

# Business Building Technology Classroom User Guide

**This room is equipped with an A/V equipment control panel, ceiling data projector/s, podium PC, DVD/VCR combo unit, document camera, radio mouse, laptop connection cables, overhead projector and projection screen/s.**

**This room is managed by either Smeal College of Business or The University Classroom Committee.**

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**PLEASE DO NOT REMOVE FURNITURE OR  
EQUIPMENT FROM THIS ROOM WITHOUT  
FIRST CONTACTING THE TECHNICAL  
SUPPORT GROUP  
(by calling the listed HELP LINE number)**

## ROOM FEATURES

### Projector Screens



If you need to control the projector screens *manually* (turning the projector on/off using the podium will *automatically* adjust the screens), such as for an overhead projector, controls can be found on the wall and will be labeled which screens they control.

### Overhead Projector



If the overhead projector bulb is burned out, you can simply switch to the second functional overhead projector bulb by using the **middle** button (shifting **from left to right** or **from right to left**).

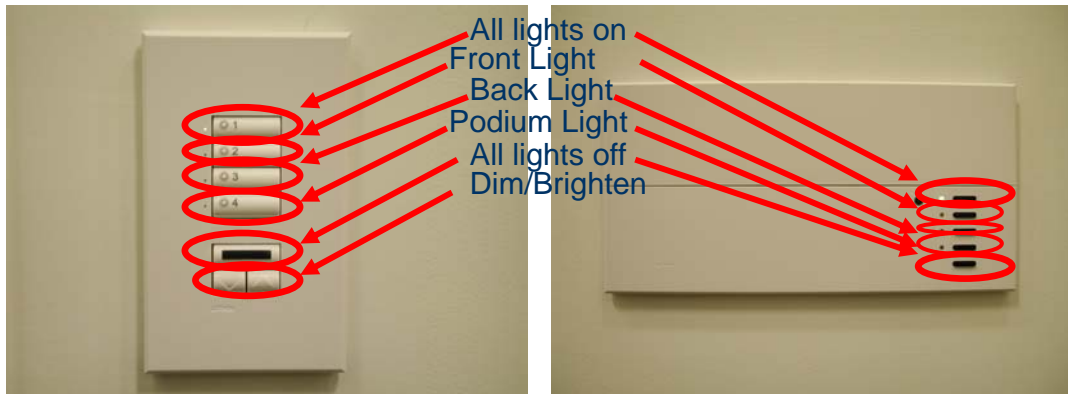
If you need to use the projector screen only for an overhead projector, it can be controlled using the controls on the wall (see picture above).

You can also control the projector screens from the podium. However, this controls only the screens to which the ceiling data projector is designated.



# Lights

Two styles:



- The top button turns all lights **on**, the bottom button turns all lights **off**
- The buttons in between offer mixed lighting options
- The style on the left, you can also dim or brighten using the up/down buttons

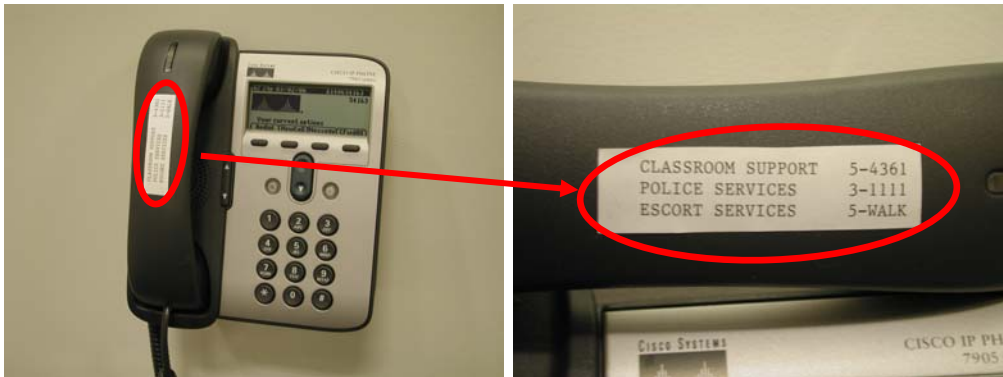
# Shades



To adjust the window shades,  
use the controls on the wall.

