

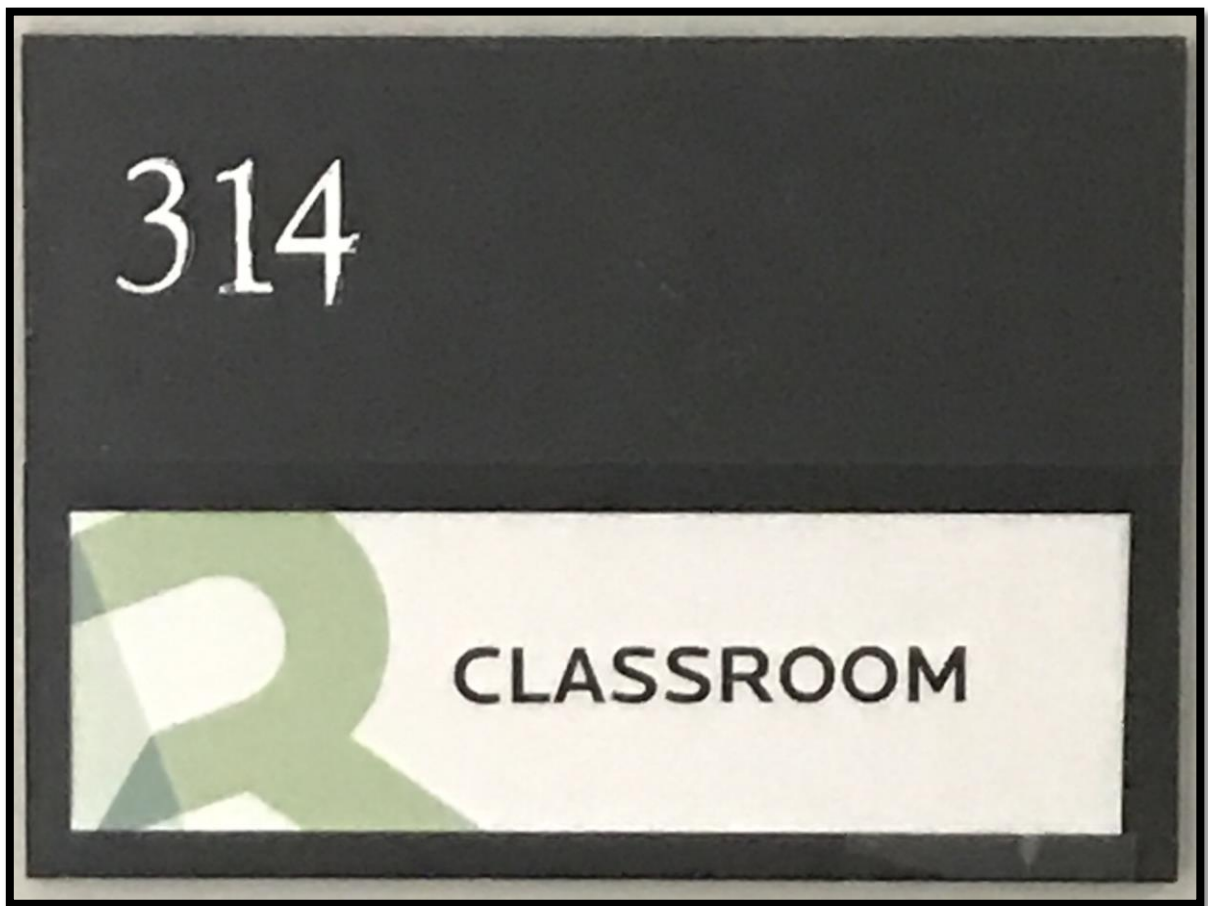
COMPUTER / AV EQUIPMENT BASICS – RU CLASSROOMS

This guide is intended to get you started using the Computer/AV in RU classrooms.

Because of the number of possibilities with different issues, not all issues can be covered.

As always, if you need assistance, first look to members of your study group who may be able to help.

