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.
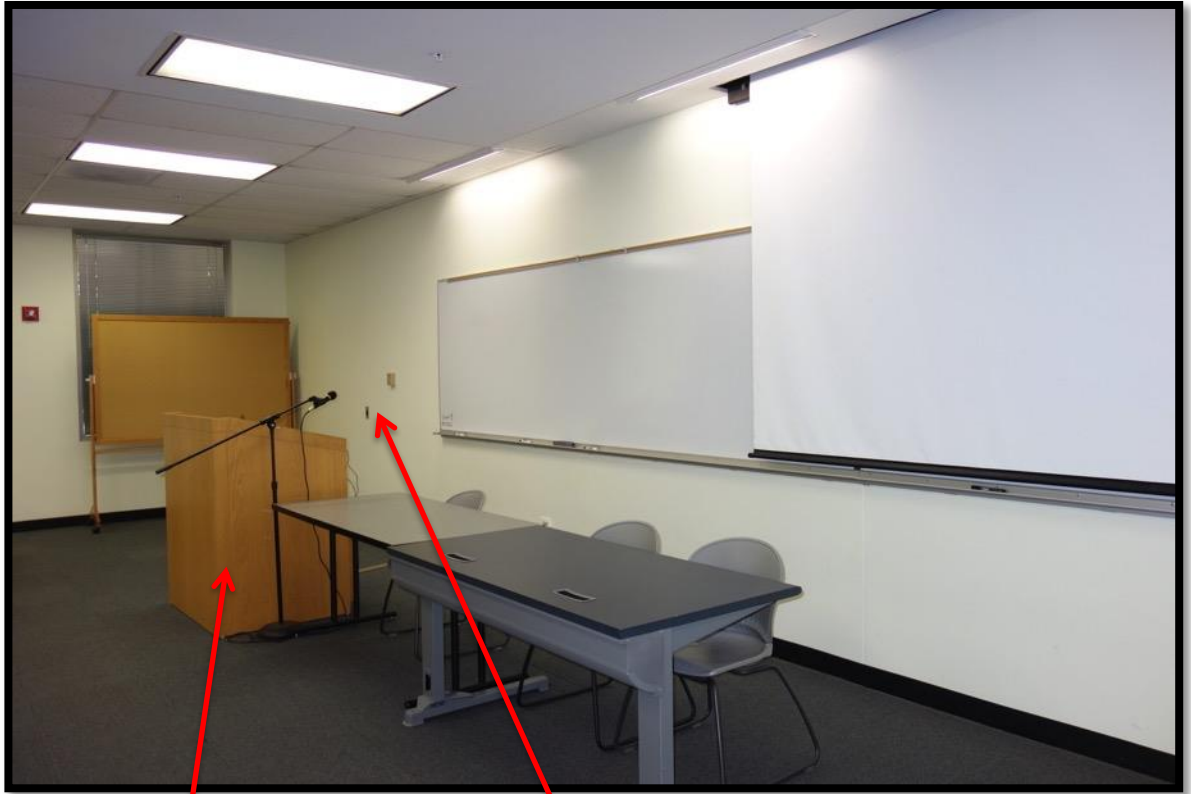
Room 706 is a "Smart Room" with a desktop computer on a podium.

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.

Note that this room also has a wired microphone at the podium for use by the speaker.

Above is a general view of the room. To the right is the projection screen. It must be electronically lowered into position for use. Above is the location of the switch. Below is a closer picture of the switch.

