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Introduction

This latest iteration of the General Purpose Multimedia classroom control interface has been designed with simplicity and transparency in mind. Human beings are naturally adverse to change, things that vary out day to day experience can be both inconvenient and unwanted. There are those changes though that we later find both intuitive and considerate. We hope this new interface simplifies teaching in a way that all the previous designs failed.

Let’s Talk...

We would like to hear from you anytime you discover an opportunity for improvement to this facility. We’d also like to listen to you discuss ideas about what you’d like to try to achieve in the classroom and how improvements might better enable you to do so. And, of course, if you experience any difficulty, simply pick up the red HOTLINE phone.

The **HOTLINE** Phone

To Report a problem in a in a room, just pick up the **RED** Phone. It will Automatically be connected to our office. We have many tools at our disposal that will allow us assist you remotely in most aspects of the classroom from the control interface, to navigation of the in-classroom computer.
*STRESS BUSTER*
IF we cannot solve the problem over the phone, please specify whether or not the technician may interrupt your class to resolve the problem.

The Touch Panel: Start Pages

All available display sources have been added to the first page to simplify starting up your multimedia classroom.

Seat count and Wireless Availability has been added for your reference. Wireless Availability only means that there is an access point (WAP) physically in the classroom. A wireless signal could still be accessible.
The Touch Panel: An Overview

Main Menu Bar
The Main Menu Bar accesses all of the devices in the room.

Room Control Bar
Source selection to LCD projector controls

Additional light settings, shades, screens and individual LCD projector control available here

Light preset controls added to every menu page.

Program audio and microphone control buttons.

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The Touch Panel: System Reset & Help Pages

The SYSTEM RESET BUTTON is located in the bottom left corner of every page. Press this button at the end of every event/presentation to “reset” the system to its default settings for the next user and to protect the life of the equipment. This will ensure that the system will operate properly for the next user.

After pressing SYSTEM RESET (Figure 1), the video projector will turn off, as will each piece of equipment located inside the A/V cabinet. This is fully automated, so you do not need to turn the equipment off yourself. If you press SYSTEM RESET accidently, you have 10 seconds to press the screen again to abort the reset and continue as before. If 10 seconds pass without the screen being touched, the system will enter a two minute cool down period while it restores to the default settings. During this two-minute period, the system will not be usable.

Figure 1

Figure 2
The Help Pages:

The Help pages have been expanded to add more detail when using the different components in the classroom. When in doubt just press the HELP Button for more information.

Each Device Expands with many helpful hints to help you along the way.

Of course if none of these help, use the RED Phone for more assistance

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The Main Menu: Display Source Control Buttons

Probably the most important aspect to the control interface is the Display source control buttons. These buttons available on every device page provide for real time switching and display of your media source on the LCD projectors.

Pressing either of these buttons while on your desired source page will display that source on the LCD projector.

The Audio from the device will also be switched at that time.

The LCD projector will turn on automatically and the window shades and screen will lower.
Display Source Control Buttons: Cont.

After pressing either of these two buttons your source video and audio sources will be indicated.
The Main Menu: Multiple LCD projectors

Some rooms have multiple LCD projectors. In these rooms two different display sources can be displayed simultaneously.

In this example the Computer is being displayed on the Left Projector while the DVD is being displayed on the Right projector.

The audio currently being played is from the DVD player.
The Main Menu Bar: Computer Control

Press the Computer button.

1) Use SEND TO PROJ or SELECT VIDEO button to display the computer image.

Logon to the computer using your Onyen and Onyen password.

Using your USB Flash drive:

Simply plug them into the USB slot in a computer, then navigate to “My Computer” and it should show up there. The extension cable is either on the desktop or in a drawer.
The Main Menu Bar: Laptop Control

Press the Laptop button.

1) Use **SEND TO PROJ** or **SELECT VIDEO** button to display the laptop image.
The Main Menu Bar: Laptop Control (Cont’d)

Stress Busters

1.) Plug in your AC power adapter (optional), and turn your laptop on.
2.) Attach the audio and video cables to your laptop.
3.) Attach the network cable to your laptop network adapter, if you want to connect to the network.
4.) Toggle your display by pressing Function (Fn) and F7 together. This may be Fn and F5 depending upon your laptop.)
The Main Menu Bar: Laptop Control (Cont’d)

Displaying a Mac Laptop

Always set up your laptop in the following order:

**Turn on the projector, attach the VGA cable, and turn on the laptop LAST.**

After you turn on your laptop, if the image on your laptop screen does not automatically mirror through the projector try the following:

Go to the Dock. Locate and double click on your “System Preferences.”