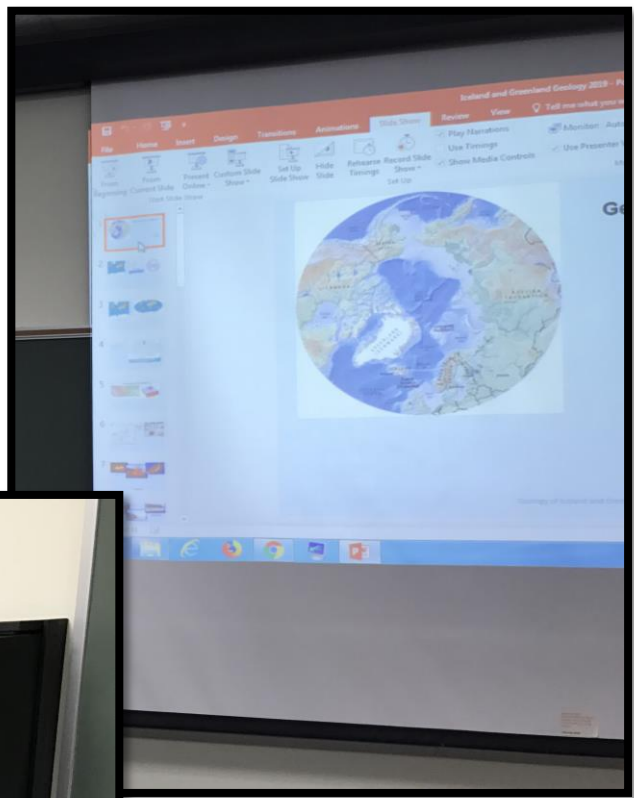
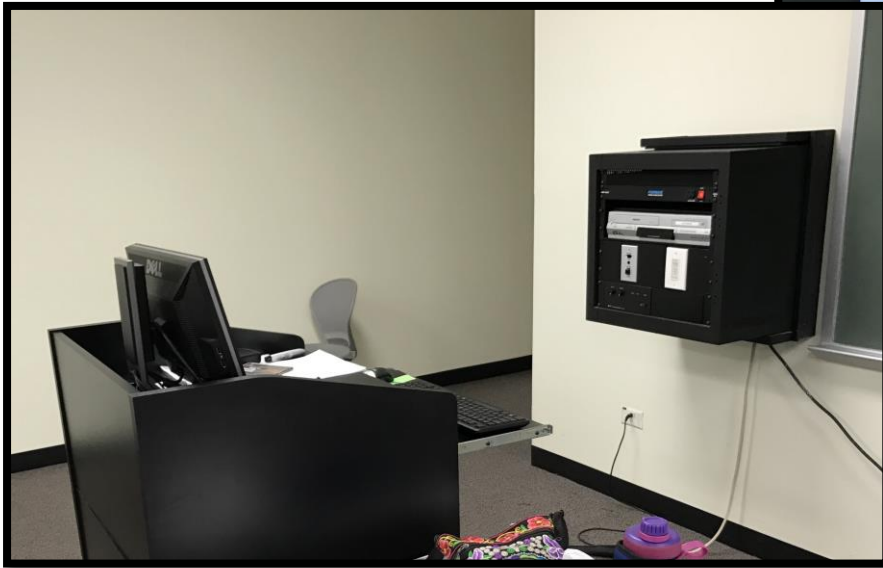
If needed, call the Roosevelt IT department at 847-619-8601, or 8601 from a school wall phone.



Room 314 is a “Smart Room” with a desktop computer on a podium.

There are cables included to allow a presenter to connect and use his/her own laptop computer.

Use the desktop computer (PC going forward), or your laptop computer to show DVD’s. More on DVD’s later.



Above is a general view of the room. To the right is the projection screen. It must be manually lowered into position for use. Pull it down to the bottom of the blackboard.

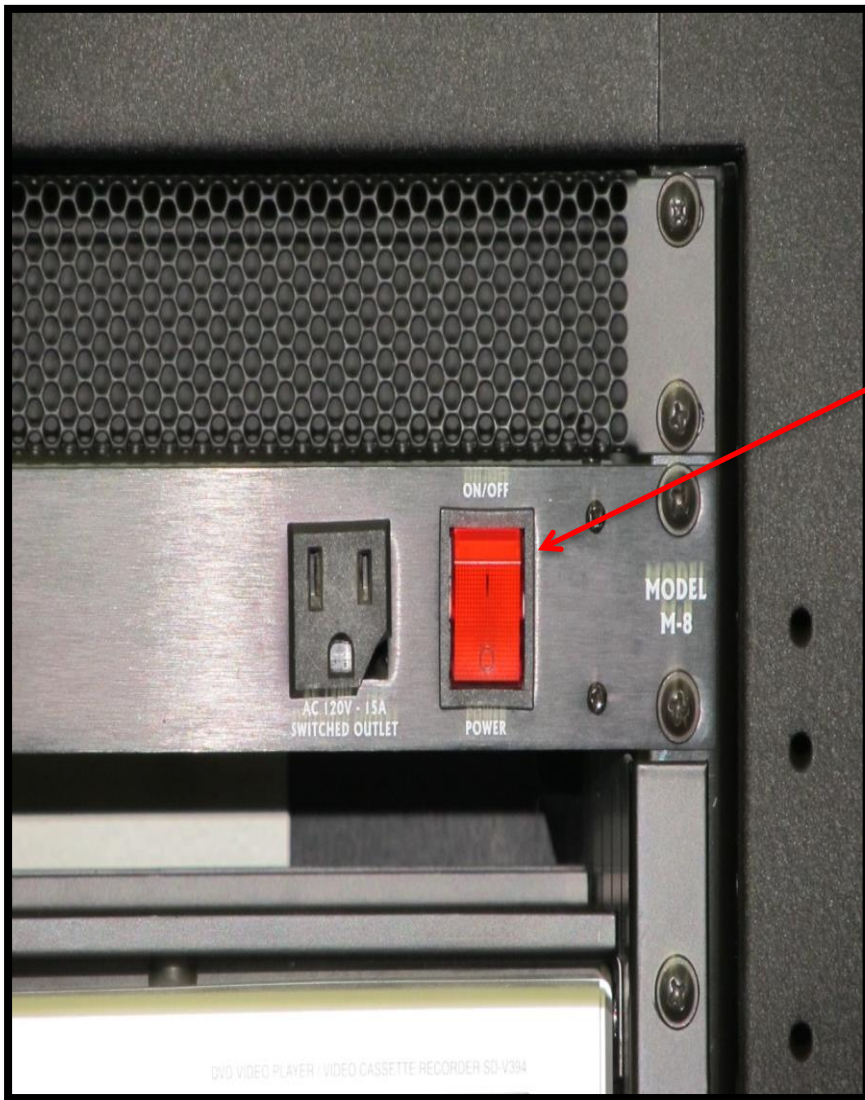
To the left is the smart box on the wall and the podium which houses the PC, and which has space for your papers and/or your personal laptop computer.

