

# ORIENTATION MANUAL FOR PROJECTION READY CLASSROOMS



To meet growing computer presentation needs, ITS is introducing six new Projection Ready "PR" Classrooms that will provide faculty and students with projection capabilities in classrooms with limited space. These classrooms will contain wireless and VGA laptop ports, as well as a VCR/DVD player. No permanent computers are included in these teaching stations.

INSTRUCTIONAL  
TECHNOLOGY SERVICES

[WWW.ITS.BUFFALO.EDU](http://WWW.ITS.BUFFALO.EDU)

(716) 645-2803

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**Current Projection Ready classrooms:**

Baldy 105,	VHS/DVD, Laptop Port, Large Screen Video Projection
Baldy 107,	VHS/DVD, Laptop Port, Large Screen Video Projection
Baldy 111,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 19,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 104,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 106,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 108,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 117,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 123,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 202,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 204,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 206,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 215,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 217,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 219,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 220,	VHS/DVD, Laptop Port, Large Screen Video Projection
Clemens 221,	VHS/DVD, Laptop Port, Large Screen Video Projection
Fillmore 325,	VHS/DVD, Laptop Port, Large Screen Video Projection
Fillmore 328,	VHS/DVD, Laptop Port, Large Screen Video Projection
Fillmore 351,	VHS/DVD, Laptop Port, Large Screen Video Projection
Fillmore 352,	VHS/DVD, Laptop Port, Large Screen Video Projection
Fillmore 354,	VHS/DVD, Laptop Port, Large Screen Video Projection

# IMPORTANT NUMBERS AND ADDRESSES

*These phone numbers are also on the speed dial phone located in the TC cabinet*

## **ITS**

24 Capen Hall  
645-2803

## **Facilities**

645-2028 x 0  
Dial 71 on campus

## **UB Police**

645-2222

## **ACCESS**

All teaching stations are self-service with access through a combination lock. You can visit an ITS office or receive them over the web.

### Combinations Via the Web

All TC, PR and video cabinet combinations are available over the Web. If you would like a web copy of the combination or just like to check on the equipment available in the classrooms, please use our address <http://its.buffalo.edu/combo> You must be assigned to teach in the room to receive a copy via the web.

### Receiving a Combination at the ITS Office

You must bring your Faculty/Staff SUNY ID Card or a letter from your department on official letterhead to receive the combination. TAs will not be given combinations without a letter.

#### **North Campus Office:**

Capen 24 Office between hours of 8:30am and 4:30pm to be given the cabinet combination.

#### **South Campus Office:**

Contact John Wild, Hayes A Annex, 829-2972.

## REPORTING PROBLEMS

The Projection Ready Classrooms were designed for the instructor's convenience. These rooms are heavily booked which allows for very little preventive maintenance. Calling in a problem hours before your next class will not guarantee the issue will be resolved. PLEASE report any problems immediately to ITS. You may use the speed dial on the phone in the cabinet, dial 72 on a campus phone or 645 2803 off campus. Help us ensure a smooth presentation for you and the others that use the room.

### The Alarm System

Each piece of equipment is connected to the alarm system. Do not attempt to reach in behind to check a connection or "reset" a component and do not pull the cabinet away from the wall. This will trigger the alarm back to University Police.

### Room Lighting

There are controls by the door and next to the teaching station. These offer a variety of lighting options

### Screen Controls

These are smaller classrooms have a manual pull down screens.

## CONNECTING A LAPTOP

Please contact ITS before attempting to connect a laptop. We would be happy to assist to ensure a successful presentation.

- **Connections**

There are labeled ports in each teaching station to connect your laptop. Ports are available for video, audio, and network connections. The connection cables are furnished and in the drawer inside of the cabinet. Video connections require a 15-pin high-density cable, commonly called a VGA cable. Audio connections require an 1/8" stereo (mini) cable. Network connections require an Ethernet cable. Both ends of these cables must be male.

- **Display settings**

There is an auto-image button on the touch screen that helps the projector synchronize with the laptop video settings. We recommend setting your laptop's display resolution to 800x600. We recommend setting your laptop's refresh rate to between 60 Hz and 75 Hz.

- **Network connections**

Your laptop will need to be setup for DHCP. This allows it to be connected to the network without a discrete IP number. Contact your department's computer support node.

**Wireless Air Projector (WLAP)**

If your laptop has a wireless internet card, it can be configured to connect to the internet and the video projector without cables. If you would like to use this feature please contact our custom software group at 645 2803. You should be aware that this does not provide audio.

