

Directions for Using TEC Classrooms

For Education Hall Room 3091 B

The computers and equipment in this room are
maintained by Instructional Technology

This manual is available online: http://www.rowan.edu/toolbox/tec_rooms



Report Equipment problems to:

Extension 5552

Or

Email: itsupport@rowan.edu

For discipline specific software installation:

Email: itsupport@rowan.edu

For training, contact Eileen Stutzbach at:

Extension 4584

Or

Email: Stutzbach@rowan.edu

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Technology Enhanced Classroom Users Manual

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Getting Started

Step 1

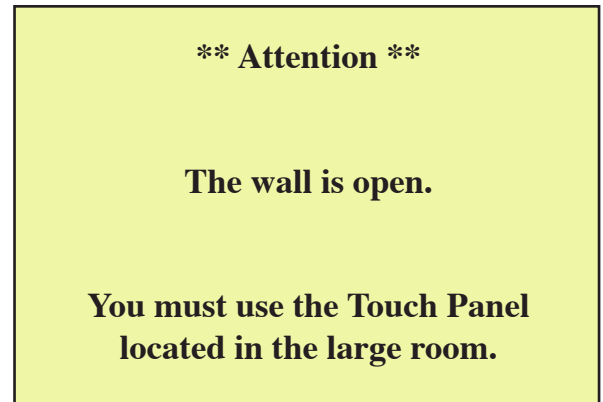
The wall-mounted Crestron Touch panel is located to the right of the drop down screen.

Step 2

This room has a divider wall that **must** be **completely** closed for the wall-mounted Crestron panel to function.



The image to the right shows what happens when the divider wall is **not** completely closed. The wall-mounted panel is rendered inoperable and the Crestron control panel on the lecturn takes over and acts as the control for the entire room.



Step 3

If the Crestron Touch panel is asleep, press the screen to wake it up.



Getting Started continued

Step 4

The panel will ask you for a passcode, which is the classroom number you are in (**3091**). Press **Enter**.

Entering the passcode will bring you to the main menu.



Step 5

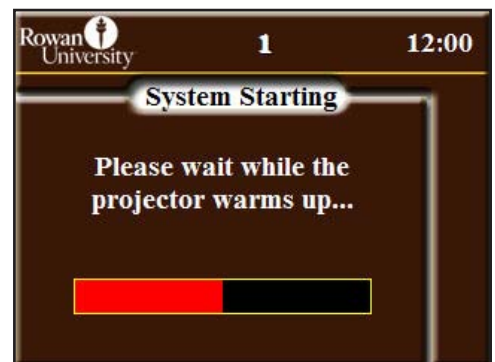
From the main menu, select the appropriate input (i.e. Laptop, DocCam, PC, etc).



The projector will power on and the screen will drop. Please allow 30 seconds for the projector to warm up.

(Note: Once you select an input (i.e. Laptop), press that input button again to view its controls.)

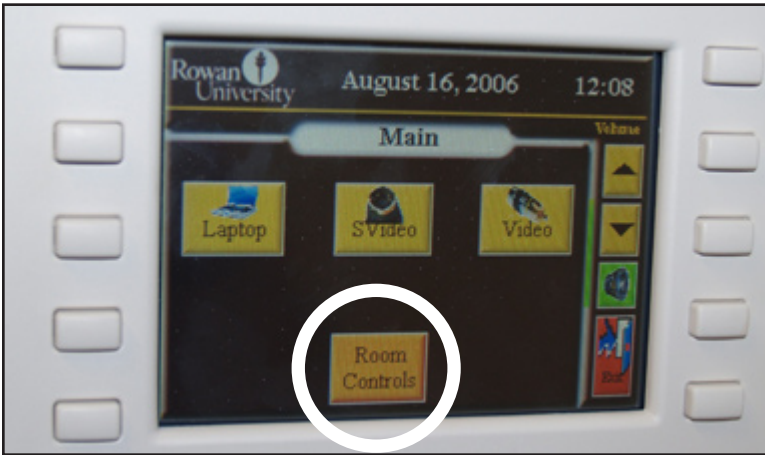
To return to the main menu, press **Main**.