In Room 314 the projector and sound are controlled from a “smart box” on the wall behind the podium.

This smart box turns the projector on and off, makes sure the computer is projected on the screen, and controls the sound system.

The following pages describe how to use it.

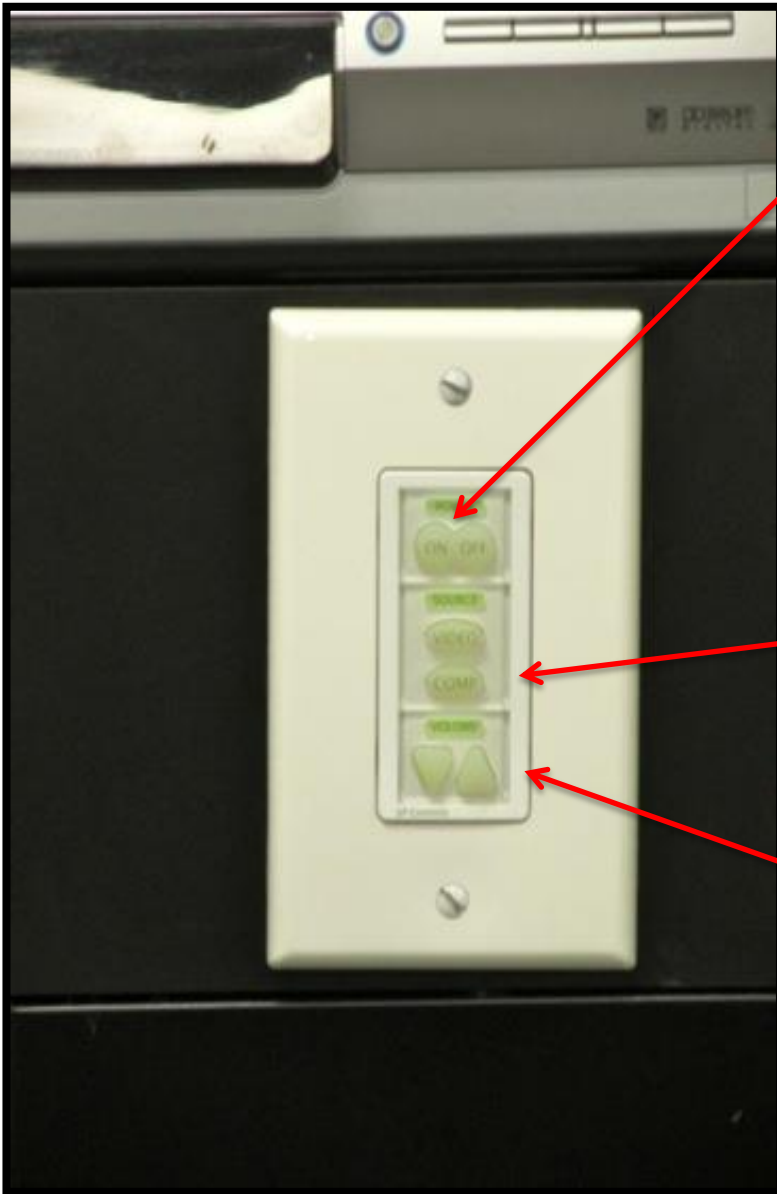




The **ORANGE MASTER POWER** button must be in the **ON** position.