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

Below is a general view of the podium with the monitor on the top left, the control panel to the right of the monitor, and the PC at the bottom right.
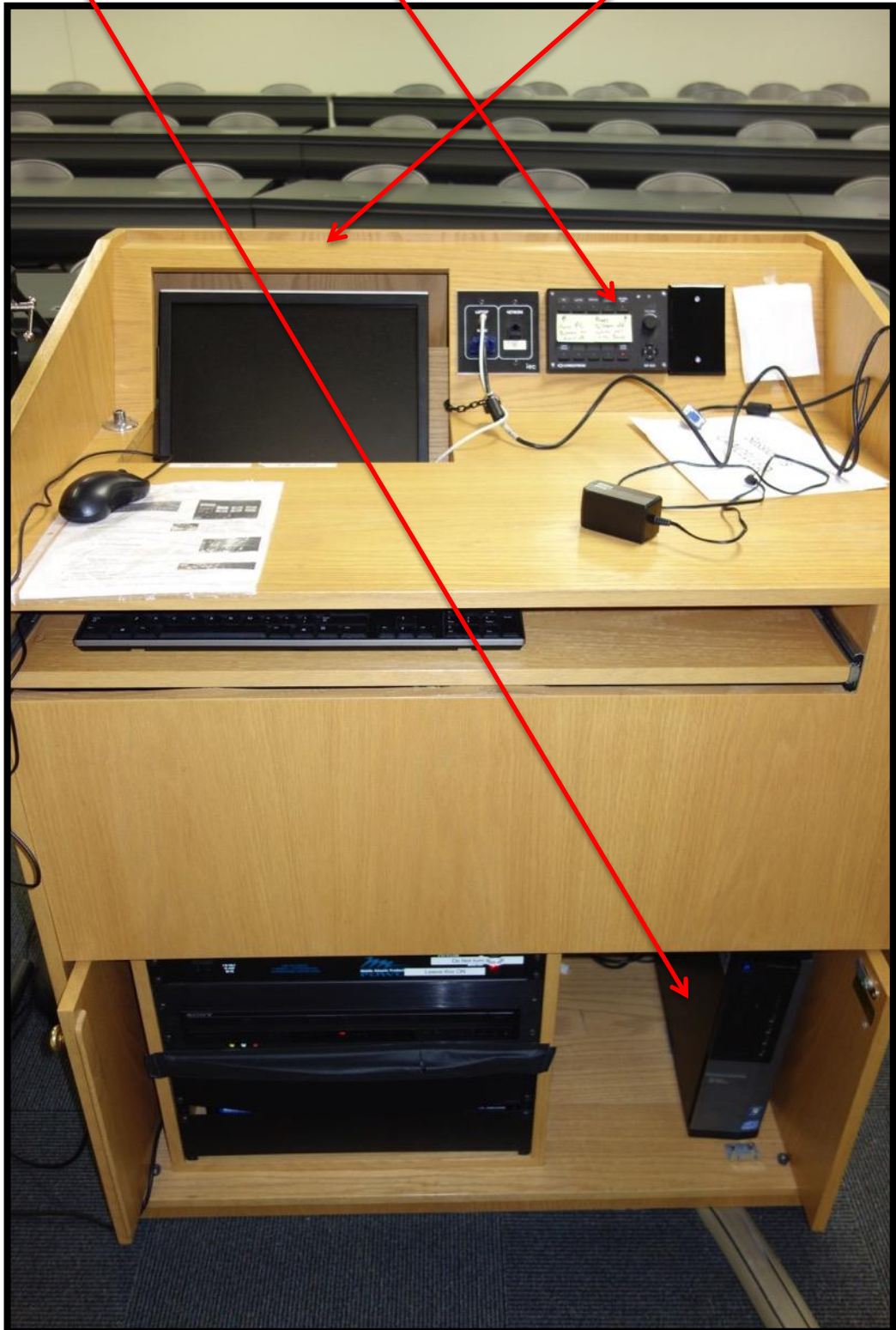
If you are using the room PC, ensure that the monitor on the podium is turned on and ready for use.

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.

To the right of the monitor is a small control box that has several functions:

