Classroom Equipment Guide

Carnegie Mellon University
Computing Services

General Help
Help Center
412.268.4357 (HELP)
advisor@andrew.cmu.edu

Classroom Help
Media Technology
412.268.8855
mediatech@andrew.cmu.edu

Cluster Help
Cluster Services
412.268.8776
clusters@andrew.cmu.edu
Equipment Cables and Adapters

**IMPORTANT!** If you are using the following equipment, be sure to bring the appropriate cable or adapter with you since it is not provided:

- **iPad, iPhone, iPod Touch** - Composite AV Video USB cable, VGA adapter, or HDMI adapter
- **Second PC Laptop** - VGA or HDMI cable
- **Mac Laptop** - Mac adapter
- **Second Music Device** - 3.5mm (auxiliary) cable
- **VCR / Video Camera** - RCA cable

Support

Documentation, device descriptions, and video demonstrations are available online at [www.cmu.edu/computing/mediatech/](http://www.cmu.edu/computing/mediatech/).

If immediate assistance is needed, contact MediaTech at **412-268-8855**.

Feedback

For equipment suggestions or questions, send email to MediaTech at [mediatech@andrew.cmu.edu](mailto:mediatech@andrew.cmu.edu).
The Lectern

The image below identifies the equipment provided in a classroom lectern. For more information on using the lectern equipment (e.g., DVD player, Document Camera, etc.), see the appropriate section following Getting Started.

Turn on the Projector

Touch anywhere on the touch panel to wake the system. Select Display Setup or Audio Only. Selections are grayed out while the display shows a warm-up progress bar.
Getting Started

Display Options

There are several options on the *Display Options* menu.

- **On/Off** - turns the projector on/off
- **Blank** - project a blank screen
- **Screen Up** - raise the projection screen
- **Screen Down** - lower the projection screen

To complete any of the actions above:
1. On the *Display Options* banner, tap the **down icon**.
2. Tap an option make a selection.
3. On the *Display Options* banner, tap the **up icon** to exit.

Changing Devices

1. Touch the button for the device you would like to use (e.g., DVD, Laptop, Doc Camera, etc.).
   Ex: In the image below, the **Blu-ray player** is selected.
2. Touch the **Display box** (under the *Display Options* banner) to display your device.
   For more information on using these devices (e.g., Laptop, DVD, Document Camera, etc.),
   see the appropriate section following *Getting Started*.

Getting Help

For troubleshooting help, touch the **Help** button to view on-screen instructions.
If immediate assistance is needed, contact MediaTech at 412-268-8855.
Connecting a Laptop

**IMPORTANT:** 1 VGA, 1 HDMI, and 1 audio cable are provided for the first connected laptop or device. For *Macs*, bring the appropriate adapter for your model.

1. Connect the VGA or HDMI cable to your device.
   - When using VGA, you must also connect the 3.5mm cable for sound. HDMI outputs audio and video.
2. Tap anywhere to wake the system and touch **Display Setup**.
3. After the display warms up, touch **Laptop** on the touch panel.
4. Select the **VGA** or **HDMI** connection type under **Laptop Controls**.
5. Touch the **Display box** (under the **Display Options** banner) to display your device.

**Note:** If the laptop image does not display:
- *Windows* - press the **projector** button on your laptop. This may be **F4, F5, F7,** or **F8** but will vary based on manufacturer.
- *Mac* - adjust settings by clicking the **apple icon > System Preferences > Display > Arrangement**.
Connecting a Second Laptop

**IMPORTANT!** Cables are only provided for the first laptop connection. If using more than one laptop or device, bring the appropriate cables and adapters.

1. Connect the VGA or HDMI cable to your device and the auxiliary panel.
   - When using VGA, you must also connect the 3.5mm cable for sound. HDMI outputs audio and video.
2. Touch **Aux (Video) Inputs** and either **VGA** or **HDMI**, depending on your connection.
3. Touch the **Display box** (under the **Display Options** banner) to display your device.

Playing Audio from a Laptop

1. Touch **Laptop** then **HDMI** or **VGA** from the touch panel depending on your connection.
2. Touch **Set audio to selected device**.
3. Use the volume slider to control volume.

**Note:** If the laptop does not produce audio:
   - For Mac, click the **apple icon > System Preferences > Sound**, and ensure the lectern device is selected for audio output (typically named Crestron).
   - If applicable, restart your laptop.

Accessing the Internet

If you do not have a laptop with wifi capability, connect an Ethernet cable to your laptop and the **Campus Network** port on the auxiliary panel.