NOTE: YOU DO NOT HAVE TO TURN THIS DEVICE OFF WHEN YOU ARE FINISHED.

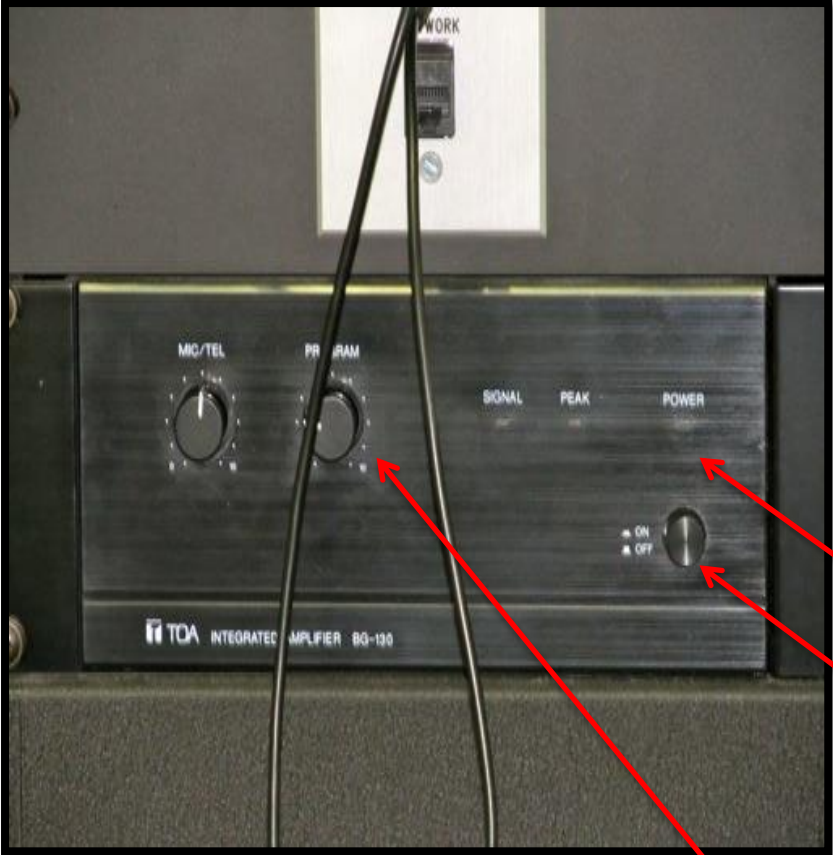
YOU SHOULD LEAVE THE BUTTON IN THE "ON" POSITION.



Turn on the ceiling projector by pushing the left side of the top button -- **ON**.

Use the **SELECT** buttons to select **COMPUTER**

Use the **VOLUME** button to turn the Volume to maximum (volume level #63 on the screen).



This area of the Smart Box is the “**Master Sound Area.**” If this is not functioning, there will be no sound.

Make sure the **GREEN LIGHT** above the **ON/OFF** button is on. If the light is not on, press the **ON/OFF** button.

Use the knob under **PROGRAM** to control master volume.

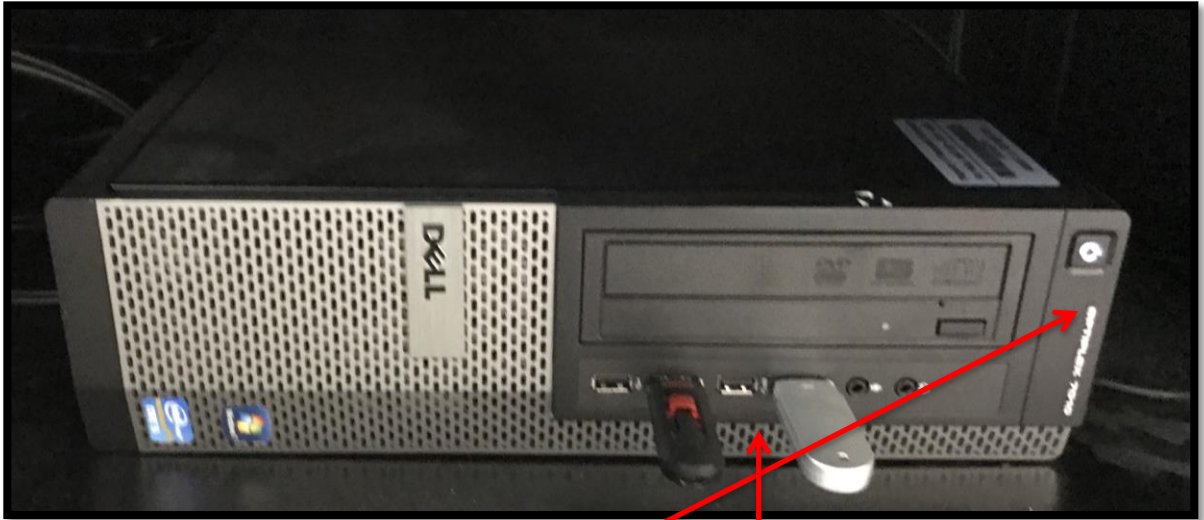
Once you have followed the instruction on the three previous pages, you are ready to get going with the computer.