One button controls the **light-shade**  
One button controls the **full-shade**

## Telephone



The classroom phone will be found on the wall.  
Phone numbers for additional help/service  
should be listed on/by the phone.

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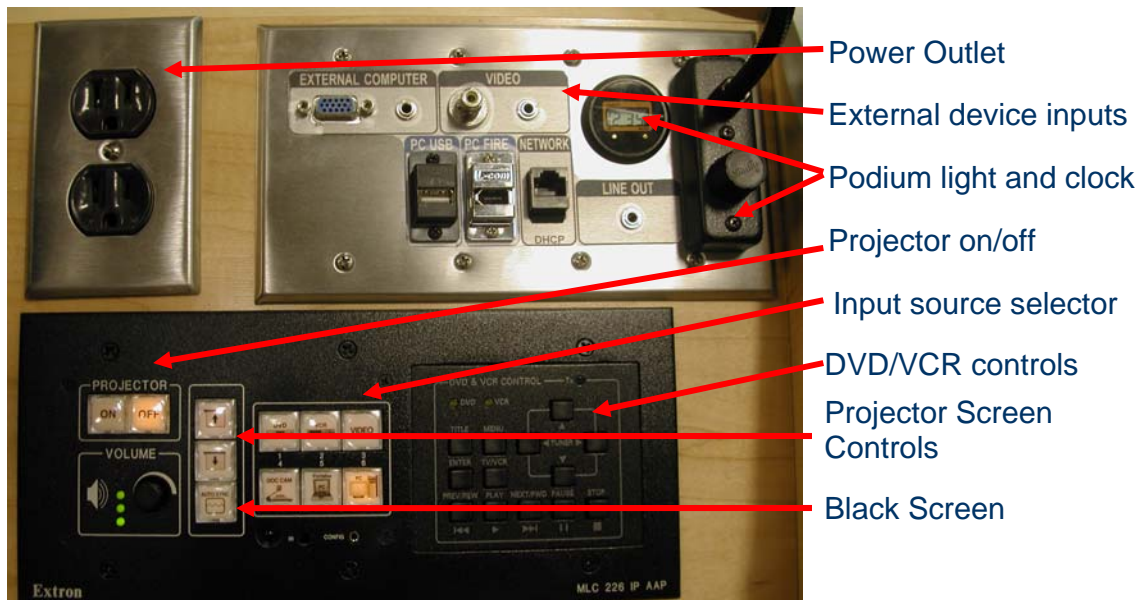
## Podium Layout



Podium Controls

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# Podium Controls



## Newest Feature:

The '**Black Screen**' button on the control panel allows any source selected to be hidden from view of an audience on the projection screen. When the black screen option is selected, it will begin to flash **RED**; this is how you know it is ON.

### Black Screen button



## Starting a Presentation



- To start a presentation using the podium, press the “Projector On” button
- Then everything will turn on and the projector screen will automatically come down

## Select the Source for Display



If the source doesn't show up, try switching to another source, then back to the one you want. This will usually fix the problem.

- Press the correct source button (*DVD* for DVD, *Doc Cam* for Document Camera, *PC* for podium PC, etc.) in order to send this signal to the projector (see the button drawings)

## Opening up the Podium



The padlock's combination is:

**0810**



To access the equipment inside the podium, please unlock the padlock with the given combination

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## Inside the Podium



PC with CD-Rom,  
Floppy, and Zip Drive  
DVD/VCR Combo

Document Camera,  
Remotes, Wireless Mic,  
Laptop Cables  
(shelves labeled accordingly)

## Top Shelf



The Document Camera should be located in the right top shelf

## Setting up the Document Camera



Carefully pull out the camera and set it up on the top of the podium





Now push the roll out extension on the right side of the podium



Pull out the podium extension completely

Place your document on this extension



Pull out the podium extension completely

Place your document on this extension



Open up the camera's arm so that it is pointing down over the document



If you need more light on your document, please use the light attachment which can be found in the shelf below the document camera (available in MBA classrooms)