**Note:** Power outlets are provided on the front of the lectern.
Using the Document Camera

1. Touch **Doc Cam** on the touch panel.
2. Touch the **Display box** (under the *Display Options* banner) to display your device.
3. Use the touch panel **Doc Cam Controls** or the physical document camera buttons to adjust as appropriate.

Using the Touch Panel Buttons

There are several options on the **Doc Cam Controls** menu.

- **Zoom** - zooms in/out
- **Focus** - adjusts the image to focus in/out
- **Lamp** - toggles the document camera lamp on/off
- **Freeze** - toggles the display between a live or still image

To complete any of the actions above:
1. Touch **Doc Cam** from the touch panel.
2. Tap to make a selection.
Using the Document Camera Panel

There are several options physically located on the Document Camera Panel.

**Note:** Not all options are available for use.

- **Power** - On/off
- **INT/EXT** - Internal/external switching function
- **AF** - Auto focus
- **MF/AWB** - Manual focus, white balance
- **ESC** - Return to live image at any point
- **Left/Right** - Zoom in/out adjustment
- **Up/Down** - Brightness up/down adjustment
- **Capture (Camera)** - Press to capture still images to an SD Memory Card
- **Capture (Video)** - Press to capture movies with audio to an SD Memory Card
- **Mode** - Switch to live image, picture, or video mode
- **Freeze** - Freeze live image
- **Lamp** - Turn the LED light on or off

Playing Audio

To play audio, refer to *Laptop, Audio Devices, or Auxiliary Devices*. No audio is produced via the Document Camera.
Use the Blu-ray/DVD/CD Player

1. Touch **Blu-ray** from the touch screen.
2. Touch the **Display box** (under the Display Options banner) to display your device.
3. Touch the **Eject** button on the **Blu-Ray Disc Player Controls**.
4. Insert the disc and touch **Eject** to toggle the tray (or press the physical **eject button**).
5. Use the controls on the **Blu-Ray Disc Player Controls** or the physical player.

Play Audio from the Blu-ray, DVD, CD Player

1. Touch **Blu-ray** from the touch screen.
2. Touch **Set audio to selected device**.
3. Use the volume slider to control volume.
IMPORTANT! Component and Composite (RCA) cables are not provided.

1. Connect the composite or component cables to the corresponding ports on your device and the auxiliary input panel.
   - **Component cables** - connect the green cable to the Y (green) jack, the blue to the PB (blue) jack and the red to the **Video PR COMPOSITE** (red) jack respectively; for audio, connect the corresponding colored cables to the jacks.
   - **Composite (RCA) cables** - connect the yellow cable to the **VIDEO PR COMPOSITE (red)** jack and connect the white and red cables to the **AUDIO LEFT (white)** and **AUDIO RIGHT (red)** jacks respectively.

2. Turn on the device (if not yet powered on).
3. Touch **Aux Input** and then **Composite Video** or **Component Video**.
4. Touch the **Display box** (under the **Display Options** banner) to display your device.

**Note**: Additional settings may need to be configured on the device to display video (such as an iPod video).
Connecting an Audio Device

**IMPORTANT!** 3.5mm auxiliary audio cables are not provided other than the first connection at the lectern.

1. Connect the cable to the audio jack on the device and to the AUX VGA audio jack on the auxiliary panel.
2. Turn on the audio device (if not yet powered on).
3. Touch **Aux Input** and then **VGA**.
4. Touch **Set audio to selected device**.
5. Use the volume slider or audio device to control volume.

**Note:** For iPod Video Players, connect using the provided audio jack and select **Laptop**. Touch **VGA** as the connection for audio and then touch **Set audio to selected device**. You may need to toggle the system on/off if multiple devices are connected.
Using Clickers in the Classroom

The *i>clicker* classroom response technology is available in lecture halls, auditoriums, and some classrooms.

For a list of locations with *i>clickers*, visit [www.cmu.edu/computing/mediatech/clickers/](http://www.cmu.edu/computing/mediatech/clickers/), navigate to Classroom Support and view the classroom location.

Using a Laptop

**Important**: The *i>clicker* software MUST be loaded on your laptop prior to class.

1. Connect your laptop. Refer to the Laptop section for steps.
2. Connect the **purple CLICKER cable** to your laptop’s USB port.
3. Launch the *i>clicker* software from your laptop to begin your session.

For detailed instructions on using Clickers visit [www.cmu.edu/teaching/clickers/](http://www.cmu.edu/teaching/clickers/).