If you are using the room PC, ensure that the monitor on the podium is turned on and ready for use.



In the lower right corner of the monitor is a button with a light. If the light is “amber” the monitor is on and waiting for the computer to start. If the light is off, push the button to turn on the monitor. When the PC is on, the light will turn green.

Inside the podium, under the monitor, is the PC



If necessary, push this button to turn on the PC.

It could take as much as 10 minutes for the PC to boot up. You'll need to be patient while this process occurs.

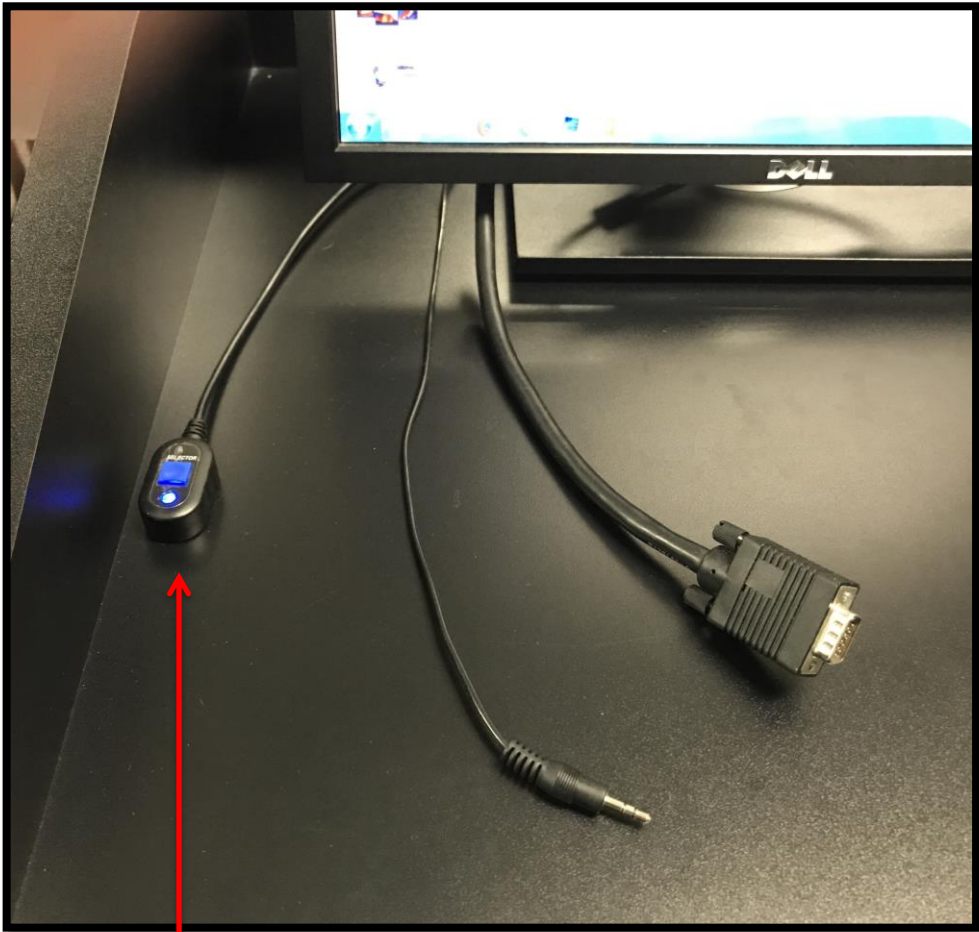
While the PC is booting up you will be asked to press ALT-CONTROL-DELETE. On the next screen, when you are asked to enter a password, enter "instruct"

.

Once the PC is booted up and you see the PC desktop on the projection screen, you can insert your flash/thumb drive into any one of the 4 USB ports shown above. Open your file(s) and begin your presentation. To open files, click on the Microsoft icon in the bottom left corner, click on "computer", click on "removable disk".

