

Teaching Station Instructions

Most classroom teaching stations across campus employ control pads to operate the equipment. A few still rely on an older non-control pad interface which is quickly being replaced. Instructions for both types of stations and for the Humanities Building (MHRA) are given below. Also below are instructions for operating the teaching station document camera and for connecting an external laptop into the station.

Additional technical support is available by calling 334-5207.

<i>Teaching Station Instructions - Control Pad</i>	2
<i>Teaching Station Instructions - No Control Pad</i>	3
<i>Teaching Station Instructions - Humanities Building (MHRA)</i>	4
<i>Teaching Station Instructions - Document Camera</i>	5
<i>Teaching Station Instructions - Laptops</i>	6

Teaching Station Instructions - Control Pad



Frequently Asked Questions

- **Q1 - How do I turn on the projector?**
 - Press the "On" button and allow at most 90 seconds for the display to come on / warm up. Note: some classrooms are equipped with automatic screens. In this case, pressing the "On" button will also bring down the screen.
- **Q2 - How do I view the computer on the projector?**
 - There is no button on the control panel to power on the computer. Power on the computer AND press the button labeled "PC" on the control panel.
- **Q3 - How do I view the document camera on the projector?**
 - There is no button on the control panel to power on the document camera. Power on the document camera AND press the "Doc Cam" button on the control panel. [Click here for further instructions on document camera usage.](#)
- **Q4 - How do I view the DVD player on the projector?**
 - Press the "DVD" button on the control panel. This will turn on the DVD player and switch the projector to the correct view. DVD player control can be found on the right side of the control panel. These controls operate like a normal remote would.
- **Q5 - How do I view the VCR player on the projector.**
 - Press the "VCR" button on the control panel. This will turn on the VCR player and switch the projector to the correct view. VCR player control can be found on the right side of the control panel. These controls operate like a normal remote would.
- **Q6 - How do I use my laptop with the teaching station?**
 - There is a supplied cable attached to the teaching station. Connect this cable to the rear of your laptop and power on your laptop. On the control panel press the button labeled "Laptop". [Click here for further instructions on laptop usage.](#)

Teaching Station Instructions - No Control Pad



Frequently Asked Questions

- **Q1 - How do I turn on the projector?**
 - With the projector remote, press and hold the 'On' button for 5 seconds while pointing the remote at the projector. Once you hear or see the projector coming on you can release the on button.
- **Q2 - How do I view the computer on the projector?**
 - Power on the projector. Power on the computer. On top of the computer is a 2-way switch box. Make sure the switch is set to position 'A' for the computer. If you do not see anything on the screen then press the button labeled 'Video' on the projector remote until you can see an image.
- **Q3 - How do I view the document camera on the projector?**
 - Power on the projector. Power on the document camera. On top of the computer is a 2-way switch box. Make sure the switch is set to position 'B' for the document camera. (Note, the label may read 'Samsung Digital Presenter'.) If you do not see anything on the screen then press the button labeled 'Video' on the projector remote until you can see an image. [Click here for further instructions on document camera usage.](#)
- **Q4 - How do I view the DVD player on the projector?**
 - Power on the projector. Power on the DVD player. With the projector remote, press the 'RGB' button until the DVD player is viewable on the screen. Use the DVD remote to control DVD playback operation.
- **Q5 - How do I view the VCR player on the projector.**
 - Power on the projector. Power on the VCR player. With the projector remote, press the 'RGB' button until the VCR player is viewable on the screen. Use the VCR remote to control VCR playback operation.
- **Q6 - How do I use my laptop with the teaching station?**
 - Follow the steps below.