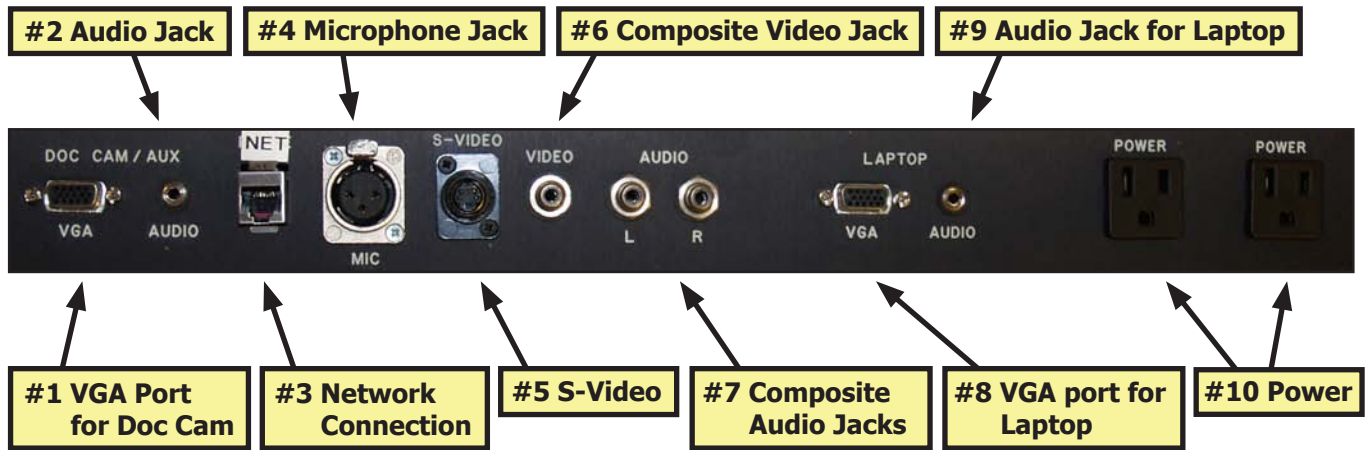
Getting Started continued

Step 6

The **Room Controls** button allows screen control, powering on and off the projector and also blanking the projector.



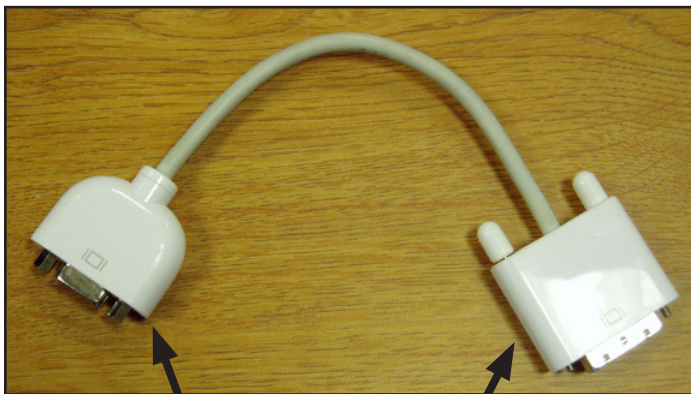
To Display Mac Laptop



You can find the power, network, audio and VGA connections on the laptop plate on top of the lectern.

Step 1

You will need the **Apple VGA to DVI Display adapter** that came with your Apple laptop.



< Instructional Technology does not supply this adapter.

VGA Connector DVI Connector

Step 2

Connect DVI end of the adapter to the DVI port on the side of your Apple laptop.



DVI end of adapter



DVI Port on laptop

(Directions are continued on next page)

To Display Mac Laptop continued

Step 3

Plug the VGA end of the adapter to the VGA port (see #8 in the top figure on page 6) on the laptop plate.



VGA port on Laptop Plate



VGA end of the adapter

Step 4

For network access, plug network cable into laptop. Plug opposite end to the network connection (see #3 in the top figure on page 6) on the laptop plate on top of the lecturn.



Network Connection on Laptop Plate



Network Cable

Step 5

Turn on your Laptop. To have it mirror display (show on laptop and projectorscreen), press **F7** on your keyboard.

Be sure to see how to Project Laptop on page 10.

