# Washington State University Vancouver

## Undergraduate Classroom Building Instructor Teaching Podium Guide

This guide applies to all classroom spaced in the Undergraduate Classroom Building.  There are 4 types of rooms in the UCB.  Basic, Enhanced, Enhanced Dual Screen and Dual Podium / Dual Screen.  They all function similarly and differences will be noted throughout this document.

Contents:

Contact for assistance:

Vancouver Information Technology Helpdesk support 546‥9770

Please report troubles you may experience (projector lamp failure, power problems, computer malfunctions) so that we may get these rectified as soon as possible.

## Turning on the System

Upon approaching the teaching podium, locate the 7" AMX touch screen control on the podium. This is the "heart" of the podium and all of your controls will happen from here.

When you touch the screen, it will wake and you will be presented with the following screen:



From the selections you are presented with, select "projection" for visuals and "music" for audio only content. This will determine if the projector is powered on or not.

If the previous user did not shut down completely, you will see the following screen:



From this screen, simply select the device you wish to display from the options across the top of the touch screen. The system will turn on and your display device will be selected.

Please be aware that the projector takes between 30-60 seconds to warm up. Also, if the system is turned off, the projector goes through a mandatory cooling cycle during which time it will not turn back on. (Time for this is dependant on temperature of the lamp)

# Using the Room PC Computer

Each UCB Teaching Podium is equipped with a PC "room" computer for use by anyone with a proper WSU Network ID. The computer is located in the Teaching Podium next to the rack of equipment (pictured below)



To utilize the room computer, turn on the system following the steps on the previous page. From the touch screen control, select PC to display the PC video. If the PC is already turned on, use your WSU Network ID login to login to the computer. If the PC is not turned on (i.e. you do not see the computer on the desktop monitor when you select PC from the display options), depress the power button on the PC to turn it on and login when prompted. Please note the 3rd line of the login following your password should always say "AD".
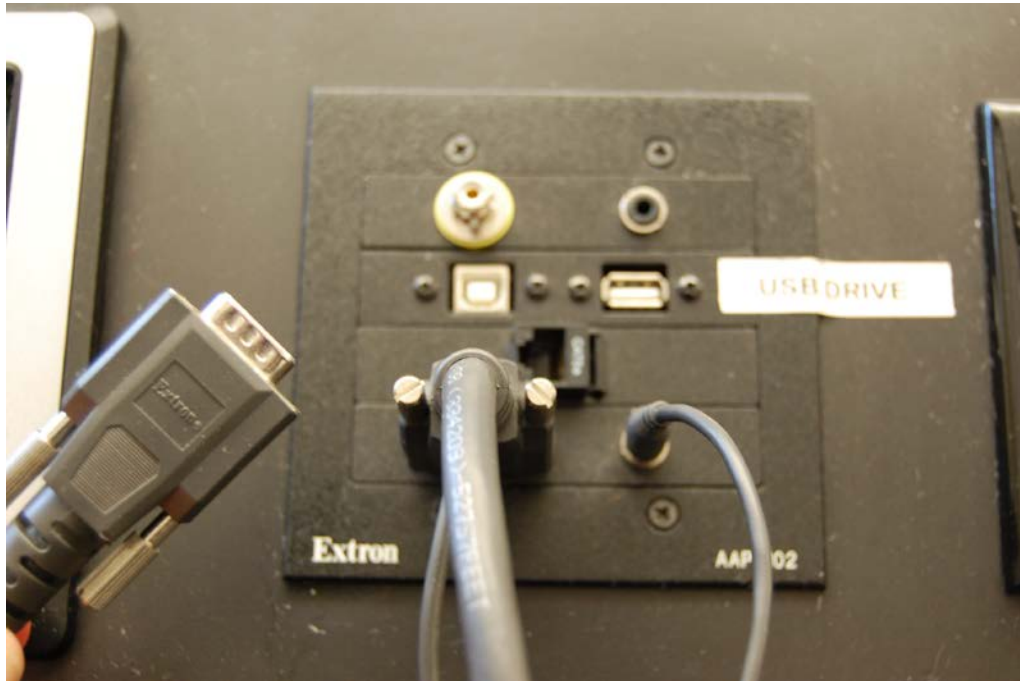
Upon login, you will be presented with a default desktop and will have access to Microsoft Office products (Word, Excel, Powerpoint, etc.) as well as major Internet Browsers and Media Players.