1. Power on the projector.
2. Follow Q3 instructions for powering on the document camera.
(Make sure you can view the document camera before proceeding!)
3. There is a supplied cable attached to the rear of the document camera. Connect this cable to the rear of your laptop and boot your laptop.
4. On the document camera there is a button labeled 'INT/EXT'. Press this until the light next to EXT1 is lit.
5. You should now be able to view your laptop. If you still cannot view your laptop then you need to change your output on the laptop. On the laptop simultaneously press the 'Fn' key (usually blue and in lower left hand corner of keyboard) and the 'F8' key. ('Fn' and 'F7' for IBM laptops.) Continuously do this until you can view your laptop display on the screen. [If needed, click here for further instructions on laptop usage.](#)

Teaching Station Instructions - Humanities Building (MHRA)

This page is only for rooms 1304, 3207, and 3209 in the MHRA building. These rooms have special setups. All other rooms in MHRA use the control pad interface. If you need these instructions please refer to the previous page.

These three rooms include a portable kiosk with a DVD/VCR player. There is no teaching station. They are intended primarily for viewing video or using a laptop. Because there is no teaching station all connections are mounted on a wall plate at the front of the room. The projector remote controls the inputs, laptop or DVD/VCR.



Frequently Asked Questions

- **Q1 - How do I turn on the projector?**
 - With the projector remote, press and hold the on button for 5 seconds while pointing the remote at the projector. Once you hear or see the projector coming on you can release the on button.
- **Q2 - How do I view the DVD/VCR player on the projector?**
 - Power on the projector. Power on the DVD/VCR player. In the kiosk, there is cable with three ends coming out of the rear of the DVD/VCR player. Connect this cable to wall connectors. Be sure to match the colors on the cable to the same colors on the wall. If you do not see anything on the screen then press the button labeled 'RGB' on the projector remote until you can see an image.
- **Q3 - How do I view my laptop on the projector?**
 - Follow the steps below.
 1. Power on the projector.
 2. Connect the supplied cable to your laptop and boot your laptop.
 3. If you do not see an image there could be two problems. Either the projector isn't set for the correct input or your laptop isn't set for the correct output. With the projector remote, press the button labeled 'Video' continuously until you can see an image. If this does not work then you most likely need to set the output on your laptop. On your laptop, press the 'Fn' key (usually blue and in lower left hand corner of keyboard) and the 'F8' key. Continuously do this until you can view your laptop display on the screen. [If needed, click here for further instructions on laptop usage.](#)

Teaching Station Instructions - Document Camera



Frequently Asked Questions

- **Q1 - How do I turn on the Document Camera?**
 - After the projector is on, press the green "On" button on the left side of the Document Camera's control panel. Be sure also to select the Document Camera as the input source for the projector (on the control pad style

stations, press the "DOC CAM" button; on the stations with no control pad, turn the 2-way switch box to "B").

- **Q2 - How do I focus the Document Camera?**
 - Press the button marked "AF". This will autofocus the Document Camera.
- **Q3 - How do I adjust the brightness?**
 - Use the two buttons marked "Iris" to adjust the brightness.
- **Q4 - How do I use the Document Camera with a transparency/printed paper?**
 - Press the "Lamp" button. This will cycle through three lamp modes: one for transparencies, one for viewing regular paper such as books or printed slides, and one where no bulbs are on.

Teaching Station Instructions - Laptops



Please refer to teaching station instructional pages before continuing

Frequently Asked Questions

- **Q1 - How do I use my laptop with the projector?**
 - For teaching stations with the control pad interface follow the instructions posted [here](#). For those without the control pad interface follow the instructions posted [here](#).
- **Q2 - How do I use the sound from my laptop?**
 - Connect the audio cable from the Document Camera to the output jack on your laptop.
- **Q3 - I can't get my laptop to display on the projector?**
 - Most laptops have three display modes, built-in screen, output only, or built-in screen and output. By default, all laptops use the built-in screen. People wishing to use their laptop with an external projector can change these modes. On most laptops this mode setting is controlled by pressing a key combination on the keyboard. Key combinations by manufacturer are listed below.

1. Dell laptops - Press the 'Fn' and 'F8' keys simultaneously to cycle through these modes.
2. IBM laptops (university models) - Press the 'Fn' and 'F7' key simultaneously. This will present the user with a menu to choose from.
3. Apple laptops - Coming Soon.