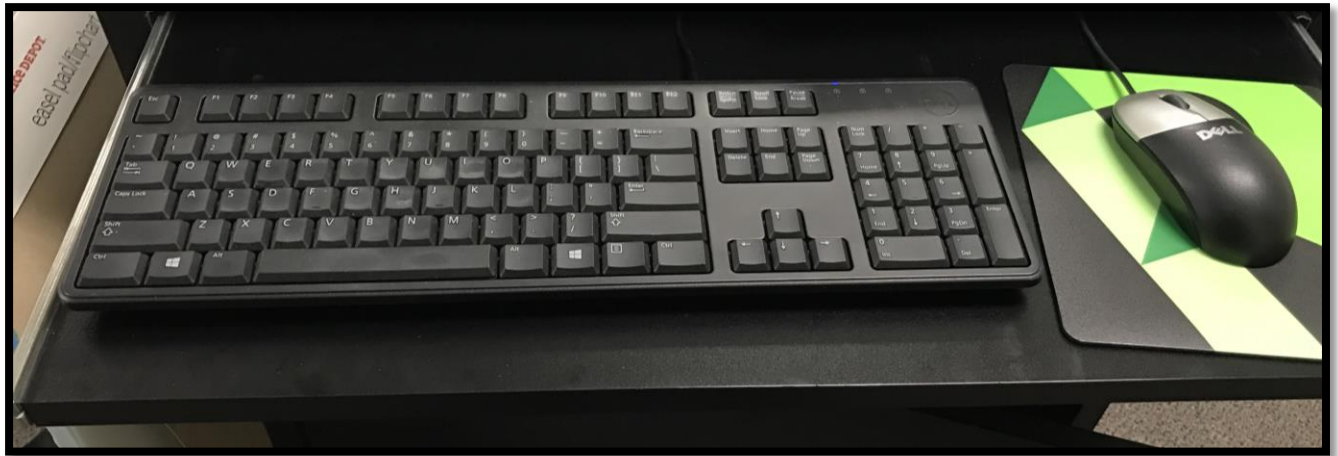
To the left of the monitor are two cords and a clicker.

A. The clicker controls whether the PC or the laptop is showing on the projector. Toggle it to make sure the PC is projecting on the screen.



A.

Under the monitor, is a slide in/out tray with the keyboard and mouse.



The keyboard and mouse operate the same as they do on your PC at home. (If you use your own laptop, use your laptop keyboard and track pad.)

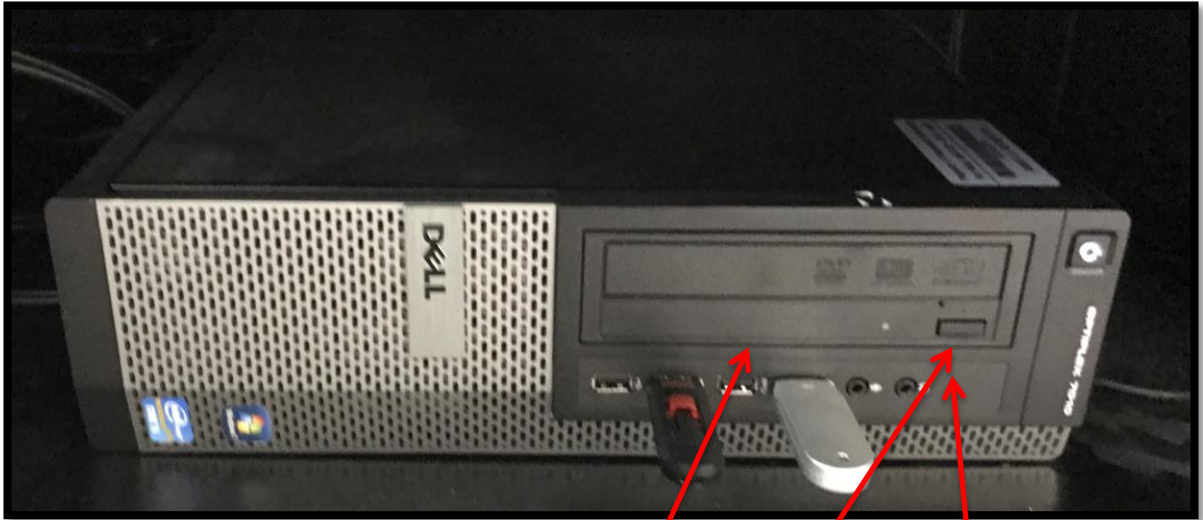
NOTE: If you need the internet for your presentation (e.g., YouTube videos), the desktop PC is automatically connected. No log-in is necessary.

If you are using your laptop, you must log-in to the internet by using the following:

Network: RUCONFERENCE

Password: Fala2017!

Using the PC to show a DVD



If you are using the room PC, follow these instructions to use a DVD.

Push this button to open the DVD tray.

When the tray open, place the DVD in it, with the Title side of the DVD facing the top.

