This document was developed to address the need for quick, effective Technology Enhanced Classroom training. We hope you enjoy it. Within it you will learn:

- How to use this training
- Who we are and what we do.
- Related Services
- Reserving Delivery Equipment
- What equipment is in this classroom
- Technology Enhanced Classroom Operation
- Who to call for help

**How to use this training**

This document will provide you with the information you need operate this Technology Enhanced Classroom.

**Who we are and what we do**

The department of Audiovisual Services is part of CIS Academic Technology. Audiovisual Services offers a wide variety of services to the UNH community. These include:

- Equipment deliveries for class presentations
- Maintenance of classroom AV equipment including projectors, computers, laptop connections, video playback equipment and sound reinforcement
- Special Event production
- Audiovisual system design and consultation
- Hands On and Distance Learning computer classrooms
- Videoconferencing

There are a few things in your classroom which Audiovisual Services does not have the ability to replace, fix or troubleshoot. These include network jacks, lighting controls, ceiling tiles, windows shades and other parts of the facility. We will happily direct your call or give you information as to who to contact if there are issues with these components to the room.
Reserving Delivery Equipment

One of the main services provided by Audiovisual Services is equipment deliveries. We have a fleet of laptops (Dell and Macintosh), Video/Data projectors along with various numbers of overhead and slide projectors, televisions with built in VCR/DVD players, and DV- Cams. We also deliver small speakers for reinforced audio playback, and 16 mm film projectors, to name but a few of our delivered items.

To make a reservation please use the online web form.

- Online: Our Web Form asks for the specific information we need to process your request as quickly as possible.
- If you have any problems or questions about the web form please call: 862-4211.

Some things to note about our reservations process.

- All reservations are handled on a first come, first serve basis.
- Please allow 2 business days for the processing of your request. An email confirmation will be sent to you as soon as your request has been processed. If we do not have an email address, a phone confirmation will be provided.
- Until an email/phone confirmation has been made, the equipment reservation is not confirmed. A request submitted without an email address or phone number cannot be processed. Please give your preference of contact information (email or phone). Any addition to an existing request will be considered a new request. The same procedures will apply.

DeMeritt 251 Training

Installed Audiovisual Equipment

Laptop Ready Classrooms contain numerous types of equipment for use in your teaching. This room is equipped with:

- Video/Data Projector (for computer and video)
- Laptop Connector
- Transparency Projector
- A sound system
- A Crestron control system with touchpanel
- A network connection with cable
Technology Enhanced Classroom Operation

Quick Start (Auto Projecting a Laptop)

- Laptop Ready Classrooms are equipped with a Quick Start feature.

  Step 1: Plug VGA connector (if not already) into the bottom VGA input (labeled “computer”) on the wall interface which is located under the blackboard on the left. Plug the other end of the VGA cable into your laptop and tighten connections

  (Mac’s require you to have a specific VGA adapter)

  Step 2: Turn on Laptop and wait for it to boot into operating system

  Step 3: Wait at least 30 seconds for projector to display image

  Step 4: When finished turn off system by unplugging your laptop from the interface and system will shutdown in 2 minute

  If projector does not turn on, toggle your display:

  For PC: Depress the “Fn” key along with either the CRT/LCD key or the key.

  For Mac: Open system preferences and click “displays”. Then click “detect displays” and make sure both resolutions are set to 1024x768

Turn the system ON

1. Locate the TOUCHPANEL in the classroom. It is located on the wall to the right of the blackboards.

2. If the screen is black, the TOUCHPANEL is in sleep mode. Just touch the screen to turn on the TOUCHPANEL. Touch anywhere on the home screen to bring you to the Input Selection screen.

3. Select a source. You can choose:
Selecting a source will automatically turn on the projector.

4. Wait for the LCD projector to warm up. This should take about 45 seconds.

**Controlling Volume**

Volume for all sources is controlled on the **TOUCHPANEL** There are buttons for:

- Volume UP
- Volume Down
- Volume Mute

**Mute Video**

Use the **MUTE VIDEO** button when you want to project a blank screen. This is often an effective attention-getting classroom maneuver. Press the **UNMUTE VIDEO** button to display again. Never press **SYSTEM OFF** until you are completely finished using the LCD projector for your class.

**Using a laptop**

1. Turn on the system as detailed above.

2. When the options become available on touchpanel, select **LAPTOP**.

3. With your laptop OFF, hook up laptop to the laptop connector in the room using the 15 pin cable provided. The connector is located on the wall, and should already be connected to the Computer Input on the Input Panel.
4. Turn on your laptop.

If you require audio from your laptop, hook up audio cable from the headphone output of your laptop and the audio input on the Input Panel

If your laptop does not project after following these steps, you may need to toggle your display between the laptop screen, the LCD or dual display. This can be done by pressing the $\text{Fn}$ key (located at the bottom of the keyboard) and one of the $\text{F#}$ keys. You can find the appropriate $\text{F#}$ key by looking for either the letters $\text{CRT/LCD}$ on the $\text{F#}$ key or the image shown to the left. For a list of common laptop brands and their video toggle keys, please [click here](#).

**AV TECH TIP #1:** Movie files will not play on both displays. If you need to project a movie file, please toggle the laptop to LCD display only.

---

**Auxiliary Inputs**

Laptop Ready Classrooms are equipped with two auxiliary inputs, so a VCR/DVD or other standard AV equipment can be added to the room as necessary.

**Auxiliary S-video**

Step 1: Connect your S-video capable device to the interface and turn your device on

Step 2: If more than one device is plugged into interface then press “Aux. S-vid”

Step 3: Use controls on your device

**Auxiliary RCA composite video**

Step 1: Connect your RCA composite capable device to the interface and turn your device on

Step 2: If more than one device is plugged into interface then press “Aux. RCA”

Step 3: Use controls on your device

**Auxiliary Audio ONLY**
Step 1: Select the AUDIO ONLY hard button on the touch panel.

Step 2: Connect your audio device with your appropriate cables and turn device on

Step 3: Push the hard button to select audio only and press the button on the touch panel corresponding to the connection you made with your device

Step 4: Use controls on your device

Step 5: Press exit to shutdown system

Shutting down the system

1. Select SYSTEM OFF which is located at the bottom of the touch panel, then select YES Shut Down.

2. Disconnect laptop, if one was used.
Who to call for help

If you are in class and need immediate assistance call:

**AV Services Hotline: 862-2467.**

This line is staffed from 8:00 am to 9:30 pm Monday through Thursday and from 8:00 am to 5:00 pm on Friday. Please feel free to call if you have questions, concerns or equipment issues.

If you would like to arrange a one-on-one training session please contact Chris Way, Audiovisual Training Specialist, by emailing chris.way@unh.edu or calling 862-0572.

For more information, please go to the Audiovisual Services website at [http://it.unh.edu/audiovisual](http://it.unh.edu/audiovisual).

For more information on technology or training in other Technology Enhanced Classrooms please go to: [http://it.unh.edu/classroomtechnology](http://it.unh.edu/classroomtechnology)

You have now completed the training for DeMeritt 251.