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 to 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.

Pettee 109 Training

Installed Audiovisual Equipment

Pettee 109 contains numerous types of equipment for use in your teaching. These rooms are equipped with:

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

Technology Enhance Classroom Operation
QUICK START – Auto Projecting a Laptop

Pettee 109 is equipped with a Quick Start feature. Connect the 15 pin VGA Cable to your laptop (be sure it is connected to the Input Panel on the other end). As soon as your laptop sends a signal, the projector will automatically turn on and select Laptop as the source to project. If the projector does not turn on (remember it takes about 60 seconds to warm up and project) check that the VGA cable is connected to the computer and the Input Panel.

If you are using a Mac, you will need to bring your display adapter.

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

When you unplug your computer from the cable, the projector will automatically turn off after 60 seconds. To cancel auto-shut down, just press the screen of the touchpanel.

Turn the system ON

1. Locate the touchpanel in the classroom. It will be located inside or next to the equipment rack on the wall.

2. Touch the TOUCHPANEL to turn on the system. You may need to press the panel twice if the panel is in sleep mode

3. Select the Audio ONLY (For playing audio without turning on projector) or Video Projector and Audio (For accessing all audiovisual equipment installed in the room. Will also turn on projector).
4. Wait for the Video/Data projector to warm up. This should take about 45 seconds.

5. Insert VHS tape or DVD into the corresponding player, 
   -OR-
   Hook up laptop if using laptop.

Using a laptop:

1. Turn on the system as detailed on the previous page, and Select **Video Projector and Audio**.

2. With your laptop OFF, hook up laptop to the laptop connector in the room using the 15 pin cable provided. The connector is located inside the rack. See diagram above in “QuickStart”.

3. Turn on your laptop.

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

5. If you require audio support, please connect the long end of the audio cable to the HEADPHONE jack of your laptop when connecting the 15 pin cable. The volume control is located on the touchpanel.

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 **Fn** key (located at the bottom of the keyboard) and one of the **F#** keys. You can find the appropriate F# key by looking for either the letters **CRT/LCD** on the 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.

Using the VCR:

1. Turn on as described on the "How to turn the system on" page.

2. Select **VCR**

3. Insert your tape in the VCR. The VCR is found in the Equipment Rack on the Stage.

4. The touchpanel contains volume and VCR controls.

**AV TECH TIP #2:** Use the **PICTURE MUTE TOGGLE** button when you want to project a blank screen. This is often an effective attention-getting classroom maneuver. Press the **PICTURE MUTE TOGGLE** button to display again. Please note that the display mute function will only
mute the display for 10 minutes. After that 10 minute period has elapsed, you will not be able to use the mute function for 5 minutes. If you need to mute the display for more than 10 minutes, please power down the system (see Shutting down the System).

Using the DVD:

1. Turn on as described on the "How to turn the system on" page.

2. Select **DVD**

3. Insert your disc into the DVD Player. The DVD Player is found in the Equipment Rack on the Stage.

4. The touchpanel contains volume and DVD controls.

**AV TECH TIP #3:** The DVD players in the classrooms will also play audio CDs (but not CD-Rs or CD-RWs)

Using Audio Only:

**Playing a CD**

Step 1: Make sure DVD player is on

Step 2: Press “Audio ONLY” and then insert CD into DVD player

Step 3: Use controls on the touchpanel, the DVD player, or the remote control in the rack drawer

**Auxiliary Audio**

Step 1: Connect your audio device with your appropriate cables and turn device on

Step 2: Press the button on the touch panel corresponding to the connection you made with your device (**Aux S-Vid** or **Aux RCA**)

Step 3: Use controls on your device

**Auxiliary Video**
TEC Rooms are equipped with Auxiliary Video to plug in your own electronics.

Auxiliary S-video

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

Step 2: **Video Projector and Audio** and then press “Aux. Input”

Step 3: Select S-video input cluster

Step 4: 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: Press **Video Projector and Audio** and then press “Aux. Input”

Step 3: Select RCA composite input cluster

Step 3: Use controls on your device

Shutting down System

1. Remove all media from VHS or DVD players.

2. Press the **SHUTDOWN** button.

3. Select **SHUT DOWN**.

4. 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.

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

You have now completed the training for Pettee 109.