On the front of the PC, there are USB ports for Flash Media drives as well as a CD/DVD drive. Also, for your convenience, there is a USB port replicated on the desktop of the podium that you can use for your Flash Media Drive. (Located adjacent to the VGA cable for laptop plugin.)

When your session is concluded, please remember to log off of the computer and turn off the podium following the instructions for Exiting/shutting down the system.

## Using the Laptop Computer Interface

If you need to utilize a laptop computer at the teaching podium, a standard VGA cable is provided coiled on each podium. Additionally, there is a mini-plug (headphone jack sized) audio connection for audio from the laptop. These plug into the podium as in the picture below.



With the podium and your laptop turned off, connect the VGA connection to your VGA output on your laptop (Apple Mac users will need to provide the adapter for whatever vintage of Mac laptop they have to adapt to standard VGA). If audio is required, plug the mini-plug audio jack into the headphone output jack of your laptop.

In specific order, turn on the podium, select "laptop" and turn on the power for your laptop. Typically, modern laptops will sense the output is connected and will turn on accordingly. If not, you may have to toggle the output of your laptop according to manufacturer (Dell for example is FCTN + F8). Consult your laptop owner manual for this toggle.

You may have to adjust your resolution down to match the resolution of the podium system which is set to 1024 X 768. This is the "optimum" resolution that will look good on the projector.

When finished, turn off the podium and disconnect your laptop from the VGA connection. Please note, wireless internet is available with proper WSU Network ID.

# Using the Document Camera

To utilize the document camera, if it is not already expanded, please open the side drawer access and pull the document camera slider out as in the picture below.



Once the slider is pulled out, you can click the camera head into place and adjust the lights to your need. After you have turned on the podium power and selected "Doc Cam" from the display device options across the top, depress the green power button on the document camera to turn the power on. Whatever is placed on the document stand will be displayed on the projector and the desktop monitor. You have camera like controls available for zoom, focus, iris, etc. as in the picture below.



Please note there is a rotate button on this unit that rotates the image in increments of 90 degrees so you can orient your materials however you need.

When you are finished with the document camera, turn off the power with the green button, fold down the camera head (there is a release button where the arm for the camera meets the table piece) and push the slider back into the podium.

## Using the DVD/VCR player

There is a combination DVD/VCR player available for use at each podium.  This unit is mounted in the rack of equipment at the very top as pictured below.



After you have turned on the podium power and selected either DVD or VCR (whichever is relevant to your media) Turn on the DVD/VCR combo unit by depressing the power button on the left side of the unit.  You can now load your media into the VCR or the DVD player (for DVD you must open the tray)

Once your media is loaded, you can control all of the functions of the VCR or DVD via the touch panel AMX control.

As an added ADA function, there is a built in Closed Captioning decoder such that if captions are present on your media, they can be displayed on the screen by toggling the "CC" button.  Please note if the captions do not exist on your media, the system will not display captions.

On selecting DVD, please note that DVD transport controls and menu navigation buttons appear on the AMX touch screen control.  Also, you will have a preview window appear on the touch screen control.  Use these controls to display the chapter / section of video you wish to show.

Please note these are Region 1 (North American) coded DVD players and will not play discs encoded for other regions (i.e. European media).

When you are finished with your video, please remember to take your media out of the machine and turn off the podium power.

## Using the iPod / Aux video input

These teaching podiums are equipped with a composite video / mini-plug audio connection on the same panel as the laptop VGA input is located (see picture below) that allow you to connect your video iPod or another video source with composite video output to the podium.  Please note, you need an adapter kit to do this from an iPod and VIT does not provide this connection.



To use this input, connect your video / audio source and select iPod from the touch screen control.  You should see video or hear audio from your connected device.

