
Classroom Presentation Equipment

Smith College Technology Training

Presented by:

Caroline Moore
Educational Technology Services

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Classroom Presentation Equipment: Overview

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Classroom Presentation Equipment Activities

I. Classroom Equipment

Standard Classroom Equipment

1.	Digital projector	Digital projectors are mounted on the ceilings of most Smith classrooms. These are used to display display videotape, DVD, and laptop inputs.
2.	Extron switcher	The topmost piece of equipment in the rack. This allows you to turn the projector on and off, choose the projector input, and adjust volume.
3.	VCR and DVD player	These work just like any standard VCR and DVD player. Remotes for these pieces of equipment are stored next to or on top of the equipment rack.
4.	VGA cable	The VGA cable coming out of the Extron switcher is for connecting a laptop. There is also a small audio cable, which plugs into the laptop's headphone jack, and an Ethernet cable for connecting to the internet or the Smith network.
5.	Auxiliary (Aux) inputs	The three colored inputs at the bottom of the equipment rack are the aux inputs. These allow another piece of equipment to be connected to the Extron switcher.

The Extron Switcher

1.	Projector on/off buttons	<p>The on and off buttons on the left side of the Extron switcher control the ceiling-mounted data projector.</p> <p>When you press off, the projector will go into its shutdown cycle, during which the projector cannot be turned back on. Wait a few minutes before trying to turn the projector on again.</p> <p>Note: Be sure to turn the projector off when you are done or if you are not using it for more than 15 minutes! Projector bulbs are extremely expensive to replace.</p>
2.	Input selection buttons	The buttons in the center of the Extron are for selecting which piece of equipment will be displayed on the projector. If the correct input is selected (the button is lit up) but is not projecting, try pressing the input button again.
3.	VGA and audio cables	The cable attached to the Extron switcher is called a VGA cable, and is used to hook a laptop up to the projector. With it is a smaller audio cable, which plugs into the laptop's headphone jack. The audio cable will project laptop sound through the room's sound system. Bundled with these is an Ethernet cable for connecting to the internet or Smith network.
4.	Volume knob	This knob controls the volume of whatever source is selected on the Extron switcher. If you turn it way up, please remember to turn it down to medium for the next user.

Connecting a Laptop

1.	Connecting the VGA, audio, and Ethernet cables	<p>To connect a laptop to the projection system, plug the VGA cable into the appropriate port in the back of the laptop. This is usually colored blue, and is the only place the VGA cable will fit.</p> <p>Note: most Macs do not have a VGA port. To connect a Mac laptop, you will need to bring the VGA adapter that came with your Mac. Mac VGA adapters are also available for checkout from the Wright computer lab.</p> <p>If needed, plug the audio cable into the headphone jack and the Ethernet cable into the Ethernet jack. These are in different locations on different models of laptops.</p>
2.	Getting it to project	<p>Once all cables are connected, turn on the projector by pressing the On button on the Extron switcher.</p> <p>When the projector is fully booted up and displaying an all-blue screen, turn on the laptop. Wait for it to fully boot, then press the Laptop input button on the Extron switcher.</p>
3.	Troubleshooting	<p>If your laptop is not displaying on the big screen, try the following steps:</p> <ol style="list-style-type: none">1. Double-check that all of your cables are plugged in firmly and correctly.2. Press the Laptop input button on the Extron again, firmly and slowly.3. The laptop can be set to display to its own screen only, the secondary screen (or projector) only, or both at once. To toggle among these three options, first look at your F#-keys (across the top of the laptop keyboard) and find the one labeled CRT/LCD or with a picture of a square with a vertical line on either side. Next, hold down the Fn (function) key in the lower left corner of the laptop keyboard, and press the correct F#-key. Let go and wait a few seconds, then repeat as necessary.4. Check the laptop's screen resolution. It should be set to 600x800 for checkout projectors, 1024x768 for in-room projectors.5. If you are still getting no response, check all of your cable connections on both ends, then reboot the laptop.6. If that does not help, try rebooting the projector (press Off on the Extron, wait a few minutes, then press On).7. If you still cannot get a projection, call a lab consultant at x3474.

Auxiliary Inputs

1.	What is an Aux input?	The Aux inputs are the three round, colored plugs below the other equipment in the rack. These allow you to plug in additional pieces of equipment. Note that the VCR in the rack also has built-in Aux inputs.
2.	What kinds of things can I plug in?	You can use the Aux inputs to connect Laserdisc players, region-free VCRs, video cameras, and many others.
3.	How do I connect things?	<p>To connect a piece of equipment, you will need to use an RCA cable. This is a cable with three separate, color-coded plugs at either end. Yellow is for video, and red and white are for sound (and are interchangeable).</p> <p>If your equipment does not have an RCA output, you can get a converter cable from its output to RCA. These can be purchased at an electronics store.</p>

II. Auditorium Equipment

Graham Auditorium and Hillyer Classrooms

1.	The Crestron system	In Hillyer, most of the equipped rooms use a Crestron touch-screen system instead of an Extron switcher. You will see the Crestron monitors on the podia of equipped Hillyer classrooms.
2.	Controlling equipment through the Crestron	<p>Crestron systems are always on. If the screen is black, it is in standby mode; touch it firmly to wake it up.</p> <p>The Crestron system will ask you for a password. Input the number 1234.</p> <p>All in-room equipment, including slide projectors (but not lantern slides or 16mm film projectors), is controlled through the Crestron system. You will need to power on the equipment separately (other than the data projector), but once it is on it can be controlled through the touch-screen.</p> <p>To power on the data projector, select the input you want to display. If the data projector is needed, the Crestron will turn it on automatically.</p> <p>Volume can also be controlled through the Crestron.</p> <p>When you are done, be sure to select Shut Down to make sure the data projector is turned off.</p>

Weinstein (Wright) Auditorium

1.	The on-stage equipment cabinet	<p>Weinstein's equipment is designed for self-service use. All equipment (except for slide projectors) is accessible and controlled from the stage. Equipment is in a black cabinet onstage, and projector and audio control panels are located on the wall onstage.</p> <p>The equipment cabinet has a drawer at the bottom, in which the VGA cable, Ethernet cable, and remote controls are stored.</p>
2.	Powering on the system	<p>To turn on the Weinstein system, open the equipment cabinet and locate the toggle switch with a red light next to it. When the red light is on, the system is powered on. This will turn on the equipment cabinet and the microphones and will allow you to control the projector from the stage.</p> <p>Note: The data projector and audio control panels on the stage wall will not function until the system is turned on.</p>
3.	Controlling the projector	<p>To turn on the data projector, press On on the data projector control panel on the stage-left wall. It will go through its startup cycle, which takes about a minute. Once this is complete, use the buttons on the panel to choose your input. Note that there are two computer and two video inputs; push each button a second time to access Computer 2 and Video 2.</p> <p>There are laminated instructions on the podium detailing which equipment is connected to each input. Be sure to select the correct one.</p>