Using the Classroom Projection Control System

Introduction

In an effort to ease the use of the classroom projection systems the IT Center has begun the installation of a Classroom Projection control system. This system incorporates a web point and click interface on the classroom desktop computer to interface with the projector, DVD/VCR and the audio system. This document is intended to help a new user interface with this system. To use the DVD/VCR as well as to access the laptop interface cables users will be required to have a key to the front of the instructor station. Keys can be signed out by coming to the IT Center located in Bowman Hall Rm. 200 between the hours of 8AM – 4:30PM Monday – Friday.

Directions

The first step to using this system is to login to the desktop computer in the classroom. You will need to do this even if you only intend on using the DVD/VCR as you need to use the computer to interface with the control panel. Upon logging in you will see a webpage open up that looks like this.

From the list of sources on the left of the page click the source that you wish to use. If you're going to use the desktop computer you would click ‘PC’. If you're going to show a DVD you would click ‘DVD’. To use the Laptop connectors on the top of the cart you would need to connect your input source like a Laptop or other VGA device to the connector using the supplied cable and then select the ‘Laptop’ source. **Note:** By clicking the source the projector will power up. You will need to allow up to 60 seconds for the projector lamp to come to full brightness.

PC Input selection

The image above represents what you would see if you clicked on the ‘PC’ source. By doing so the projector will power on and the audio system will change to the ‘PC’ audio source. You can control the volume levels by clicking and holding the UP or Down arrow or clicking the ‘UnMuted’ button its possible to mute the sound. If the sound is muted at the
control panel the ‘UnMuted’ button will change to read ‘Muted’ and will be colored Gold.

**VCR Input Selection**

If you select the VCR source you will see a screen like the one below. On this screen you will be able to control the volume as well as control the actual VCR by clicking on the Stop, Play, F-FWD, REW and Pause buttons. You will need to push the eject button on the VCR to eject the tape.

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**DVD Input Selection**

To show a DVD click the DVD Source and you will be presented with a screen that looks like this.

Just like with the PC and VCR controls you will control the DVD player by using the DVD Controls found on the control panel screen. Use the four navigation arrows to navigate around the DVD menus. Use the Enter/Select button to make your menu selections. At any time you can click the ‘Menu’ button to have the DVD player go to the menu. Skip forward and backward will jump to the next DVD chapter where as F-FWD and REW will scan forward or reverse. **Note:** If the F-FWD, REW, SKIP or Pause buttons are not working first click the ‘PLAY’ button and then try to use one of the other buttons. We have found that often if the Play button is not first clicked the other buttons will be disabled.

To control the volume levels by clicking and holding the UP or Down arrow or clicking the ‘UnMuted’ button its possible to mute the sound. If the sound is muted at the control panel the ‘UnMuted’ button will change to read ‘Muted’ and will be colored Gold.

**Laptop Input Selection**

If you’re going to use the Laptop inputs located on top of the cart you will need to pick the Laptop source. Once you do this the projector will switch to the laptop video source that is located on the top of the cart. Inside the cart is a VGA cable as well as an audio cable. These cables are to be used with the laptop connections on the cart. To control the volume levels by clicking and holding the UP or Down arrow or clicking the ‘UnMuted’ button its possible to mute the sound. If the sound is muted at the control panel the ‘UnMuted’ button will change to read ‘Muted’ and will be colored Gold.

**NOTE:** If you’re having difficulty with a laptop image being projected and you have selected the laptop source its possible your laptop’s external VGA connector is turned off. You will need to turn this on using a combination of keystrokes on your laptop. Each brand and model of laptop uses different keystrokes but for Dell Latitude laptops the combination is ‘FN + F8’. Press this multiple times to toggle the various display modes.

**Changing input sources**

It is possible to change input sources by clicking on a different input on the left. The video signal will change being sent to the projector as well as the audio source going to the speakers. Switching back is as simple as clicking again on the desired source.
Blanking the Screen

If you wish to blank the screen temporarily you can do so by clicking the Blank Screen button under the Projector controls button. This will cause the projector hide the image being projected. This can be useful if you wish to hide what you’re projecting to the classroom or you wish to use the chalkboard in conjunction with the projection system but do not want to have to power the projector down and then wait the 60 seconds to power the projector back up. When the screen is ‘blanked’ the blank screen button will blink. To un-blank the screen just click the blank screen button again.

Turning Off the Projector

There are two ways to power off the projector. The best method is to click the ‘EXIT’ button on the very bottom left of the interface panel. If you do this you will both power down the projector as well as mute the audio system on all source inputs. When you click the ‘EXIT’ button you will be presented with a conformation screen like the one below.

If you did not mean to click the EXIT button you can click the No button to be taken back to the control panel interface screen. If you do wish to power down the system click the Yes button. Upon doing so the projector will being its power down and cool down cycle and the audio sources will be muted. You then be taken back to the control panel login screen.

Get Help

The IT Center is open Mondays through Fridays from 8:00 am to 4:30 pm to answer all your technology related questions. You can also e-mail us as help@bridgewater.edu or visit our webpage at http://www.bridgewater.edu/itc/.