To close the tray, push the same button you pushed to open it.

Using the PC to show a DVD



Once in the PC, the DVD player program (usually Windows Media) starts up.

The DVD should load and the home menu should show up.

You should be able to navigate the menu to start the DVD, select subtitles, etc., using the PC mouse, located next to the keyboard.

It's possible you may be given a choice of media players to use.

Example:

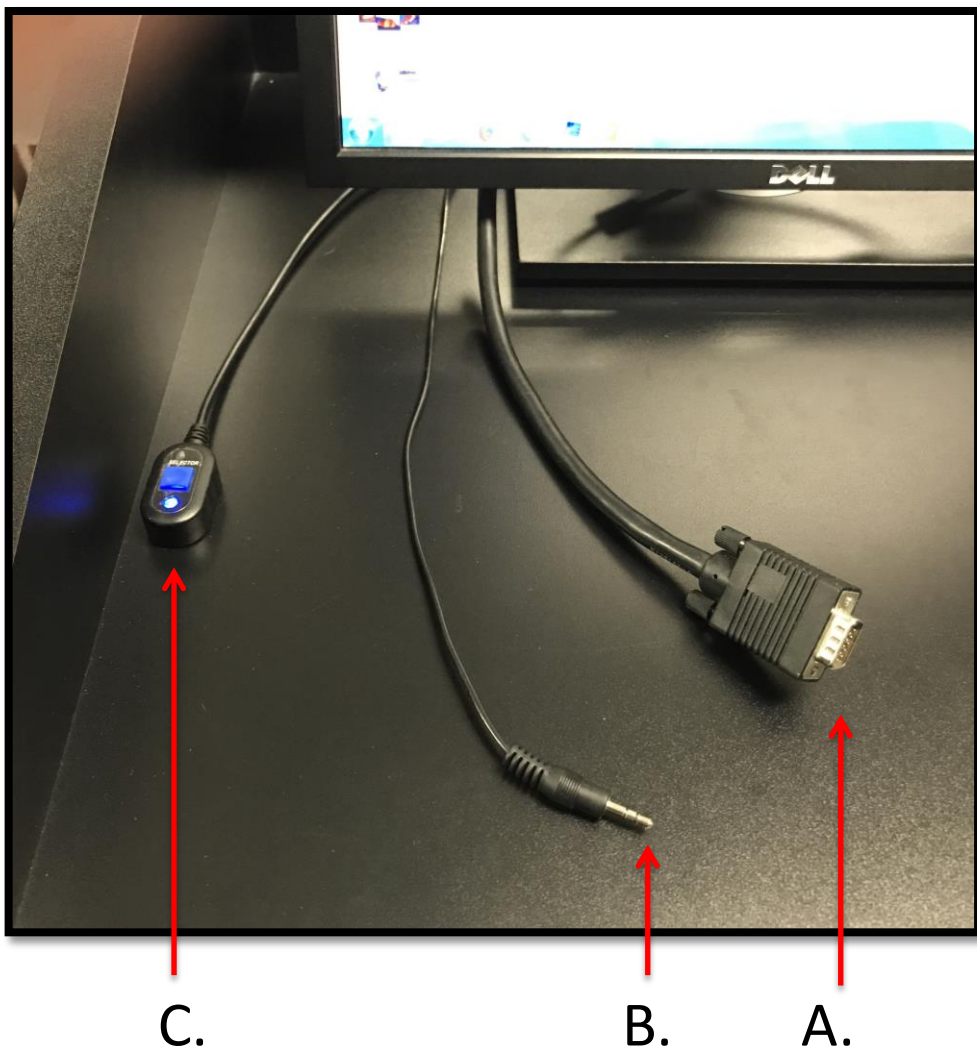
Play DVD Movie - Using Windows Media Player
Using Media Player Classic
Using VideoLAN VLC Media Player

