

# Stabler Hall Presentation Classrooms Instructions

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# Getting Started

## Directions

1. Power on projector by pressing the projector remote's "On" button while pointing it towards the projector.
2. On the remote, press "Input 1" to display PC, laptop, and Doc Cam. Press "Input 3" to display video.
3. Press PC, laptop, or Doc Cam on multimedia workstation.

### Projector Remote



**Standby**  
Press this button twice to turn the projector off.

**Power On**  
To power projector on, press this button while aiming remote towards projector.

**Inputs**  
Press "Input 1" to display the PC and the Doc Cam. Press "Input 3" to display the DVD/VCR combo.

**Black Screen**  
Press this button when you don't want to show your desktop on the projector screen.



VCR/DVD  
Player  
Power  
Button

Multimedia  
control power  
switch  
(Do not turn off).

### Input selector

- PC
- Laptop
- Document camera

# Computer

## Directions

1. Press "Input 1" while pointing the projector remote towards the projector.
2. Press the "PC" button on the input selector to display the computer on the projector screen.

### Step 1



CD/DVD  
Reader/Writer

CD/DVD Eject

Power On/Off

Black  
Screen

USB drive outlets

Headphone and  
microphone jacks



### Step 2



## Tips

- If the computer image does not appear on the projector screen after performing steps 1-2, verify that the computer is on. You should also check to see if someone has left the black screen option on (press the "Black Screen" button while pointing the projector remote towards the projector).
- Connect your flash drive to the white USB extender on top of the podium instead of the computer's USB drive outlets to save your knees and back.

# Laptop Connection

## Directions

1. Connect the VGA cable to your laptop's VGA outlet. Connect the audio cable if you plan to play a video or sound clip through your laptop.
2. Press "Input 1" on the projector remote while pointing it towards the projector.
3. Press "Laptop" on the input selector to display your laptop screen on the projector.

### Step 1



### Step 2



### Step 3



## Tips

- If the laptop image does not appear on the projector screen after following steps 1-3, try toggling the image by pressing "FN" + an "F" key on your laptop's keyboard. Consult your laptop's manual to find out which "FN" + "F" key combination you should press.
- Mac users will need a DVI-VGA adapter in order to connect to the AV system. Please consult your manual to find out what type of adapter is needed.

# Document Camera (a.k.a. Elmo)

## Directions

1. Press "Input 1" on the projector remote while pointing it towards the projector.
2. Power on the document camera by pushing the power on/off button away from you.
3. Select "Doc Cam" on the input selector.