Double click on “Displays” Preferences.

One window will be on your laptop screen and will look like the one shown at the left.

(note the words “Color LCD” at the top of the window. This window controls the settings for your laptop screen.) Do not make any changes to this window.

Using the trackpad or mouse, move your pointer to the right side of your laptop screen. Now, look at the projected image and keep moving the mouse until you see the pointer on the projected image.

The second window will be on the projector screen. (note the words at the top of the window will be the name of the projector. This window controls the settings for the projected image.)

Move the pointer to this window. There will be a tab labeled "Arrangement." Click on it. There will be a check box at the bottom of the "Arrangement” window labeled "Mirror Displays.”

**Make sure that box is checked.**

Both images will flicker and jump for a second as the laptop and the projector re-synchronize.
The Main Menu Bar: Blu Ray DVD Player

1) Use **SEND TO PROJ** or **SELECT VIDEO** button to display the DVD image

2 & 4) Scans backwards or Forwards
3) Plays a DVD or CD
5) Pauses a DVD or CD
6) Stops a DVD or CD
7 & 8) Skips backwards or forwards
9) Ejects a DVD or CD
10) Displays Search keypad
11) Displays the DVD menu
12) Menu navigation keys
13) Displays DVD Player menu

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The Main Menu Bar: DOC CAM

The document cameras are used to display transparencies or printed documents. These cameras come in one of two varieties, Ceiling mounted & Desktop.

Here is an example of Desktop Document Camera in the classrooms.

The Power, Zoom and Focus Controls are located on the camera itself.

Camera has a Green status light when turned On.

Follow the same display instructions below to get the camera image up on the screen

Capturing from Desktop Document Camera:
1. To capture still images of the camera’s projected image just locate the USB port on the side of the camera

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2. Insert Flash drive or other removable storage (32GB maximum)
3. Ensure switch is moved to the Right

4. Press Cap\Del once to store snapshot

5. Locate Images on flash drive

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6. Desktop Camera can also capture live video and audio using onboard camera and microphone (Great for in-class student presentations).

Using the Desktop Document Camera (Aver M70 only) for Skype, Lync, etc:
1. Connect local mini USB cable to document camera – the other end is already connected to the PC.
2. Verify switch on side is to the Left

3. Launch web conferencing program and verify video and audio settings. In this example Skype has been launched (all platforms have a video and audio setting tool)

**Students will need to speak loudly to be picked up when seated, or they can come up to the camera during Q&A sessions.**

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Using the Desktop Document Camera (Aver M70 only) for Aver Sphere capture:

1. Connect local mini USB cable to document camera – the other end is already connected to the PC.

2. Verify switch on side is to the Left
3. Launch Aver Sphere on the PC:

4. Explore Aver Sphere’s, **Annotation, Capture and Cloud uploading capabilities**
   (Youtube, Dropbox and Facebook accounts required)
Ceiling Document Camera Control:

1) Use **SEND TO PROJ** or **SELECT VIDEO** button to display the DVD image

2) Zoom In and Out controls *(FOR CEILING MOUNTED CAMERAS ONLY)*

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The Room Control Menu Bar: Environment

1) Power ON turns on LCD projector
2) Power OFF turns on LCD projector
3) IMAGE BLANK mutes and unmutes the LCD projector image
4) AUTO PC ADJUST adjusts the projector to the best computer image
5) Screen Controls (Number of Screens varies by room)
6) Shade controls (Where available)
7) Individual Lighting controls (Number of available zones varies by room)

*STRESS BUSTERS*
WARNING!!!
IF YOU TURN THE PROJECTOR OFF, IT CANNOT BE TURNED ON FOR 2 MINUTES!

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The In-Class Computer: Using Remote Desktop to view your own PC

Before you can connect to your office computer, you must change your settings to enable a connection from a remote user. You must first enable the Remote Desktop feature on your office computer so that you can control it remotely from the Network PC.

