

Classroom Media Cabinet User Guide

Introduction

Texas State University classrooms are supplied with media cabinets and projectors to equip our faculty with every pedagogical tool possible. The purpose of this guide is to empower you with the knowledge and confidence to take full advantage of the technology that you will find in the classroom.

Classroom Technologies is a department on campus that provides a wide range of services relating to your instructional technology needs. If you experience any difficulty operating a classroom media cabinet, call **Classroom Technologies** at the unified support number **512-245-4822** and select option **1**.

Unified Control System

Classroom media cabinets are all built with a unified control system. Our strategy is to simplify the operation of the media cabinet by centralizing all of your options to a single place on the surface of the cabinet. With this system you are freed from clunky remotes, knobs, and switches, making it much easier to operate the system.

Everything you need to control the system is found here:



Touch Panel Buttons

There are ten rubber buttons on the right-hand-side of the touch panel. These buttons allow you to toggle between the various sources, such as the computer and document camera, and also to access additional functions of the control system.

| | |
|----------------------|-------------------|
| COMPUTER | PROJECTOR |
| LAPTOP | MICROPHONE |
| DVD / BLU-RAY | MUTE |
| DOC CAMERA | VOLUME ▲ |
| HELP | VOLUME ▼ |

When you press a button on the touch panel, a confirmation beep will sound, the button will light up, and a new page will open on the touch screen.

Cable Cubby

The touch panel is attached to a cable cubby like the one pictured below:



The cable cubby has the following components:

- Two electrical outlets for connecting your laptop or another device to a power source.
- A VGA cable  for connecting the video output of your laptop or another analog device to the media cabinet.

- A 3.5 mm audio cable  for connecting the audio output of your laptop or another device to the media cabinet.

- A USB extension cable for PC  and/or Mac  for connecting your flash drive or another USB device to the computer.

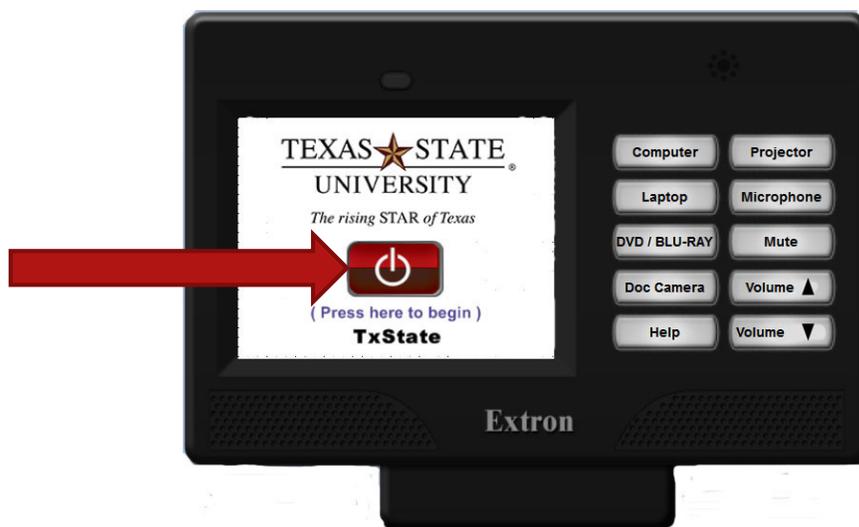
- An ethernet cable  for connecting your laptop or another device to the internet.

- An XLR cable  for connecting a microphone to the media cabinet.

- An HDMI cable  for connecting the digital audio-video output of your laptop or another device to the media cabinet.

Power

The first step in operating the system is to turn it on. To do this, press the red-colored power button on the touch screen.



Pressing the power button on the touch screen turns on a number of different components inside the cabinet. Do not attempt to turn on the separate components individually. The entire system needs to be turned on by pressing the power button on the touch screen.

Using the Computer

When the system is first turned on, the Computer Options page will open on the touch screen, by default. At any point during the operation of the media cabinet you can return to the Computer Options page by pressing the **COMPUTER** button on the touch panel.



The image shown here may not match the image on your touch screen exactly.

There will be a "Mac" and/or a "PC" and an "External Audio Source" button on the Computer Options page. Some cabinets are equipped with both a Mac and a PC, while other cabinets have just one or the other.

To use the computer, press either the "Mac" or the "PC" button on the touch screen. This will cause the system to switch to that computer. **Please Note:** You may need to press a key on the keyboard to wake the computer up if it is asleep.