Step 1



Step 2



Power On/Off

Zoom In/Out & Auto Focus

Step 3



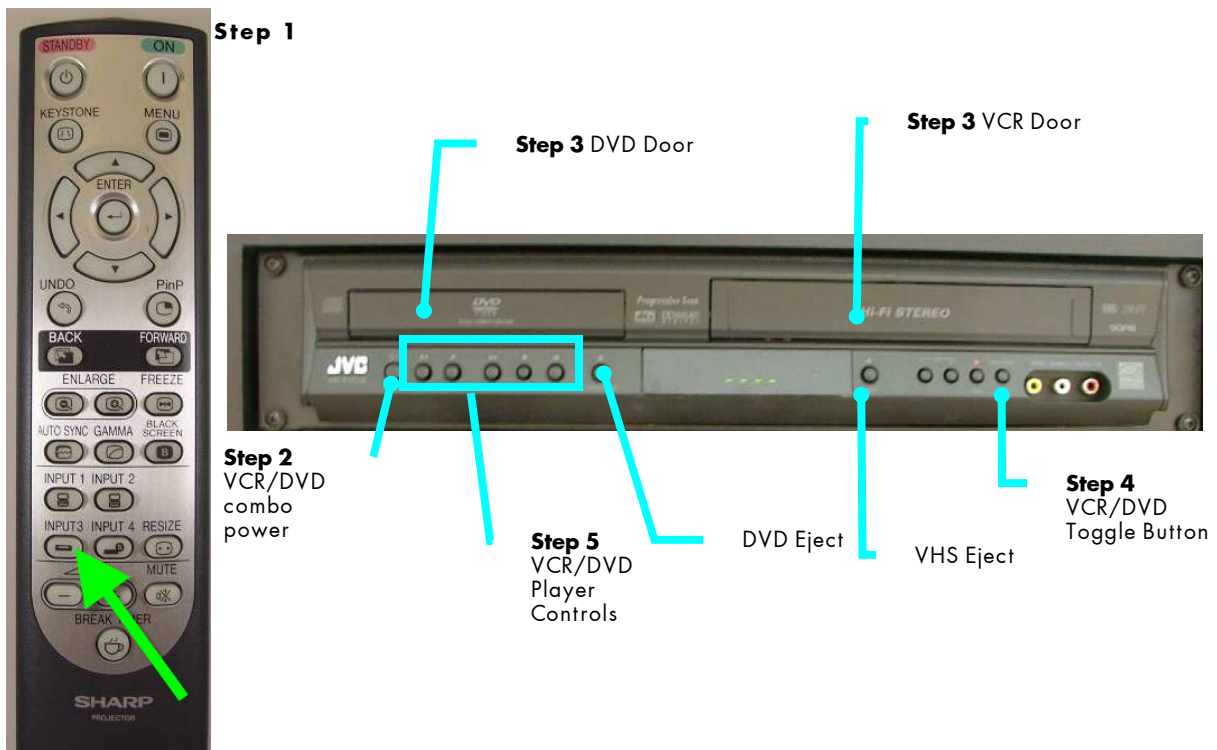
## Tips

- The on/off button and the zoom in/out dial are the only functions you will use on the document camera.
- If the zoom function does not work, cycle the power on and off.

# VCR/DVD Player

## Directions

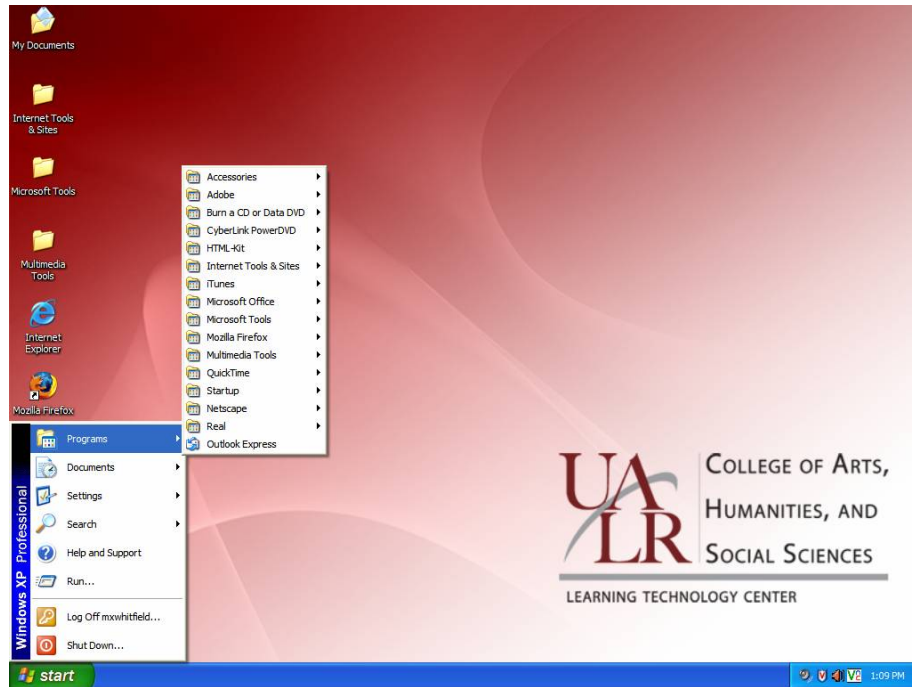
1. Press "Input 3" on the projector remote while pointing it at the projector.
2. Press the VCR/DVD player power button.
3. Insert your media into the appropriate outlet.
4. Push the VCR/DVD toggle button to select the appropriate media player.
5. Press play, and use the VCR/DVD player controls to navigate the VHS tape or DVD options.



## Tips

- Test any media you plan to use in class on the room's equipment prior to class time. Contact LTC staff to find out when the room is available.
- If your video will not play in the DVD player, try playing it in the computer.

# Software/Configuration



## Internet Tools & Sites

- Blackboard: is used to access online courses.
- BOSS: allows students to access their admission, registration, and academic records (transcripts) as well as manage UALR IT systems accounts.
- Filezilla: FTP client, allows you to transfer files between websites and PCs running Windows.
- Firefox: a web browser.
- Google Chrome: a web browser.
- Google Earth: offers maps and satellite images for complex or pinpointed regional searches.
- Internet Explorer: a web browser.
- Kompozer: a web authoring system.
- LockDown Browser: a browser that locks down the testing environment in Blackboard.
- Notepad++: a free source code editor.
- Safari: a web browser.
- Skype: make free calls over the internet.
- UALR Email: receive official university communication.
- UALR Library: search UALR library holdings.
- XPS Viewer: converts XPS to PDF.

## **Microsoft Office 2010**

- Access lets you build, edit, and explore databases.
- Excel is a data manipulation (“spreadsheet”) program.
- InfoPath provides and creates forms that export data into XML.
- PowerPoint is a presentation program.
- Word is the ubiquitous word processor.