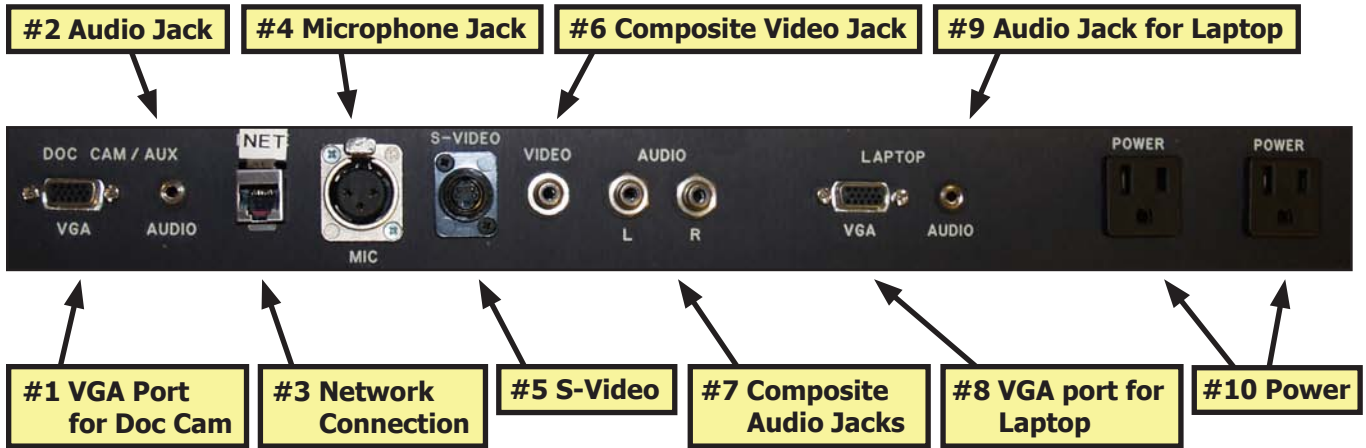
Please Note:

For audio, connect audio cable to the Speaker or Headphone jack on your laptop to the audio jack (see #9 in the top figure on page 6) on the laptop plate on top of the lecturn.

Laptop connection cables (VGA, Audio, Network, "S-Video") can be found permanently attached to the top of the desk. If any or all are missing, please contact IT so we may replace them.

(Please do not leave the room with these cables or with draws open. Doing so, will inconvenience the next person using this room.)

To Display PC Laptop



You can find the power, network, audio and VGA connections on the laptop plate on top of the lectern.

Step 1

Connect VGA cable (provided on top of the desk) to the back of your laptop.



End of VGA cable



VGA Port on Laptop

Step 2

Plug the opposite end of the VGA cable to the VGA connection (see #8 in the top figure above) on the laptop plate on the top of the lectern.



VGA port on Laptop Plate

(Directions are continued on next page)

To Display PC Laptop continued

Step 3

For network access, plug network cable into laptop. Plug opposite end to the network connection (see #3 in the top figure on page 8) on the laptop plate top of the lecturn.



**Network Connection
on Laptop Plate**



Network Cable

Step 4

Turn on your Laptop.

To have it mirror display (show on laptop and projector screen):

For Dell, press **Fn + F8 (CRT/LCD)** on your keyboard; For Compaq, press **Fn + F4**; For Toshiba, press **Fn + F5**; For HP, press **Fn + F6**; and For Fujitsi, press **Fn + F8**.

Be sure to see how to Project Laptop on page 10.

Please Note:

For audio, connect audio cable to the Speaker or Headphone jack on your laptop to the audio jack (see #9 in the top figure on page 8) on the laptop plate on top of the lecturn.

Laptop connection cables (VGA, Audio, Network, "S-Video") can be found permanently attached to the top of the desk. If any or all are missing, please contact IT so we may replace them.

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To Project Laptop

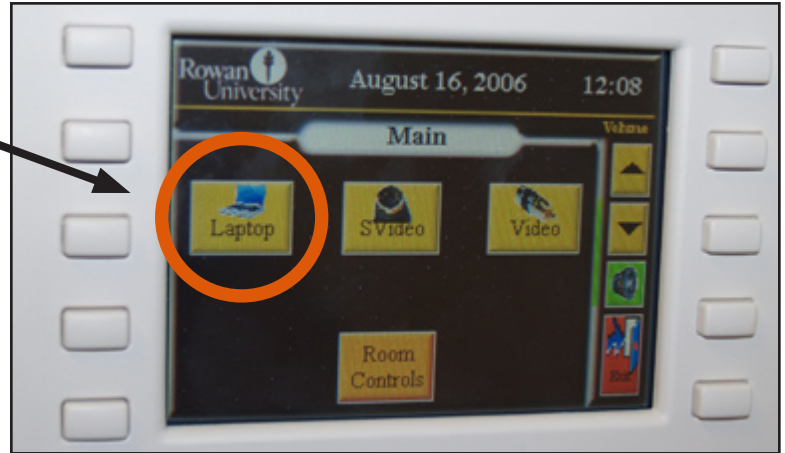
Step 1

To project your laptop, your laptop must first be connected from its VGA port to the VGA port on the laptop plate and then powered on.

Step 2

Select **Laptop** on the Touch screen.

