

# eClassroom

## Quick Reference Guide

### Introduction



### Startup/Shutdown

#### Starting Up

1. Firmly press anywhere on the touch panel to “wake” the room control system.
2. Enter the 4-digit access code using the keypad and press **ENTER** to open (unlock) the cabinet.




**IMPORTANT:** Please see your School/Department for the access code or call the I.T. Support Centre using the in-room telephone.

3. Wait (up to 30 seconds) for the projector to warm up. When ready, the projector will show whatever signal is actively being routed to it.

### Connecting a Laptop or Auxiliary Device

1. Connect an HDMI or VGA cable between your auxiliary device (laptop, tablet, document camera, etc.) and the appropriate port on the side of the lectern.


**IMPORTANT:** Cables and adapters are not provided at the lectern but may be borrowed from the I.T. Support Centre (NX210-North or A212-Lakeshore).

2. Select the **AUX & Laptop** icon  on the touch panel to route the signal from the auxiliary port to the data projector.
3. Route the video signal on your laptop to the laptop’s video port.

**Windows Laptops:** Press the **FN** key in combination with the appropriate function (example: F9) key (actual key varies by laptop make and model).

**Macintosh Laptops:** Open the **System Preferences** (from the Apple menu), select **Displays**, and then click **Detect Monitor**.

#### Shutting Down



1. Press the **Shut Down System**  button in the bottom-right corner of the room control screen.
2. Confirm request by pressing “YES”. Pressing “NO” will return you to the main touch screen menu.

**IMPORTANT:** Shutting down may take up to two minutes depending on how long the data projector was in use.


## Using the Computer



### Startup/Shutdown

Ensure that the computer in the cabinet is powered on. If it is not, press the **Power**  button. To shutdown, click the **Start**  button and choose the **Shutdown** option.

### Displaying a Presentation

Select the **Podium PC** icon  on the touch panel to use the computer in the cabinet. Note that the computer screen and the projector(s) will show the same image.


### Playing a CD or DVD

1. Open the CD/DVD tray by pressing the eject button.
2. Insert your disc and then close the CD/DVD tray.
3. Play desired clip using the VLC application.

**NOTE:** Windows Media Player is also available for playback purposes, but VLC has more capabilities.


## Using the Blu-ray Player



1. Select on **Blu-ray Disc**  on the left side of the touch panel display to project the Blu-ray/DVD player.

**NOTE:** The playback device is inside the cabinet.

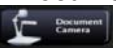
2. Insert your disc in the Blu-ray/DVD tray then use the device controls on the touch panel to operate.

**NOTE:** Some rooms may be equipped with a DVD/VHS combination player instead of a Blu-ray player. For these rooms, a **DVD** icon  will appear on the touch screen. Selecting the **DVD** icon on the touch panel will route the DVD/VHS signal to the data projector.

## Using the Document Camera

Document cameras are real-time, image capture devices used to display objects to a large audience.




1. Press the **Power** button on the document camera.
2. Select the **Document Camera**  icon.
3. Adjust the camera's aperture and focus.


**NOTE:** Not all rooms have a document camera. You may borrow a camera at an I.T. Support Centre.

## Controlling the Environment

### Lights

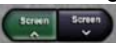
In many classrooms, lighting controls are available from the touch panel. Press the **Lightbulb**  icon to display the **Lighting Control** pop-up menu.

### Volume


Volume levels are adjustable using the **Volume** slider and **Mute** button  on the touch screen.

There are also **Volume Up**  and **Volume Down**  icons on the touch panel's frame.


### Projection Screen

In rooms with electronic projector screens, the controls for raising and lowering the screen are located on the touch panel.  Please note that some rooms are only equipped with manually operated screens.

### Image No Show

 When pressed, the **Image No Show** button temporarily "mutes" the projected image by displaying a black image. Pressing the button a second time restores the source image.

### Picture Freeze

 When enabled, the **Picture Freeze** button pauses the projected video signal on a still frame. Press a second time to restore motion.

## Help & Support

Priority access to technical support is available to instructors. Simply pick up the in-room telephone (available in most learning spaces) and select the I.T. Support Centre option to speak to an Analyst.