## **Multimedia Tools**

- Adobe Acrobat Reader: view files in PDF format.
- Audacity: audio editor/recorder.
- Avidemux: video editor.
- Dia: a drawing program.
- FlipShare: Editing software for Flip Video files.
- Freemind: mind mapping software.
- Gimp: GNU image manipulation program.
- ImgBurn: free Blu-ray and HD/DVD burning application.
- iTunes: audio/video player.
- Mplayerc: audio/video player.
- Picasa3: photo organizing, editing, and sharing application.
- PowerDVD9: audio/video player.
- Quick Time: audio/video player.
- Roxio: audio/video player.
- VLC: audio/video player.
- Windows DVD Maker: DVD burning software.
- Windows Live Movie Maker: helps you create and edit Windows video files.
- Windows Media Player: audio/video player.
- WinFF: video converter.

# Procedures

## Tips

- Press and hold power button to restart locked computers.
- Hold down the Shift key when inserting CDs or flash drives.

## Shut down procedures:

1. Log off of the computer.
2. Turn the document camera off.
3. Turn monitor off.
4. Press the "Standby" button on the projector remote twice.

## Getting Help

- Call the **AHSS Learning Technology Center Support Line at 569-3134**.
- Stop by our offices in SUA.
- For questions or suggestions, contact Chad Garrett (cxgarrett@ualr.edu or 569-3134).

# AHSS CLASSROOM TECHNOLOGY FREQUENTLY ASKED QUESTIONS

## Keypad Codes

- Q. Which doors will my code open?
- A. If you are part of the faculty/staff of an AHSS academic department, your code will open all of the department's priority rooms in addition to any other rooms to which you are assigned. If you are an adjunct, your code will open only the rooms to which you are assigned.
- Q. I've been assigned to teach in a different room this semester. Will I be given a new code?
- A. No, your code does not change with a new room assignment (as long as it's an LTC room. Please see our portfolio: <http://ualr.edu/ltcinsider/index.html>).

## Computer

- Q. I'm locked out of the computer because someone didn't log out.
- A. Press and hold the computer's start button for five seconds until the computer shuts down. Then restart.
- Q. I can't remember my FACSTAFF login?
- A. Have one of your students log in under his or her student account. Log into BOSS and change your FACSTAFF password in the Personal Information section.

## Projector

- Q. The projector is on, but all I see is a blank screen.
- A. The person before you might have pressed (depending on which room you're in) the "Black Screen" or "AV Mute" button on the remote. To return to normal viewing mode, press the "Black Screen" or "AV Mute" button on the remote.
- Q. I've placed a DVD (or VHS tape) in the combo player, but all I see is a blue screen with the manufacturer's logo.
- A. Make sure you've selected the correct input on the remote. In this case it's input 3.

## Laptop

- Q. I've connected the VGA cable, but the laptop image will not project.
- A. Try pressing the function key "FN" + an "F" key to toggle video output. (FN+F8 for Dells). Check your laptop's operation manual.
- Q. My laptop is connected to the projector, but the image shows up fuzzy and skewed.
- A. Try adjusting your laptop's resolution to 1024X768.
- Q. I can't access UALR's wireless network on my laptop, even though I've previously been able to do so.
- A. Pressing the function key "FN" + an "F" key toggles wireless on and off.

**DELL:** FN+F2

**Gateway:** FN+F2

**MacOSX:** FN+F7

Or, if you're sure your laptop's wireless is on, type <http://blue1.ualr.edu>.

## Document Camera

- Q. The zoom function doesn't seem to be working.
- A. Try turning the Document camera on and off. If this doesn't work, contact the Learning Technology Center.
- Q. The document camera is not displaying on the projection screen.
- A. Make sure you've selected the correct input. In this case it's input 1. Also, make sure that "Doc Cam" is selected on the switcher.

## Software

If you find that software will not load or is running sluggishly, try the following:

1. Close other software programs .
2. Restart the software.
3. Restart the computer.

## Training

- Q. Is training available? If so, when?
- A. Training is offered at the beginning of the fall and spring semesters. Check with your department's chair for a schedule, or call the Learning Technology Center.

## Getting Help

We understand that you're busy, but contacting us directly when you need help results in the quickest turnaround. 569-3134.

## Tips and Best Practices

- Attend Learning Technology Center's pre-semester training session. Even if you've attended in the past, the training sessions are a great opportunity to ask questions and refresh your memory after being away for the summer.
- Plan ahead. Call us to arrange a time to test media before your class. For example, if you're showing a DVD, test it in the room's player before your class, especially if the DVD is a copy. If you plan to access a website, try it before class.
- Download illustrations: [http://ualr.edu/ltcinsider/classroom\\_illustrations.asp](http://ualr.edu/ltcinsider/classroom_illustrations.asp)



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