I. Enabling your office computer to use Remote Desktop

Right-click My Computer and choose Properties. You should get a box labeled System Properties that looks like the picture below. Click on the Remote tab.

Remote Desktop is disabled by default in Windows 7 or Vista, but it’s easy enough to turn it back on. If you need to access your Windows PC from another device, it’s essential that remote desktop be enabled first.

To get to the configuration page, you can either right-click the Computer icon and choose Properties.
Click on the Remote Settings link.
Check box **Allow users to connect remotely to this computer**. Write down your **Full computer** name and keep it for later use. If you would like to change your computer name you can click on the **Computer Name** tab to do so. Click **OK**.

Select "**Allow connection from computers running any version of Remote Desktop (less secure)**"

Click **OK**
Because Windows Firewall restricts communication between your computer and the Internet, you might need to change settings for Remote Desktop Connection so that it can work properly.

1. Open Windows Firewall by clicking the Start button 📲, and then clicking Control Panel. In the search box, type firewall, and then click Windows Firewall.

2. In the left pane, click Allow a program or feature through Windows Firewall.

3. Click Change settings 🎨 If you’re prompted for an administrator password or confirmation, type the password or provide confirmation.

4. Under Allowed programs and features, select the check box next to Remote Desktop, and then use the check boxes in the columns to select the network location types you want to allow communication on.

5. Click OK.
II. Finding the IP Address of your office computer

*Note: This section (Section II) is unnecessary if you wrote down your full computer name. Just make sure to leave your computer on.

Click Start, then Run.

Type cmd into the Open: field and click OK.

A window with a black background (DOS window) will emerge. Type ipconfig and press Enter. The IP Address will be under the heading, Ethernet adapter Local Area Connection. It will be your first combination of four digits separated by three periods (i.e. 152.2.12.1). Write down the IP address and leave your computer on. It is recommended that you use your full computer name instead of IP address. Because of the way the network operates, your IP address may change every once in a while but your full computer name will not. Check your IP address periodically to make sure it is the same as the last time you wrote it down.
III. Connecting to your office computer from the Classroom

On the desktop of the classroom computer, double-click on the *Remote Desktop* icon.

Type in the full computer name or the IP address of your office computer and click *Connect*.

![Remote Desktop Connection](image)

Enter the User Name and password you would use to login to your office computer. A bar should appear at the top of the screen. You can use the push pin icon to auto-hide the bar. Also, by pressing the minus (-), you can minimize remote desktop and switch back to controlling the classroom computer. Make sure to disconnect when you are finished with class by closing the remote desktop bar.

Please remember to practice the process before your first class. As always, call 962-6702 to schedule a demonstration of classroom equipment.

Special Section: Connection iPad or iPhone to control Classroom PC

1. Download Splashtop Touch Pad from Apple Store

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2. Launch Splashtop Streamer from classroom PC.

3. Enter any 8-digit security code on Security tab

4. Make note of **IP address** on Advanced tab

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5. **Launch** Splashtop Touchpad on iPhone or iPad/iPod touch and enter a **computer name**, **computer IP** and **8-digit security code** entered earlier – then **Save**

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Press to Toggle between Keyboard and mouse pad
What If...

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Reason</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>No image on screen</td>
<td>LCD Projector is not on</td>
<td>Press the ON button</td>
</tr>
<tr>
<td>No audio</td>
<td>Volume is not high enough</td>
<td>Adjust the volume</td>
</tr>
</tbody>
</table>

LCD Projector is turned on and LAPTOP is selected, but no laptop display

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Reason</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>The screen is blank, but the LCD projector is on</td>
<td>Image blank is on</td>
<td>Press the IMAGE BLANK button on the LCD PROJECTOR page</td>
</tr>
</tbody>
</table>

Still no image on any of the various modes (VCR, DVD, PC, etc.)

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Reason</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>No sound is playing from Laptop, but still working on other menus</td>
<td>Laptop audio output may be too low</td>
<td>Turn up the volume on the laptop and also verify that the volume on the amplifier is turned up</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Reason</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>No audio</td>
<td>Source is not sent to a projector</td>
<td>Select LEFT or RIGHT Projector</td>
</tr>
</tbody>
</table>