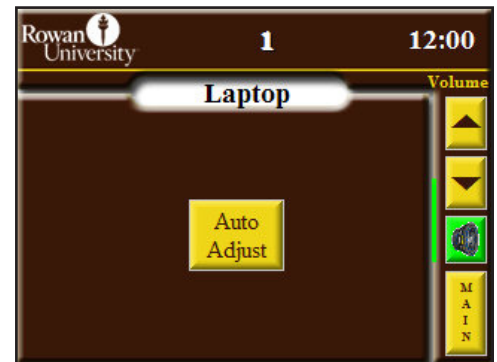
The projector will power on and the screen will drop. Please allow 30 seconds for the projector to warm up.



Step 3

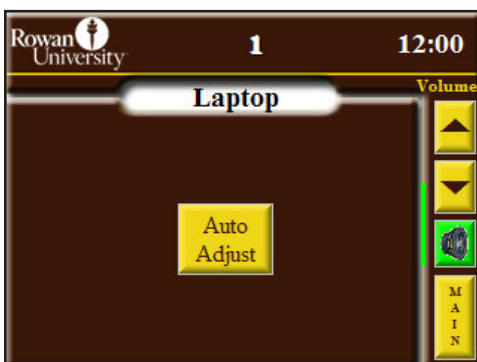
The Laptop Controls panel will appear on the screen.
The Auto Adjust button automatically adjusts the resolution of the projector for a laptop for proper fit to the projector.

To return to the main menu, press the **Main** button.



Step 4

Use the volume controls are on the top right-hand side of the touch panel to adjust the volume.



- ← **Increase Volume**
- ← **Decrease Volume**
- ← **Mute Volume**

Working with Your H Drive

The H Drive (Home Directory) is personal space on the network servers, which is used to save work related documents and files. When files are saved on the H Drive, you can access these files on any networked computer on campus or at home. The files on the H Drive are backed up regularly. The H Drive is a secure place to backup important documents and files.

Where is my H Drive located on a PC?

1. Log onto the computer using your Rowan username and password.
2. Go to **My Computer**.
3. Double-click on your H Drive (H:).

Where is my H Drive located on a Mac?

1. Log onto the computer using your Rowan username and password.
2. On your Desktop is the icon for your H Drive.
3. Double-click on the icon. A new dialog box will appear.
4. Double-click on **Employees** and the folder labeled with your Rowan Username. That folder is your home directory (H Drive).



Using a USB/Flash Drive on a Mac

Step 1

Insert your USB/flash drive into the USB port on your computer.



USB Port

Please allow time for the device to be recognized, approximately 30 seconds, before attempting use.

Step 2

Once inserted, the USB/flash drive icon should appear on your desktop. Double-click on the icon to access your files.



Step 3

To remove your USB/flash drive, click and drag the USB drive icon to the **Eject** icon in the Dock.



(The Trash icon in the dock turns into the Eject icon as soon as you begin to click and drag the USB/flash drive icon.) Once ejected, the USB/flash drive will no longer be on your desktop.

It is now safe to remove your USB/flash drive from the USB extension cord.

Using a USB/Flash Drive on a PC

Step 1

Insert your USB/Flash drive into the USB port on the upper-right hand corner of your keyboard.

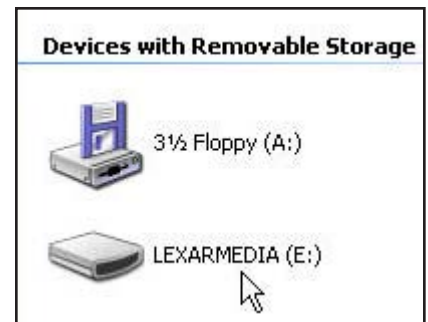


Please allow time for the device to be recognized, approximately 30 seconds, before attempting use.

Step 2

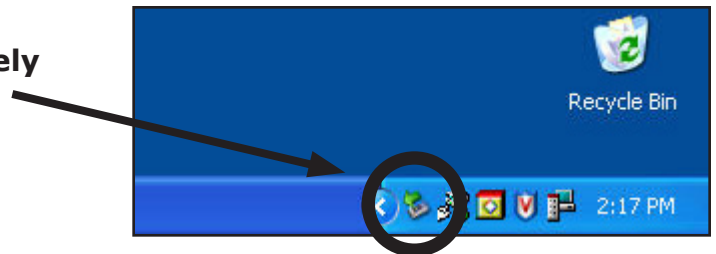
Open your file using your software or by clicking on **My Computer**. Scroll down to the section labeled as **Device with Removable Storage**.

