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.
Murkland 115 Training

Installed Audiovisual Equipment

Murkland 115 contains numerous types of equipment for use in your teaching. This room is equipped with:

- Video/Data Projector (for computer and video)
- Laptop Connector
- Two installed computers, 1 PC and 1 Macintosh
- VCR
- DVD
- Transparency Projector
- A sound system
- A Crestron control system with touchpanel
- A network connection
- Slide projector

Technology Enhanced Classroom Operation

Turn the system ON

1. Locate the touchpanel in the classroom. It will be located on the podium.
2. Touch the TOUCHPANEL. This will bring you to the source selection page. You may need to press the panel twice if the panel is in sleep mode (black screen)
3. Open the podium if using the installed computers.
4. Select a source from the touchpanel when the options appear. Selecting a source will turn on the appropriate projector, set the shades and lights to an appropriate setting, and lower the required screen.
5. If you are using a computer, please select the type of computer: Mac, Dell, or Laptop.

Wait for the Video/Data projector to warm up. This should take about 45 seconds.
6. Insert VHS tape or DVD into the corresponding player, -OR-
   Hook up laptop if using laptop.

Touchpanel Options
Podium Monitor- Press this button, THEN select a source to display that source on the PODIUM MONITOR.

Mute Projector- Press this button to MUTE the projector. Press again to UNMUTE the projector.

Projector- Press this button THEN select a source to display that source on the PROJECTION SCREEN

Source Selection

Laptop – Use the laptop cable on the top of the podium to connect your laptop. If you are using a MAC, you will need the appropriate display adapter (not provided)

PC or MAC – use the installed PC or MAC. Keyboards/mice are in the podium tray, and USB hubs are located on the top of the podium.

VCR or DVD – These devices are located in the rack on the stage. You can control these devices from the touchpanel once the source is selected.

Auxiliary – These are extra Video and Audio connection on the side of the podium to connect any AV Device.

35mm – Slide projector is located on the stage. You can control the slide projector form the touchpanel once the source is selected.

Audio – This will play audio from any source, but will NOT turn on the Projector.
**Lighting** - use these 4 presets to control the lighting. Please allow 10 seconds for lighting to change before selecting a different preset.

**Windows** – Control the window shades by using the UP and Down arrows.

**Shutdown** – Press the SHUTDOWN button to turn off the AV system.

**Volume Indicators** - The top yellow/orange slide bar will show you the AUDIO volume for the AV System (all inputs except microphone). The bottom (grey) slide bar will show you the MIC volume.

**Screen Control**

- **Left** - This screen is used for normal projection. This screen will automatically lower when you select a source that requires projection.

- **Middle** – This screen is used for FRONT projection only.

- **Right** – This screen is used for FRONT projection. Use this screen when using the Overhead (transparency) projector.

**Volume Control**

**Audio** – Press the UP and DOWN arrows to control the system audio volume. This will control all audio except the microphone. Press MUTE to mute the audio.

**Mic** – Press the UP and DOWN arrows to control the microphone volume. Press MUTE to mute the mic.
Using a laptop:

1. Turn on the system as described in the "Turn the system ON" section.
2. Select LAPTOP at the top of the touchpanel.
3. Hook up laptop to the 15 pin VGA cable that is located on the top of the podium.
4. Turn on your laptop.
5. If you require audio support, please connect the long end of the audio cable to your 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 F_n 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 the system by touching the TOUCHPANEL and selecting VCR.
2. Insert your tape in the VCR. The VCR is found in the Equipment Rack on the Stage.
3. The touchpanel contains volume and VCR controls.

AV TECH TIP #2: Use the MUTE PROJECTOR button when you want to project a blank screen. This is often an effective attention-getting classroom maneuver. Press the UNMUTE PROJECTOR button to display again. Never press SYSTEM OFF until you are completely finished using the LCD projector for your class.

Using the DVD Player:

1. Turn on the system by touching the TOUCHPANEL and selecting DVD.
2. Insert your disc into the DVD Player. The DVD Player is found in the Equipment Rack on the Stage.
3. The touchpanel contains volume and DVD controls.

AV TECH TIP #3: The DVD players in the classrooms will also play audio CDs (but may not be capable of playing CD-Rs or CD-RWs).
Using the Installed Computers:

1. Turn on the system by touching the **TOUCHPANEL** and selecting the computer of choice. Both computers should be on.
2. Open the podium and pull out the keyboard and mouse.
3. The touchpanel contains volume controls.

AV TECH TIP #4: If the monitor is black, press any key on the computer’s keyboard or move the mouse to wake up the computer

Using the Aux Input:

Auxiliary RCA composite video is located on the side of the podium.

- Step 1: Connect your RCA composite capable device to the interface
- Step 2: Press “Projection” and then press “AUXILIARY”
- Step 3: Use controls on your device

Turning the System Off

1. Remove all media from VHS or DVD players.
2. Turn off and return the Wireless Microphone to the drawer in the rack.
3. Select **SYSTEM OFF** which is located on the touch panel. You will see a screen asking for confirmation, please select yes only if you are sure you want to shut everything down.
4. Disconnect laptop, if one was used.
5. If using the installed computers, return keyboards and mice to the podium. DO NOT shut down the computers.

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

You have now completed the training for Murkland 115.