

USING CLASSROOM TECHNOLOGY

Room 017



NORTHERN
ARIZONA
UNIVERSITY

School of Forestry

Batteries

If a device associated with this lectern needs new batteries (AA, AAA, 9V), please swap them out with the appropriate rechargeable batteries contained within the charger located in the lectern.

Operating the projector

1. To turn on the projector, press the "STANDBY/ON" button on the remote.

NOTE: If you turn the projector off during your presentation, the projector will need to cool down until it can be turned on again (about 2 minutes). It is recommended that if you wish to turn the display off and on again during the presentation that you use the "BLANK" function on the remote as this function has no cool down time.

2. The Aspect button on the remote should be used to set this to 4:3 for most purposes.

Using the desktop computer

1. If you are using an employee account, logon with NAU\User ID.
2. To acquire the PC signal, press the "RGB" or "Computer" button on the remote until "Computer In 1" is displayed.

NOTE: If you are not seeing your Desktop displayed as desired via the projector use the Windows Key (⊞) + P and make sure it is set to "Duplicate".

3. To play a DVD, click on "This PC" from the Start Menu, right click over "DVD RW Drive (D:)...", and select "Play with Power DVD 9.5".

Using your laptop

1. A VGA cable is located outside of the cabinet. Connect the VGA cable to your laptop's VGA monitor output.
2. To acquire the PC signal, press the "RGB" or "Computer" button on the remote until "Computer In 1" is displayed.
3. The projector should automatically detect your laptop and display your laptop screen.

NOTES: You may need to adjust the resolution on your laptop in order to fit the screen properly.

Some laptops require you to use an *Fn* key or use the "Connect to projector" function to show the screen.

If you are not seeing your Desktop displayed as desired via the projector use the Windows Key (⊞) + P and make sure it is set to "Duplicate".

4. When a laptop is connected it should automatically be displayed. To switch between the Desktop and the Laptop you will need to use the small StarTech.com box located in the cabinet. Touch the button above 1 for laptop, and 2 for the desktop. The GREEN light means a connection is available and blinking RED means active connection.
5. The Aspect button on the remote can be used to set this appropriately.
6. There are no capabilities of sound from your laptop computer.

Using the Sound System (in storage room 017b)

1. Turn on the amplifier by using the switch on the back-left.
2. Make sure that the Right Master Volume is set to approximately 3 o'clock.
3. Make sure that the Computer/VCR Sound Volume (Input 4) is turned up.
4. Please do not touch the Equalizer
NOTE: All blue knobs are not used and should be OFF.
5. Refer to poster above amplifier for more detailed instruction

Using the document camera

1. Ensure that the projector is displaying the computer screen. (See above instructions)
2. Raise camera if it is folded down.
3. Press the Power button on the visual presenter (Should have blue ring when powered on)
4. Turn the Lamp light on/off by pressing "Lamp" on the presenter.
5. Double-click the "SDP860 USB Viewer" icon located on the computer desktop.
6. You should see a small picture from the camera. On the menu, click "Fit", then "Full". Press "Esc" to exit full screen mode.
7. Zoom in and out with magnifying glass (+/-) buttons on the presenter.

Operating the wireless microphone

1. Microphone is stored in top left drawer.
2. Turn the wireless microphone on by pushing the button on the top. Light should be green.
3. Press the power button again to MUTE / UNMUTE microphone.
4. Turn off the microphone when you are done by pressing and holding the power button until the light turns off.
5. Have the presenter attach the mic to their shirt pointing in the direction of their voice.
NOTE: The microphone is directional, so angle is more important than distance.
6. With the presenter, have them talk as if they were presenting and adjust microphone to accommodate presenters presentation style and volume

Operating the podium microphone

1. Microphone and screw-on stand are in storage room 017b.
2. Screw the microphone stand onto the podium.
3. Connect microphone cord directly into the floor jack. – OR-
4. Inside the podium you will find a black cord. Insert the end of the black cord into the power outlet in the ground (you will have to flip up the metal cover).
5. Insert a microphone into the jack on the top-right of the podium.

Remote Presenter Timer

1. See section 2 of the [Logitech Professional Presenter R800 Quick start guide](#).