# Controlling the volume and other functions

Adjusting the volume in the room is done from the touch screen AMX control.  If your room is a basic room without a microphone system, you will have only one volume control.  If your room is enhanced with a microphone, you will have volume controls for "source volume" which is anything that is not a microphone, and "mic volume" which will adjust the level of all microphones.



If a red "void" circle flashed over the volume control, it is muted and must be unmuted to be heard.  To adjust volumes, touch the volume control and a slider will appear to adjust the level.  Please note the volume is set to 50% each time the system is turned on.

You can mute and unmute the audio by toggling the mute button that appears with the level slider.

**Microphone Enhanced Rooms**
These larger rooms are equipped with a gooseneck desktop microphone and the option for a wireless lavaliere (lapel) microphone.  The wireless can be checked out from the VIT office in CL223 and the desktop microphones are permanently installed.  If the room is equipped with a microphone system, it also has an assistive listening system (ALS) that can be used by contacting the office of student accommodations (ADA).

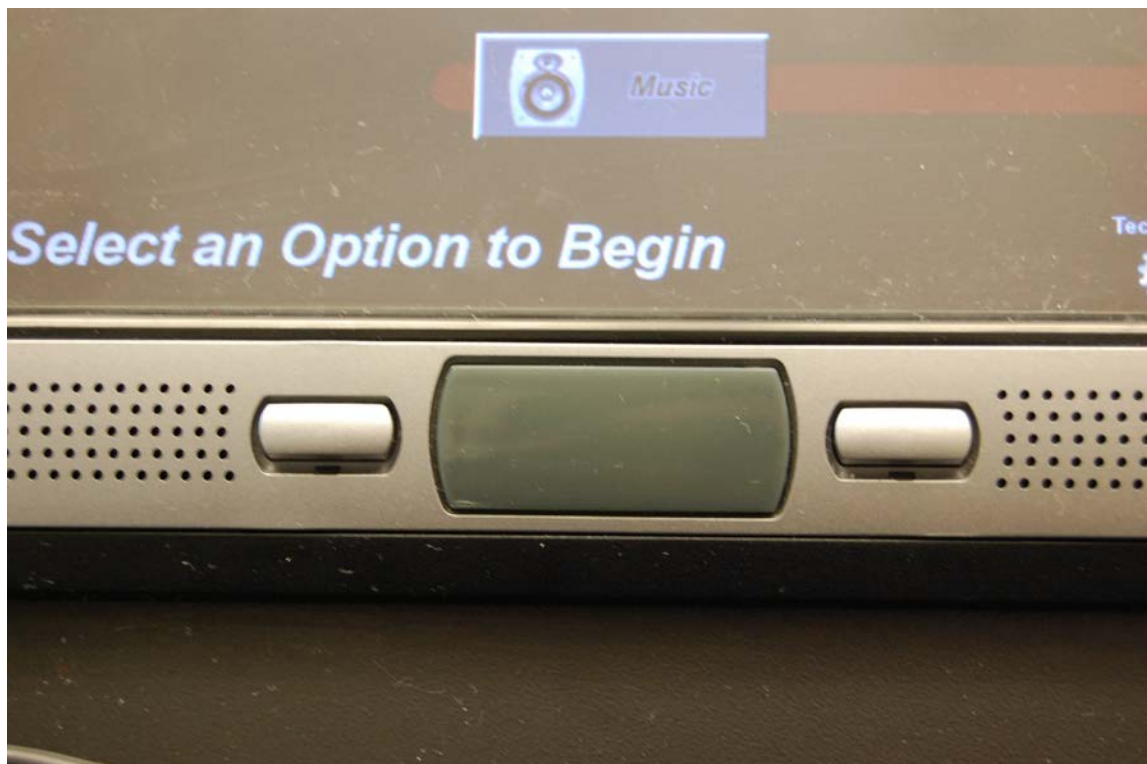# Controlling the Volume and other functions (cont.)

### Video Mute toggle
To momentarily take attention from the screen, you may use the video mute button to black out the on screen display.  This is a more desirable option to turning the projector off.  If you turn the projector off, you must wait through the cooling cycle (between 3--7 minutes depending on lamp temperature).