A. Turn on the projector by pushing the "PC" button if you're using the room computer.
B. Turn on the projector by pushing the "Laptop" button if you're using your Laptop.
C. This button turns the projector off when you leave;
D. Sound volume control.
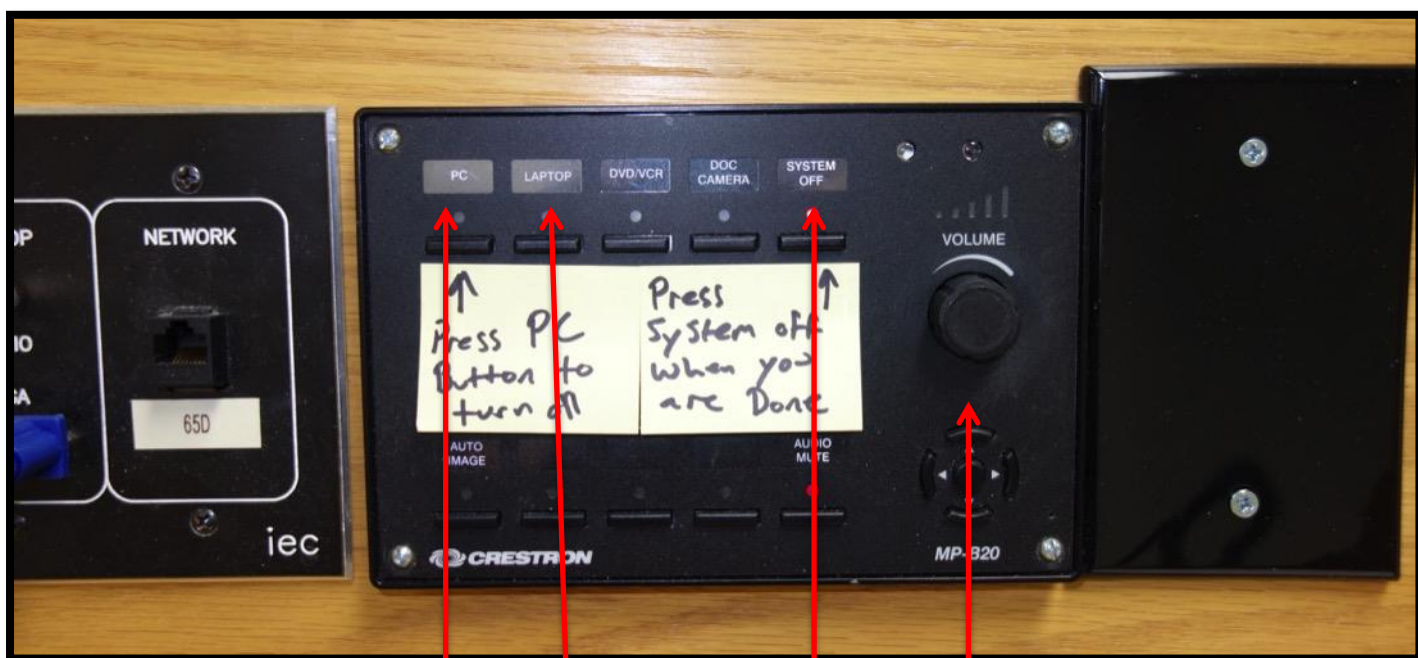
A.   B.   C.   D.

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".

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!

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 to the left.

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 Player) 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
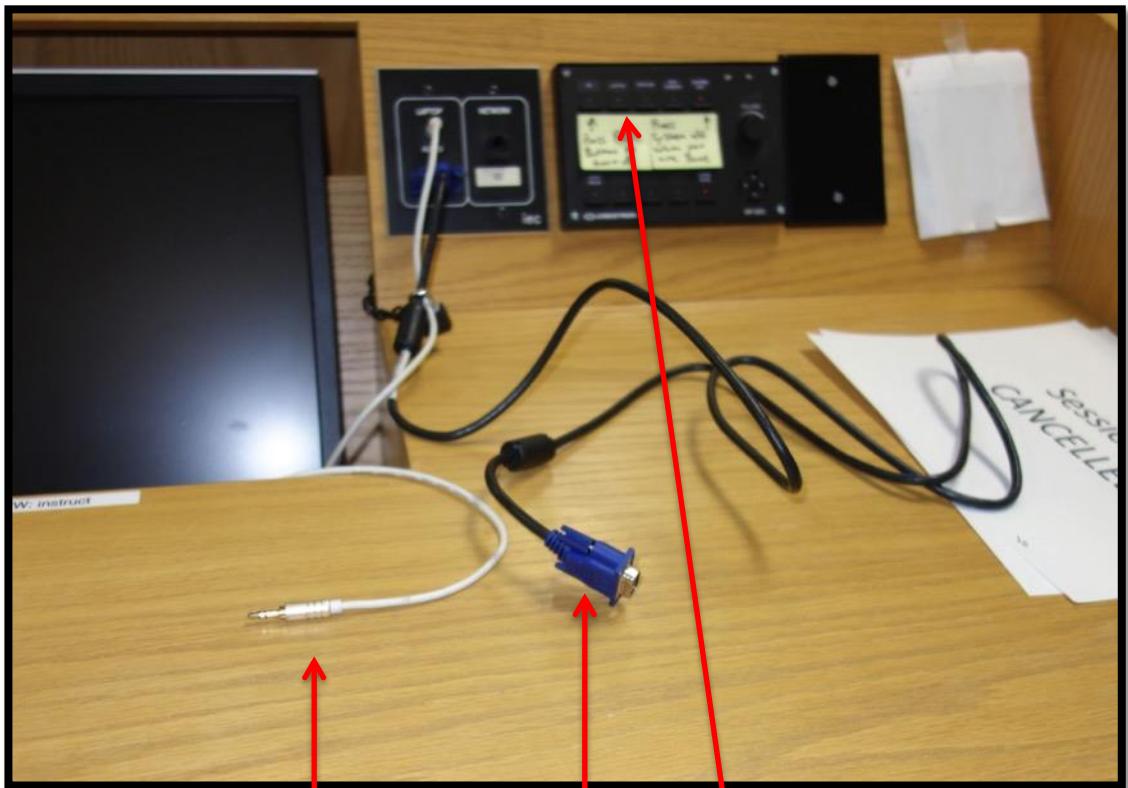*Using Media Player Classic*
Using VideoLAN VLC Media Player

