



BNW GR22 Technology Classroom Help Sheet

Starting Your Presentation:

1. Locate the black "Removable Media Panel" on the desk 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. You will notice Up and Down buttons for the electric screen. You may lower the screen at this time or it will be done automatically when you select the projector that projects to the electric screen.
 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.
 4. You will be asked "What type of presentation would you like to have?" Select the "Single" or "Dual" option. The "Single" option will allow you to choose the left or right projector while the "Dual" option will allow you to choose the left and right projector.
 5. If choosing the "Single" option, select it, and then select the left or right projector. Choose the projector accordingly if using the electric screen or the StarBoard. If you select the projector with the electric screen, the screen will automatically lower for you. If you select the "Dual" option, move on to the next step.
 6. After you select the "left" or "right" option, or after you select the "Dual" option, you will be prompted to "Select an option from the buttons on the left." There are four options to select from:
 - The "**LAPTOP**" button will show the image on your laptop.
 - The "**WHTBOARD**" button will show the Instructor's computer.
 - The "**DVD**" button will show the DVD player and
 - The "**VCR**" button will show the VCR player.
 - The "**DOC CAM**" button displays the document camera.
- ***If you selected the "Dual" option, you will be prompted on where to send your image.***
7. 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 desk (stored next to the Instructor computer monitor, 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 6, 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(s).

"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.

Presenting from the Instructor’s computer or to present using the StarBoard
(The Instructor’s computer is stored in the right cabinet)

1. Make sure that the Instructor’s computer is turned on, then follow the “Starting Your Presentation” instructions. When you reach Step 6, 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(s).

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

Presenting from the DVD player (The DVD player is stored in the left cabinet)

1. To start, follow the “Starting Your Presentation” instructions. When you reach Step 6, 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 media panel for DVD playback options.

Presenting from the VCR player (The VCR player is stored in the left cabinet)

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 media panel for VCR playback options.

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

1. To turn off the projector(s) 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(s) 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.	▶ You can also swap images between projectors and display two devices at the same time.
▶ The Starboard has many advanced functions, including an electronic pen, which controls the Instructor’s computer remotely while using the StarBoard’s software functions. Training for the Starboard is provided by Jeff Potocki at x4069.	▶ You can not use the StarBoard software with the Document Camera if projecting the Document Camera to the StarBoard.
▶ To raise/lower the motorized screen during a presentation, select the “SYS OFF” button on the removable panel. Raise and lower the screen via the up and down arrows on the bottom right portion of the screen. To return to the controls for the mode you were in, just press the same function button (Whtboard, DVD, VCR, Laptop, DOC CAM etc.)	▶ 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 = bnwgr22, password = bnwgr22)
▶ For wireless internet access, please follow the instructions supplied for the room, which are posted on the wall in the front of the room.	▶ Do not shutdown the Instructor’s computer.
▶ All devices can be controlled from the removable wall panel. There is no need to manipulate any controls in the multimedia console rack.	▶ To display another device through the projector, simply press that device’s button and select which projector you would like to send it to.