



BNW 253 Technology Classroom Help Sheet

Starting Your Presentation:

1. Locate the black “Removable Wall Panel” and if the screen is black (in sleep mode), touch the screen to wake it up. The beginning screen is designated by the Fairfield University logo and a picture of the Crew Team.
2. You may detach the removable wall panel at any time. Removing the panel will not disrupt any of the equipment that is in use. To remove the wall panel, touch the “Undock Panel” option on the screen. You will be brought to a numerical keypad screen to enter the code to undock the panel. Enter the code (**3506**) and press “Enter.” The panel will unlock. Do not be alarmed by the unlocking noise; the panel will not fall out of the dock. If the panel does not undock, press the “Clear” button and re-enter the code. You may exit the screen as well by pressing the “Exit” button.
3. Next, Press the “**SYS ON**” button at the top right-hand side of the wall panel. The projector will now turn on and the electric screen will lower.
4. You must now select a device to project. There are four options to select from:
 - The “**LAPTOP**” button will show the image on your laptop.
 - The “**COMP**” button will show the Instructor’s computer.
 - The “**DVD**” button will show the DVD player and
 - The “**VCR**” button will show the VCR player.
5. Make your selection by pressing the associated button and the projector will now project the selected image when done.

Presenting from a Laptop

1. Before starting your presentation, you must connect your laptop via the VGA and Audio cable (if you need sound) to the multimedia system. One end of the cable will be plugged into the wall under the removable wall panel and the other end will plug into the VGA port on your laptop. **IMPORTANT NOTE for Mac Users:** you must use a VGA dongle to connect to the VGA cable.
2. When done, follow the “Starting Your Presentation” instructions. When you reach Step 4, choose the “LAPTOP” button to display your laptop. **IMPORTANT NOTE:** You may have to adjust your laptop’s resolution to properly display your screen image through the projector. PC users may have to press “**F8**” or the function button associated with your external display to display their image through the VGA port on their laptop. Mac users may need to press “**F7**.”
3. The “Now Displaying Laptop” screen will now appear on the removable wall panel and the Laptop image will appear from the selected projector.

Presenting from the Instructor’s computer or to present using the StarBoard

1. In order to use the Instructor’s computer, follow the “Starting Your Presentation” instructions. When you reach Step 4, choose “WHTBOARD” to display the Instructor’s station. The “Now Displaying Whiteboard” screen will appear on the removable wall panel and the Instructor’s computer image will appear from the selected projector.

****If projecting to the StarPanel, please refer to the StarPanel documentation for instruction.*

Presenting from the DVD player

1. To start, follow the “Starting Your Presentation” instructions. When you reach Step 4, choose the “DVD” button to display the DVD image. The DVD control screen will appear on the removable wall panel.
2. In the upper right-hand corner of the screen, you will see a button for “more controls.” This button allows you to toggle back and forth between controls. Place the DVD into the player; it will automatically start playing. Use the controls on the removable wall panel for DVD playback options.

Presenting from the VCR player

1. To start, follow the “Starting Your Presentation” instructions. When you reach Step 6, choose the “VCR” button to display the VCR image. The VCR control screen will appear on the removable wall panel.
2. The VCR will prompt you on the wall panel to insert a tape if there is no tape present. Place a tape into the VCR and use the controls on the removable wall panel for VCR playback options.

Ending your Presentation ****You must shut down the Audio Visual System when done!!!****

1. To turn off the projector as well as raise the electric screen, select the “SYS OFF” button on the right-hand side of the removable wall panel. Select the “YES” option if you wish to shut down the audiovisual system. The projector will go into a cool-down mode and the electric screen will automatically rise back into the ceiling. The wall panel will go back to the start screen.
2. If you have removed the wall panel, place it back into the dock with the bottom part of the panel first. Then push the side or top of the panel to the back of the dock until the panel locks into place. The panel must be replaced to recharge in the dock. Remember to take out any DVD or VCR tape that you have used.

▶ Volume for the system can be adjusted by pressing the Volume Up and Down buttons on the removable wall console.	▶ All devices can be controlled from the removable wall panel. There is no need to manipulate any controls in the multimedia console rack.
▶ If you are switching to Laptop mode from Whtboard (PC) mode, the Instructor’s station monitor will go blank when you switch to that mode. You will not be able to use the Instructor’s station until you switch back to the Whtboard function.	▶ Do not shutdown the Instructor’s computer.
▶ The StarPanel (Instructor’s screen) has many advanced functions, including an stylus pen, which acts as a mouse while using the StarPanel’s software functions for interactive presentations. Training for the StarPanel is provided by Jeff Potocki at x4069.	▶ To display another device through the projector, simply press that device’s button.
▶ If you see a log-in screen when you wake up or turn on the computer, enter the username and password supplied on the monitor to login to the computer. (Username = bnw253, password = bnw253)	▶ For wireless internet access, please follow the instructions supplied for the room, which are posted on the wall in the front of the room.
▶ When you shut down the Audio Visual system, you will no longer be able to use the computer.	

“Who to Contact...”

- For classroom documentation and training: Contact Jeff Potocki in C&NS at x4069 or visit <http://www.fairfield.edu/cnstraining> for reference materials.
- For equipment issues (computer, media console, projectors, drop down screen, removable wall panel, StarBoard): Contact AMES in the Media Center at x2593.