To use this toggle, select video mute from the controls you are presented with when selecting your device OR select "projector controls" next to the volume control and select video mute.  To return the image to the screen, simply select video mute again (toggle).

### Using the projection screen sans the projector
If you are utilizing a device that needs the projector screen but not the room projector (i.e. 35mm slides or 16mm film projector), you can control the up/down motion of the screen without turning on the main power.  There are 2 physical buttons on the bottom of the touch screen control that are not otherwise labeled.  These two buttons run the motorized screen up and down without turning on any of the other functions of the podium.

## Exiting / Shutting Down the Podium

Shutting down the podium completely is important in saving lamp life on the projector, and assuring that the podium is properly setup for the next instructor.

Before turning off the podium system, please remember to log out or shut down the computer (from the start menu on the computer, select log off or shut down).



At the bottom left corner of the AMX touch screen control, there is a button labeled "System Off".  Upon touching this button, you will be prompted to confirm you wish to shut down.  Confirm this message by touching confirm and the system will shut down. This includes projector off, screen retract, and video to local desktop monitor turns off.  Please note that the devices mounted in the podium will still have power. You do not need to turn off anything else at this point.

Please be aware that the projector will go through a cooling cycle that will vary in length depending on temperature.  It will NOT allow itself to be turned back on during this time.

If you are only taking momentary attention away from the screen, please use the "Video mute" button instead of shutting down.

## Frequently Encountered Issues

**I have no sound from any device.**
The audio amplifier is the bottom piece of equipment in the rack and sometimes the poser switch gets bumped by someone putting their foot up on the ledge of the podium.  Check to see if there are lights on the front of the amplifier.  If not, turn on the power button for the amplifier (the only button on the unit).

**Someone else is logged in and the computer says it is locked.**
Depress and hold the power button on the computer until it turns off and turn it back on to get a fresh login screen.

**My laptop will not display.**
Issues with laptops include: Resolution set too high on the laptop; set your laptop resolution to 1024 x 768 by right-clicking on the desktop and selecting display options.  Also, if your laptop was not powered on after connecting to the podium, the laptop may not realize there is an external display attached.  Either reboot your laptop with the display connected OR toggle your external display to external screen (this function varies by manufacturer but is typically the FCTN button and one of the F keys).  Check your owner guide for specifics to your laptop.

**My Mac laptop has a different type of connector and will not plug in.**
You need the display adapter from Apple that allows your specific Mac laptop video output to adapt to a DB-15 (common VGA connector) type plug.  There are different iterations of this from Apple depending on the vintage of your Mac.  VIT does not provide or carry these adapters.

**I hear no audio from the computer but other devices play just fine.**
Check that the audio is not muted on the PC by clicking the speaker icon in the system tray (bottom right corner by the clock).

# Smart Board / Star Board Primer

Each room in the UCB is equipped with either a Starboard or a Smartboard.  While these are two very different devices, their fundamental operation is the same.  Each of their uses will be described in another tutorial / use guide.

Smartboard systems are wall mounted digital whiteboards with integrated projection that can be used for annotation, whiteboard notes, and a host of other functions that will be addressed in another use guide.   For our purposes here, to use the Smartboard in a Smartboard equipped classroom, select Smartboard from the display options on the AMX touch screen control to turn on the Smartboard system and projection.  Once the system is on, your Smartboard materials will show up on the larger screen as well as on the Smartboard work surface.  When finished using the Smartboard system, follow the shut down instructions in this use guide to turn the system off.

Starboard systems are desktop flat screen whiteboard systems that use a pen type stylus for user interaction.  Pens for this device may be checked out from VIT in CL223.  The user can do whiteboard notes and annotation on this device much like the Smartboard.  To use the system, launch the Starboard software from the program menu on the PC.

Additional tutorials will be addressed in use guides specific to Smart and Star Boards.

There are also produced tutorials from users on youtube for Smartboard:
http://www.youtube.com/watch?v=iukDc3s56wI