To access your files, double-click on your USB drive icon, which may be listed by product name (i.e. *Lexar Media*). Your USB drive will be labeled as your (E:) drive.



Step 3

To remove your USB/flash drive, click on the **Safely Remove Hardware** icon on the bottom of the Windows screen.



Step 4

Select **Safely Remove USB Mass Storage Device - Drive (E:)**.



(Directions are continued on next page)

Using a USB/Flash Drive on a PC continued

Please Note: If you have a hub or more than one device connected to your computer, a different dialog box will appear.

Select **USB Mass Storage Device** and push **Stop**.



Step 5

When prompted, select **USB Mass Storage Device**.

Click **OK**.



Step 6

A *Safe to Remove Hardware* prompt will appear. Click on the orange "X" in the top right of the prompt to close it. It is now safe to remove your USB/flash drive from the USB port on the keyboard.



Using S-Video and Video Ports

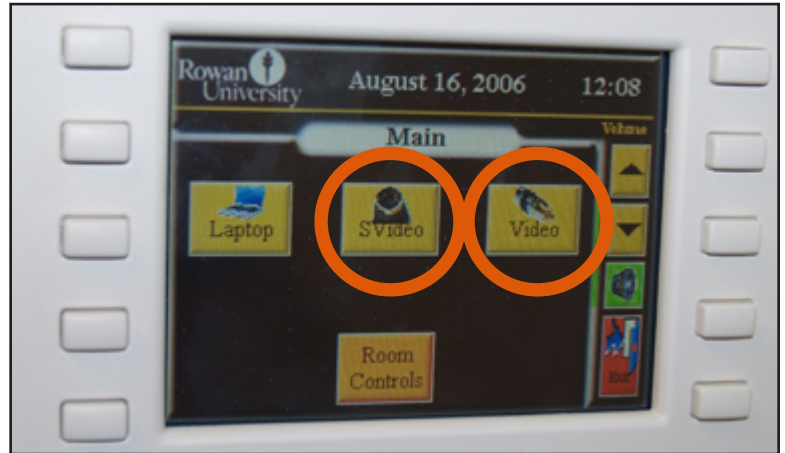
Step 1

Connect device (i.e. Camera) to the **S-video** or **Video** ports on the connection plate on top of the lecturn.



Step 2

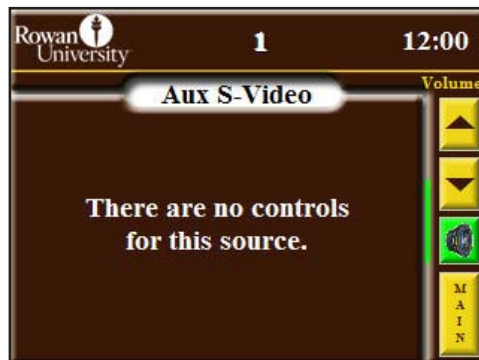
Select the appropriate input (i.e. S-Video or Video) on the Touch screen that corresponds with what is connected to the connection plate.



Step 3

When you select an input from the main menu of the Touch screen, one of the following screens will appear indicating that no input controls are available.

The controls are on the equipment that is connected to the input.



To Adjust Volume

Step 1

Use the volume controls are on the top right-hand side of the touch panel to adjust the volume.

- To increase volume, press the **Up** arrow.
- To decrease volume, press **Down** arrow.
- To mute volume, press the **green Speaker icon**.



Shut Down the System

Step 1

To exit system, select the **Exit** button in the bottom right corner.



Step 2

An *Are You Sure?* screen will appear. Press **Yes** to confirm system shut down.



Troubleshooting Guide

I don't know the passcode.

Contact Eileen Stutzbach in Instructional Technology, Stutzbach@rowan.edu, for training and passcode.

Where do I plug in the cable for my laptop?

The power, network, audio and VGA connections are on the laptop plate on the wall under the Crest-ron Touch panel, which is located to the right of the drop down screen.

I just exited the system and want to turn it back on.

The projector needs to completely cool down before you can re-enter the system. This will take a minute or so.

Technology Enhanced Classrooms are installed and maintained by the Office of Instructional Technology. Please call extension 5552 to report equipment malfunction. PC and Macintosh computers are configured with standard Rowan software including Microsoft Office and Internet Explorer. Should you require any discipline specific software installed, please e-mail itsupport@rowan.edu. TEC classrooms are reserved through the Registrar's office one year in advance. Please contact Jessica Fisher in the registrar's office, fisherje@rowan.edu, with scheduling issues.