E. Sansui DVD/VCR
- F. Samsung Document Camera

## A. NEC NP60 Projector

To turn the projector off: Press the *Off* button once. The screen will ask for confirmation that you want to turn off the projector. Press the *Off* button again to shut down the projector.

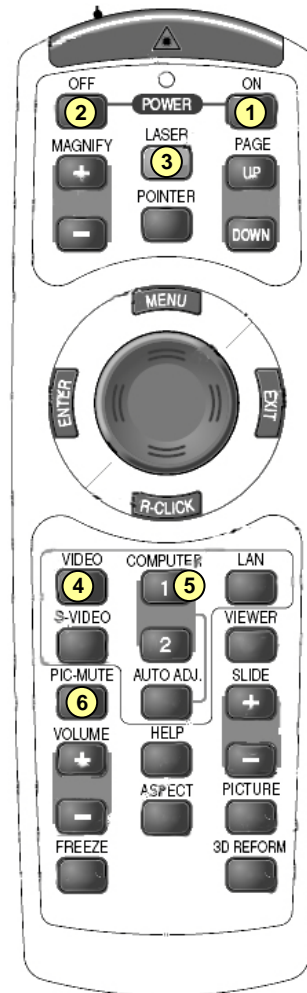
1. **On.** Turns projector on.
2. **Off.** Turns projector off.
3. **Video.** Sends the DVD/VCR to the projector.
4. **Computer.** Sends the computer screen to the projector.
5. **Pic-Mute.** Temporarily turns off the image. Press again to restore image.




## B. NEC LT265 Projector

To turn the projector off: Press the *Off* button once. The screen will ask for confirmation that you want to turn off the projector. Press the *Off* button again to shut down the projector.

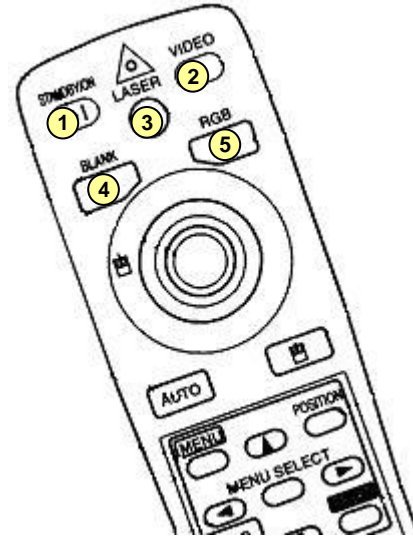
1. **On.** Turns projector on.
2. **Off.** Turns projector off.
3. **Laser.** Laser pointer. Hold down to use.
4. **Video.** Sends the DVD/VCR to the projector.
5. **Computer 1.** Sends the computer screen to the projector.
6. **Pic-Mute.** Temporarily turns off the image. Press again to restore image.




## C. Proxima DP6870 Projector


 To turn the projector off: Press the *Power* button once. The screen will ask for confirmation that you want to turn off the projector. Press the *Power* button again to shut down the projector.

1. **Standby/On.** Turns projector on/off. Hold down for four seconds to turn the projector on/off.
2. **Video.** Sends the DVD/VCR to the projector.
3. **Laser.** Laser pointer. Hold down to use.
4. **Blank.** Blanks out the screen.
5. **RGB.** Sends the computer screen to the projector.

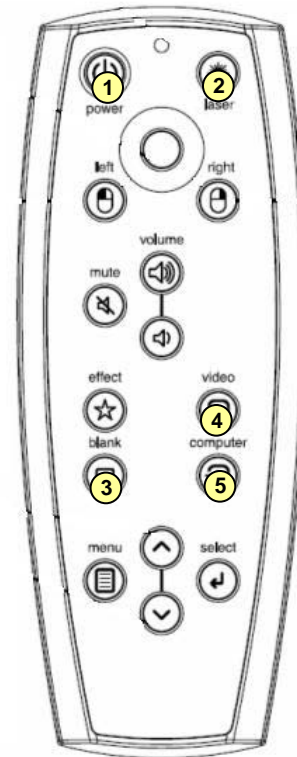


## D. Proxima DP8200X / DP8400X Projector

 This projector chimes when the power is turned on/off.

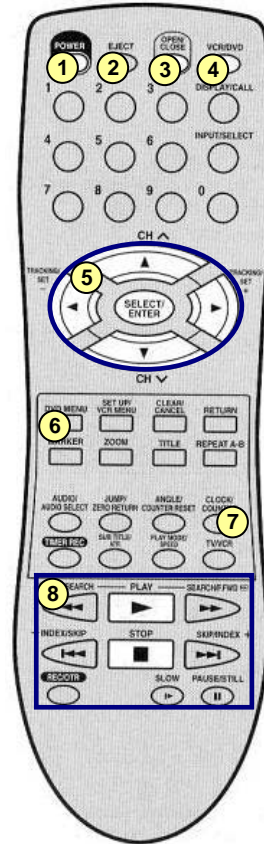
 To turn the projector off: Press the *Power* button once. The screen will ask for confirmation that you want to turn off the projector. Press the *Power* button again to shut down the projector.

1. **Power.** Turns projector on/off.
2. **Laser.** Laser pointer. Hold down to use.
3. **Blank.** Blanks out the screen.
4. **Video.** Sends the DVD/VCR to the projector.
5. **Computer.** Sends the computer screen to the projector.



## E. Sansui DVD/VCR

1. **Power.** Turns the DVD/VCR on/off.
2. **Eject.** Ejects the videocassette.
3. **Open / Close.** Opens/closes the DVD tray.
4. **VCR / DVD.** Switches between the VCR and DVD player.
5. **Channel Select / DVD Controls.** Changes channels when using the VCR. Selects menu options when using the DVD player.
6. **DVD Menu.** Displays DVD menu.
7. **Clock / Counter.** Displays clock and counter.
8. **Standard Controls.** Play, stop, rewind, fast forward, record, slow, pause. Index/skip buttons are only used with the DVD player.



## F. Samsung Document Camera

Use the Power button to turn the document camera on. Position the camera head to face the document. Use the Lamp button to turn on the Backlight and Illumination Lamps. To view transparencies, use the backlight. To view hard copy documents, position and turn on the illumination lamps. Use the AF (AutoFocus), Zoom, and Rotate buttons to display the document as desired.

1. **Camera head.** Point camera eye to face document.
2. **Arm.** Press the Release Lever (3) to fold/unfold.
3. **Arm lock release lever.** Press to fold/unfold the arm (2).
4. **Illumination lamps.** Use to display hard copy documents. Press the Lamp button (10) to turn the lamps on. The system will preheat for three seconds before the lamps turn on. The angle of the lamps is adjustable.
5. **Backlight.** Use to display transparencies. Press the Lamp button (10) to turn the backlight on.
6. **Power.** When the power is on, the power indicator light turns on.
7. **Zoom.** Zoom in and out.
8. **Rotate.** Rotates the image 90 degrees each time the button is pressed.
9. **AF.** AutoFocus. Press to automatically adjust the focus.
10. **Lamp.** Turns Illumination lamps (4) and the Backlight (5) on/off. Pressing the Lamp button toggles between Lamps On, Backlight On, and All Lights Off.