Click on use Windows Media Player
Check Recommended Settings, then Click Finish

Connecting and using your laptop computer

A. Connect the VGA video cord to the laptop;
B. Connect the audio cord to the headphone connection on the laptop.
C. Turn on projector by pushing the "Laptop" button.

B.   A.   c.

NOTE: Since every laptop is different, you'll have to rely on your experience with yours to show DVD's on it.

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.

Using the Wired Microphone.

A. Immediately to the left of the podium is a stand with a microphone that is wired to the sound system. It provides excellent sound for those speaking.
B. The microphone can be removed from the stand to allow for limited mobility behind and next to the podium.
C. There is a button on the microphone to turn it on and off.
D. Sound is controlled on the panel on the top of the podium.

A.   B.

D.
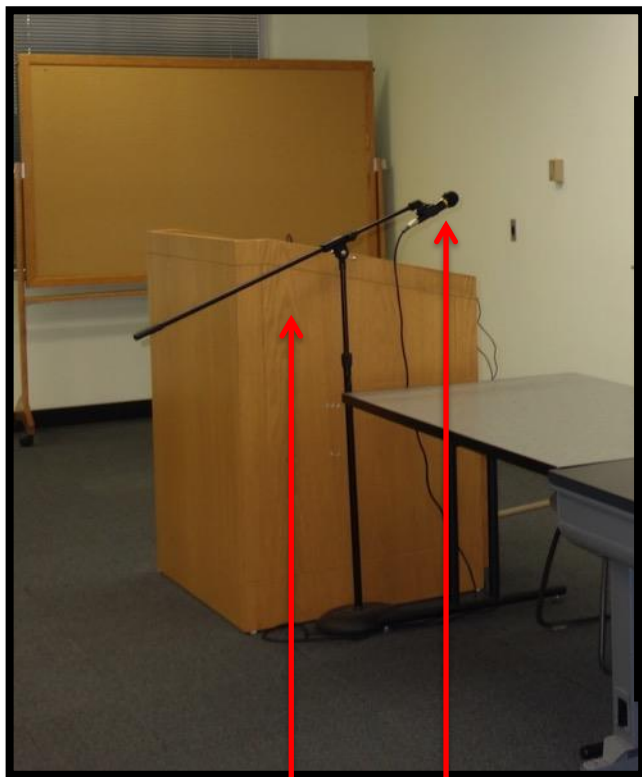
When you are done for the day, the projector must be turned off to save bulb life.

On the box to the left of the monitor, push:

A.   System off button

If the projector does not turn off, contact Roosevelt IT at the numbers previously given for their assistance. It's not necessary to turn off the PC & Monitor as they will go to sleep

A.