The next step is logging in with your NetID and password. If you experience login issues, you must contact **ITAC** at the unified support number **512-254-4822** and select option **2** for assistance. Login issues involve technology outside of the classroom and are not handled by **Classroom Technologies**.

If you want to import files from a USB flash drive, simply insert the device into the USB extension cable. Be sure to choose the cable for Mac or PC as needed.

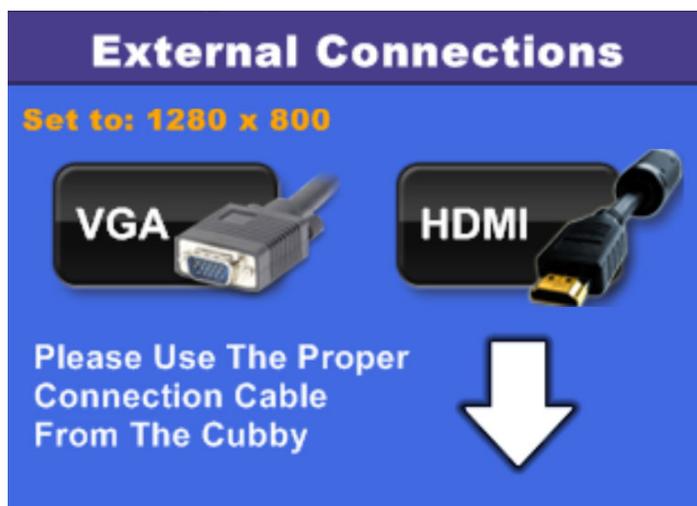
If you want to play audio from a device you provide, such as your smartphone, press the “External Audio Source” button on the touch screen. Then plug the 3.5 mm audio cable located in the cable cubby directly below the touch screen into your device.

All PC and Mac computers have **TurningPoint** installed. **TurningPoint** is an audience response system that students can interact with using “clickers” they purchase at the bookstore. For information, visit the **TurningPoint** webpage: http://www.its.txstate.edu/departments/classroom_technology/clickers.html

If you want to have software installed on a classroom computer, you can fill out a Special Software Request Form online at the **Classroom Technologies** webpage: http://www.its.txstate.edu/departments/classroom_technology.html

Using the Laptop Inputs

When you push the **LAPTOP** button on the touch panel, the External Connections page will open on the touch screen.



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If your laptop uses a VGA connection, press the “VGA” button on the touch screen. Next, connect the VGA cable to your device, and connect the 3.5 mm audio cable if you want to hear audio from your device.

If the laptop or device you want to connect uses an HDMI connection, press the “HDMI” button on the touch screen. Next, connect the HDMI cable to your

device. HDMI sends both audio and video, so there is no need to connect an additional audio cable.

If you want to connect an Apple laptop or another device, you will need a special adapter specific to your own device. This may be the case with either the VGA or HDMI cable. **Classroom Technologies** will assist you with any difficulties in connecting your device, but you must provide your own specific adapter.

You can plug the ethernet cable, located in the cable cubby directly below the touch screen, into any device that has an ethernet port if you want to connect to the internet.

Using the Blu-Ray Player

When you push the **DVD / BLU-RAY** button on the touch panel, a new page will open on the touch screen, and the system will switch to the Blu-Ray input.



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Please Note: You may need to press the “Home / Wake up System” button on the touch screen to wake up the Blu-Ray player.

Note: Whenever you want to play a Blu-Ray, you should always use the Blu-Ray player, not the PC.

All the controls you need to play a DVD or Blu-Ray are available on the touch screen. To find these controls, press the “More” button to open a page with the standard Stop, Play, Fast Forward, and Rewind controls.

Using the Document Camera

When you push the **DOC CAMERA** button on the touch panel, the Document Camera page will open, and the system will switch to the document camera input.



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You can zoom in and out, turn the light on or off, adjust the focus, and freeze the screen of the document camera from the touch screen. You may still need to physically adjust the arm of the document camera to position it for your needs.

Note: You can play audio from an outside source while using the document camera.

If you press the "Audio Options" button on the touch screen, it will open a page that has four buttons arranged in a column on the left side of the screen. Starting from the top, the buttons are PC, Mac, Laptop, and BD-P (Blu-Ray). If you push one of these four buttons, you will hear the audio from that source. You must have audio playing from that source before you select it, such as an open browser playing a Youtube video.