## USING THE TOUCH SCREEN CONTROLS



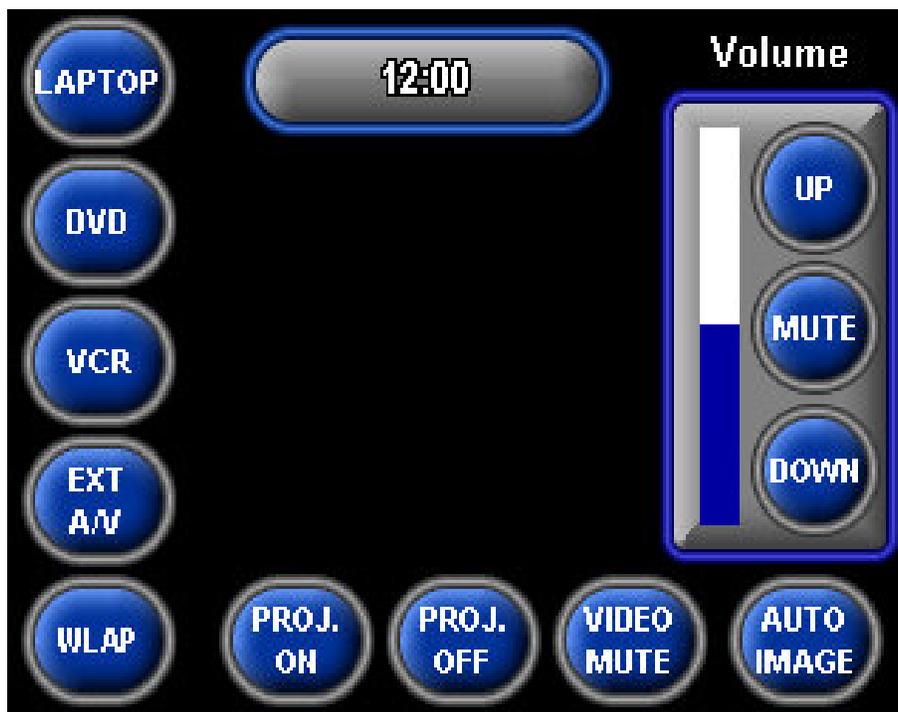
**The Initial Touch Screen.**

### **The Initial Touch Screen.**

Use the “Press to Begin” switch to activate the system.

This will bring up the :

The Main Control Touch Screen



**The Main Control Touch Screen** has three main sections;

1. The **projector control section** allows you to turn the video projector on. When activated the button will flash and there will be a prompt stating the projector is warming up.
2. The **program section** allows you to select the device you wish to use.
3. The **volume control** allows you to raise and lower the volume of the program.
  - If a wireless microphone is available, a second mic volume control will also be on the touch screen.

## USING THE TOUCH SCREEN CONTROLS continued



Since it takes a few minutes for the projector to warm up. Let's start there.

- After pushing the **projector on** button, it will flash and a cue box will appear to let you know the projector is warming up.

**Projector off** should only be used when you are finished. Once you turn it off it will take a few minutes for it cool down and reset.

**Video Mute** allows you to mute or blank out the projected video image. The selected program can still be viewed on the local monitor. The button will flash to remind you it is muted. This allows to set presentations or cue videos without it being projected to the class.

**Auto Image** is needed when the projected image is not properly aligned on the screen. Pressing and holding this button for a few seconds will allow the projector to synchronize the image.

## SELECTING PROGRAM INPUTS

The program section allows you to select the device you wish to use. It runs down the left side of the touch screen. Because of the small size of the touch screen, when an input is selected, the screen will completely change and verify what you selected.

There is also a return button.

Pressing the return button at any time will;

- Take you back to the main control screen to control the volume or select a different input.

Pressing the return button will not;



The main control touch screen



The touch screen once the laptop is selected.

In the case of the VCR and DVD player, a “control box” will come up when you select the input. To adjust the volume, you must press return to return to the main control screen. Then to return to the control box, reselect the input. Doing this will not effect the present operation of the VCR or DVD.

## VARIOUS CONTROL BOX FUNCTIONS



The VCR control box has the standard VCR functions. It is important to note that these do not have feedback from the control system. A button will change colors only as you are pushing it.

- Putting a tape into the player will automatically power the unit up.
- The display button puts the time and function on the screen.
- The units have auto-tracking to use if you feel there is a problem with the tape you are using. To adjust it, use the tracking buttons. To auto tracking, remove and then re-insert tape.

Pressing the return button at any time will;

- Take you back to the main control screen to control the volume or select a different input.



The DVD control box has standard DVD controls.

It is important to note that these do not have feedback from the control system. A button will change colors only as you are pushing it.

- Opening up the DVD drawer with the "Open/Close" button will power up the unit.
- The display button puts the time and function on the screen.
- The menu button will put the main menu on the screen. Navigate through the main menu with the arrow buttons and use the set button to enter the action.
- These DVD players will play DVD's, CD's, MP3's and JPEG's. Will not play VCD's.
- These units will play Region 1 DVD's only.