Click on use Windows Media Player

Check Recommended Settings, then Click Finish

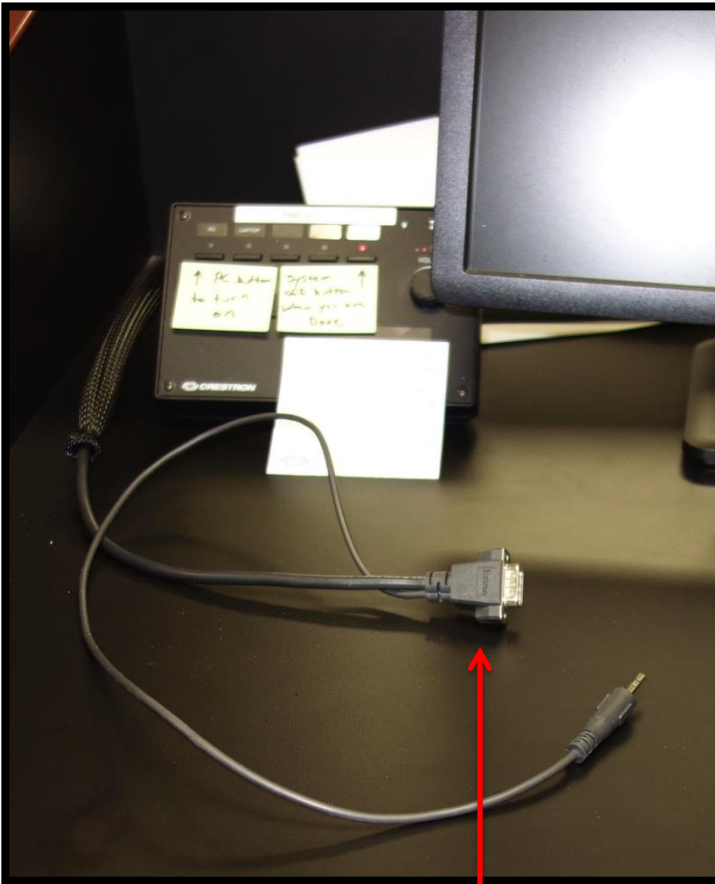
If you are using your own computer, see below for setting it up.

- A. Connect the VGA video cord to the laptop;
- B. Connect the audio cord to the headphone connection on the laptop.
- C. Toggle the clicker so that your laptop shows on the screen.



Connecting and using your laptop computer. (ADAPTER NEEDED FOR MACS!)

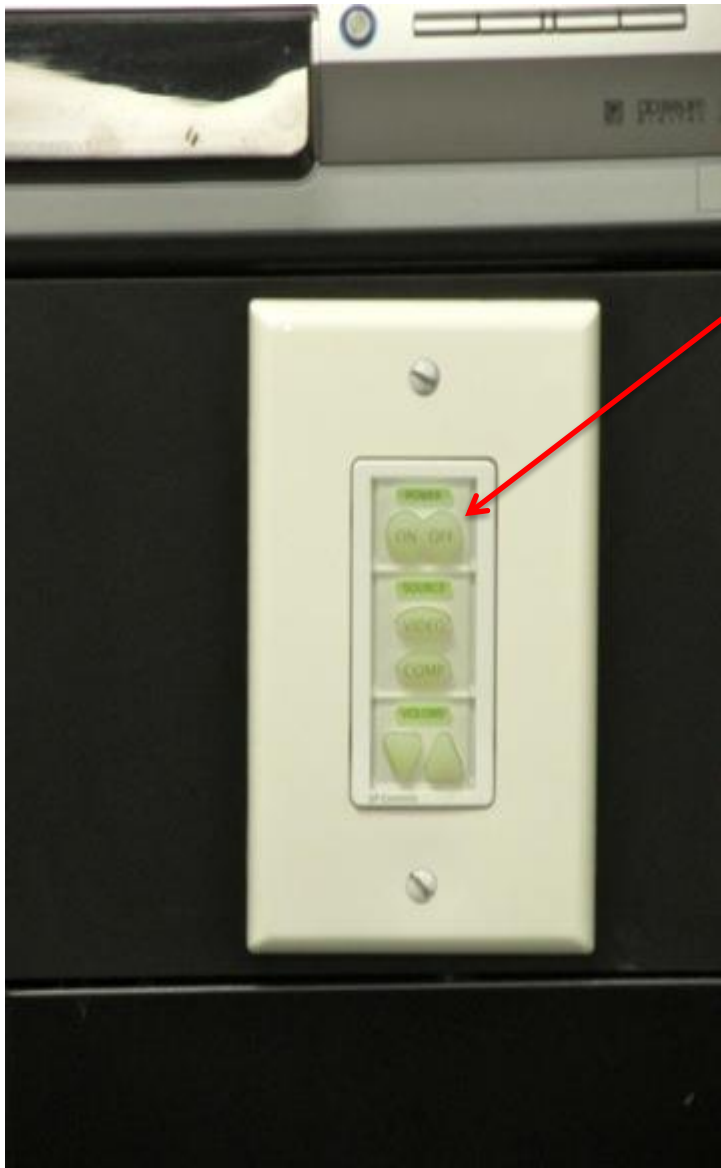
- A. Connect the VGA video cord to the laptop.
- B. NOTE: If using a MAC, you will need an adapter to connect the MAC to the VGA cord. Most MACs use a Mini DisplayPort to VGA Adapter. We have one for loan in the Center. If your MAC uses a different adaptor be sure to bring it with you.



A.



B.



When you are finished, turn of the ceiling projector by pushing the RIGHT side of the top button -- **OFF - twice.**