eClassroom

Quick Reference Guide

HUMBER

Introduction

Priority Access to Technical Support

Electrical Outlets

Touch Panel

Keyboard and Mouse

Document Camera

Auxiliary Ports (Side)

Volume, Mute, and Lighting Controls

Computer, audio amplifier, and playback device(s)

Source Selection

No Show/Freeze Image

Raise/Lower Projector Screen

Shutdown

Connecting a Laptop or Auxiliary Device

1. Connect an HDMI or VGA cable between your auxiliary device (laptop, tablet, document camera, etc.) and the appropriate port on the side of the lectern.

   IMPORTANT: Cables and adapters are not provided at the lectern but may be borrowed from the I.T. Support Centre (NX210-North or A212-Lakeshore).

2. Select the **AUX & Laptop** icon on the the touch panel to route the signal from the auiliary port to the data projector.

3. Route the video signal on your laptop to the laptop's video port.

   Windows Laptops: Press the **FN** key in combination with the appropriate function (example: F9) key (actual key varies by laptop make and model).

   Macintosh Laptops: Open the **System Preferences** (from the Apple menu), select **Displays**, and then click **Detect Monitor**.

Startup/Shutdown

Starting Up

1. Firmly press anywhere on the touch panel to "wake" the room control system.

2. Tap on the **Touch to Begin** button to get started.

The **Help!** Button reminds you that any calls originating from a classroom gets priority placement.
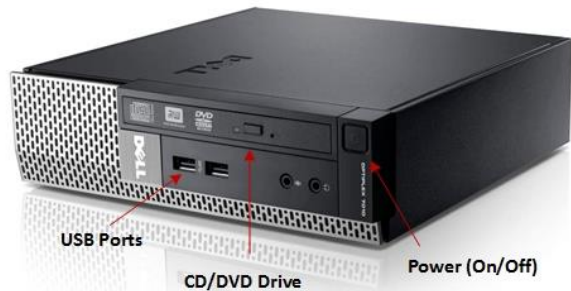
Shutting Down

1. Press the **Shut Down System** button in the bottom-right corner of the room control screen.

2. Confirm request by pressing "YES". Pressing "NO" will return you to the main touch screen menu.

IMPORTANT: Shutting down may take up to two minutes depending on how long the data projector was in use.

Information Technology Services
416.675.6622 X8888 | https://its.humber.ca

This document is available in an alternate format upon request.

Using the Computer

USB Ports
CD/DVD Drive
Power (On/Off)

Startup/Shutdown

Ensure that the computer in the cabinet is powered on. If it is not, press the **Power** button. To shutdown, click the **Start** button and choose the **Shutdown** option.

Displaying a Presentation

Select the **Podium PC** icon on the touch panel to use the computer in the cabinet. Note that the computer screen and the projector(s) will show the same image.

Playing a CD or DVD

1. Open the CD/DVD tray by pressing the eject button.
2. Insert your disc and then close the CD/DVD tray.
3. Play desired clip using the VLC application.

   NOTE: Windows Media Player is also available for playback purposes, but VLC has more capabilities.

Using the Blu-ray Player

Power On/Off
Eject Tray

1. Select on **Blu-ray Disc** on the left side of the touch panel display to project the Blu-ray/DVD player.

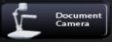   **NOTE:** The playback device is inside the cabinet.

2. Insert your disc in the Blu-ray/DVD tray then use the device controls on the touch panel to operate.

   NOTE: Some rooms may be equipped with a DVD/VHS combination player instead of a Blu-ray player. For these rooms, a **DVD** icon will appear on the touch screen. Selecting the **DVD** icon on the touch panel will route the DVD/VHS signal to the data projector.

Using the Document Camera

Document cameras are real-time, image capture devices used to display objects to a large audience.

1. Press the **Power** button on the document camera.
2. Select the **Document Camera** icon.
3. Adjust the camera's aperture and focus.

NOTE: Not all rooms have a document camera. You may borrow a camera at an I.T. Support Centre.

Controlling the Environment

Lights

In many classrooms, lighting controls are available from the touch panel. Press the **Lightbulb** icon to display the **Lighting Control** pop-up menu.

Volume

Volume levels are adjustable using the **Volume** slider and **Mute** button on the touch screen.

There are also **Volume Up** and **Volume Down** icons on the touch panel's frame.

Projection Screen

In rooms with electronic projector screens, the controls for raising and lowering the screen are located on the touch panel. Please note that some rooms are only equipped with manually operated screens.

Image No Show

When pressed, the **Image No Show** button temporarily "mutes" the projected image by displaying a black image. Pressing the button a second time restores the source image.

Picture Freeze

When enabled, the **Picture Freeze** button pauses the projected video signal on a still frame. Press a second time to restore motion.

Help & Support

Priority access to technical support is avaialble to instructors. Simply pick up the in-room telephone (available in most learning spaces) and select the I.T. Support Centre option to speak to an Analyst.