AUDIO OPTIONS PAGE

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Controlling the Projector

The projector will automatically turn on when you press the red-colored power button on the start screen. You can push the **PROJECTOR** button on the touch panel at any time to access the projector controls.



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From the Projector Controls page, you can turn the projector on or off as needed. A projector can take several minutes to warm up. Generally, a small green light on the projector will indicate that it is on, and a small red/orange light will indicate that it is off.

Troubleshooting Tips: There are usually other lights near the power light that will give you information about the status of the projector. For example, a light next

to the word “Lamp” will tell you that the lamp needs to be changed, and a light next to the word “Temp” will tell you that the projector is overheating. This can be very helpful information in the event that you need to call **Classroom Technologies** for support.

If you push the “Blank Screen” button, the projector will not project any content onto the screen until you push the button a second time. This allows you to use the media cabinet privately without the class seeing what you are doing.

If you push the “Freeze Screen” button, the projector will “freeze” the current image until you push the button a second time. You can use this feature to project an image or webpage while you access separate audio content, for example.

Using the Microphone

Classrooms that have a seating capacity of 60 or more will have a “gooseneck” microphone installed on the surface of the media cabinet. This type of microphone has a long flexible arm that can be adjusted to the user’s comfort.

Classrooms with a seating capacity less than 60 will have an XLR cable in the cable cubby located directly below the touch screen for an optional microphone attachment. A wired or wireless microphone can be borrowed from **Classroom Technologies** if needed.



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When you push the **MICROPHONE** button on the touch panel, a new page will open. On this page, you can turn the microphone on or off, and adjust the microphone volume as necessary.

Mute and Volume Controls

When you push the **MUTE**, **VOLUME ▲**, or **VOLUME ▼** buttons on the touch panel, you will be adjusting the master volume of the system, which affects the volume of everything together.

Help

When you push the **HELP** button on the touch panel a new page will open.

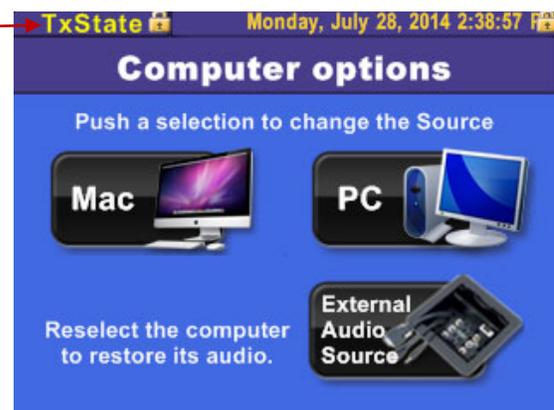


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The Help page displays the contact information for **Classroom Technologies** at the unified support number **512-245-4822** option **1**. Live support is available Monday through Thursday from 8:00 a.m. to 9:30 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Room number here

Troubleshooting hint: If you call **Classroom Technologies** be sure to know the room number you are calling from. If you are unsure, you can always locate the room number in the upper left hand corner of the touch screen.



Classroom Technologies provides emergency support to prevent the loss of class time. However, it can take time for a tech to reach your classroom, and the presence of a tech in the classroom can be distracting for students. So with your help we can solve the issue over the phone, and get you back to teaching more quickly than running across campus. The following are some tips we've learned to help all of our faculty to stay on their feet:

- Prepare before the event. Whenever possible, get to the classroom 10 minutes early to turn the equipment on and ensure the system is working properly. If you plan on bringing in a laptop or other device, bring it in the day before you want to use it, connect it to the media cabinet, and make sure it works. The earlier you detect an issue, the more time **Classroom Technologies** has to assist you without interfering with the students' class time.
- Try troubleshooting on your own. If something in the cabinet is not working, try some basic troubleshooting on your own:
 - Check that the power is on, check that the correct source is selected, and make sure that the device is not asleep.
 - Consult the information in this guide to be certain that you are using the technology the way it was configured to be used.
- Try a system reset. On the Help page, there is a "Reset" button. Pressing this button can resolve a number of different issues. A system reset is a great step to take once you have ruled out the device being off or asleep, or the wrong input being selected.
- Help us help you. Try to be as accurate and patient as you can. Be ready to answer quick questions and follow our instructions. Our goal is to get your class back up as quickly as possible.