Technology Classroom
User Guide
General Touchscreen Operation

Logging in:
- Press anywhere on the touchscreen to start.
- The screen will switch to a splash page with a countdown while the projector lamp warms up.
- **Note:** If the touchscreen is dark, press it firmly to wake it from sleep mode.

Projecting a source:
- Choose your desired source from the list on the left.
- The source will begin projecting automatically.
- If you wish to stop projecting, select "Blank." The source will remain on the preview screen.
- **Note:** If available, you can find more sources by pressing the arrow at the bottom of the source list.

Volume Control:
- You can adjust the audio by using the controls located on the right side of the touchscreen.

Logging Out:
- Press "Exit" and choose "Yes" to confirm.
- Please remember to take your discs, tapes, or flash drives with you.
- **Note:** Remember to log off of Windows or Mac OS before you log out of the touchscreen.

You can find information on your specific room at: http://www.indiana.edu/~cts/roomdb/index.php

If you have problems with the equipment you can press the “Help” button for quick equipment guides, or call CTS at 855-8765.
Using the Installed Computers

Using Computer:
- The PC is located on the top of the equipment rack.
- If there is a Mac in the room it will be located on top of the lectern.
- The black keyboard/mouse are for the PC, the white/silver are for the Mac.
- PC USB ports are on the front of the PC. Some rooms have ports on the monitor as well.
- Mac USB ports are on the hub next to the Mac.
- Log in using your IU Username and Passphrase.
- Please log off of Windows or Mac OS when finished.
- Please leave the computers turned on so they may receive updates.
- Computers will go to screen saver if left unattended. Wake them up using the keyboard or mouse.
- Computers are running UITS STC Builds. Installed software can be seen here: https://stcweb.stc.indiana.edu/framework/apps/Public/stcsoftware.cfm

Projection:
- The computer will appear on the monitor and the screen when you press PC/Mac.
- If the projected image is off-center, touch "Auto-Image" to adjust the image.
- Optimal resolution/refresh rate for Fullscreen rooms is 1024 X 768 @ 60Hz, Widescreen is 1280 X 800 @ 60Hz
Using a Laptop

Connection:
- The laptop interface cables are located on the lectern.
- It is advisable to make all connections BEFORE booting laptop.
- For wired internet, connect the Ethernet cable to the laptop.
- For audio, connect the 1/8” audio plug into the laptop headphone jack.
- For video, connect the VGA cable to the laptop external monitor jack.
- Some PC laptops and all Mac laptops will need a VGA adapter to work. It is the user’s responsibility to provide an adapter; these can be purchased locally at the IU Bookstore or Best Buy. Be sure to take your laptop with you when you go to purchase one as there are several different standards. An example of an adapter is pictured to the right.

Projection:
- The computer will begin projecting when you select "Laptop."
- If the projected image is off center, touch “Auto-Image” to adjust the image.
- Optimal resolution/refresh rate for Fullscreen is 1024 X 768 @ 60Hz, Widescreen is 1280 X 800 @ 60Hz.

Note: You may need to enable video output on your laptop by holding down the FN key and pressing one of the Function keys. The chart below shows several manufacturers’ standards:

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<thead>
<tr>
<th>Manufacturer</th>
<th>Key command</th>
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<th>Key command</th>
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<tbody>
<tr>
<td>Panasonic NEC</td>
<td><strong>Fn</strong> + <strong>F3</strong></td>
<td>TOSHIBA SHARP HP</td>
<td><strong>Fn</strong> + <strong>F5</strong></td>
<td>IBM SONY</td>
<td><strong>Fn</strong> + <strong>F7</strong></td>
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<td>FUJITSU</td>
<td><strong>Fn</strong> + <strong>F8</strong></td>
<td>EPSON DELL</td>
<td><strong>Fn</strong> + <strong>F8</strong></td>
<td>Apple</td>
<td><strong>F7</strong></td>
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<tr>
<td>Other</td>
<td><strong>Fn</strong> +</td>
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Laptop Screen

Laptop Interface Cables
Using the Installed DVD/VCR

Using the VCR/DVD Player:
- The VCR/DVD player is located below the PC on the equipment rack on the lectern.
- A remote for the unit is located in the accessories drawer on the rack.

Projecting a DVD or VHS tape:
- Select DVD or VCR on the touchscreen and it will begin projecting.
- Controls for the DVD or VCR will appear on the touchscreen.
- Make certain to retrieve your DVD/VHS tape when you are finished.
- Note: The VCR/DVD player can be operated from the touchscreen, with the remote, or from the controls on the front of the unit.

Using the Cable:
- If there is Cable TV in the room, it will be on the source list as "CATV."
- Select it to begin projecting.
- Controls for the CATV will appear on the touchscreen.
Using the Document Camera
- Select "Doc Cam" on the touchscreen.
- The operating controls are on the “doc cam.”
- Turn the unit on and off with the power switch.
- Zoom in and out using the dial.
- The unit focuses automatically. If it hasn’t auto-focused properly, press “AF” to retry.
- Please turn off the doc cam when you are finished.

Connecting an External Source
- Select “Ext A/V” on the touchscreen.
- There are RCA Audio/Video input jacks on the front of the DVD/VCR Player.
- Follow the directions on the touch panel to select the correct input on the DVD/VCR player.
- **Note**: Users are responsible for providing cables.
- Remember to retrieve your device and cables.