The light is plugged into the camera on the side



Attach the light to the arm of the camera



You are now ready to use your document camera

## Turning on the Document Camera



Power button

Please press  
"PROJECTOR ON" button  
first before power on the  
document camera  
This feature applies when  
teaching in the Smeal  
classrooms

## Using the Document Camera



Zoom buttons

Focus buttons

## Middle Shelf



The middle shelf contains the remote controls, the document camera light, and the wireless microphone

## The Remotes



Radio mouse remote

Document Camera remote  
(available in MBA classrooms)

DVD/VCR remote  
(available in MBA classrooms)

## Wireless Microphone & Audio Recording

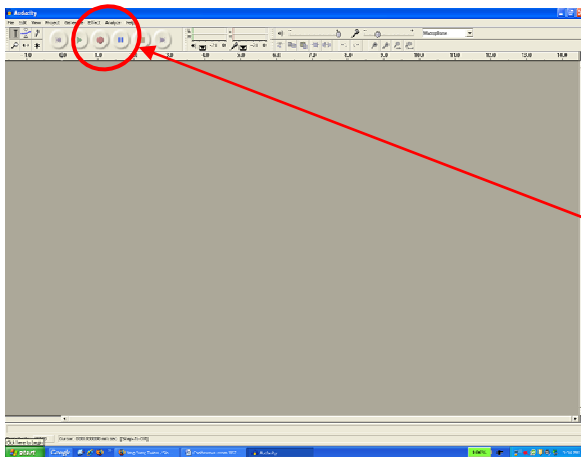


- Use the wireless mic for presentation that requires vocal amplification OR you can use it for Audio Podcasting purposes
- The Audio Podcasting is available via Audacity software, already installed on the podium PC (icon available on the PC desktop)



Simply turn **ON** the lapel microphone and attach it to a shirt collar or somewhere else near speaker's mouth

Open Audacity software by double-clicking on the desktop Audacity software



- Once the software window is open, just press Record button in order to capture your audio presentation
- When done presentencing, just Stop the recording by pressing Stop button
- You can save your audio recording as Wav or MP3 file by clicking File and go under "Export as Wav..." or "Export as MP3..."

## Bottom Shelf



The bottom shelf contains the cables for connecting an external device, such as a laptop, to the system

It should contain a VGA cable with sound, and a network cable

These cables plug into the **external device inputs** on top of the podium

## External Device Inputs



Laptop VGA, sound

Network connection

# External Device Inputs

## Connecting Laptop using provided cables

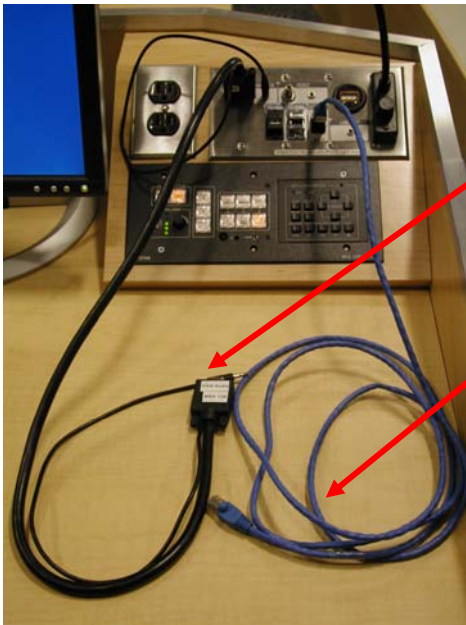


Laptop VGA and sound connections

Network Mobility connection

To use the network with a laptop, login at: <https://clc.its.psu.edu/PortLogin.aspx>

<https://clc.its.psu.edu/PortLogin.aspx>



VGA/sound plugs into laptop

Network connection plugs into laptop

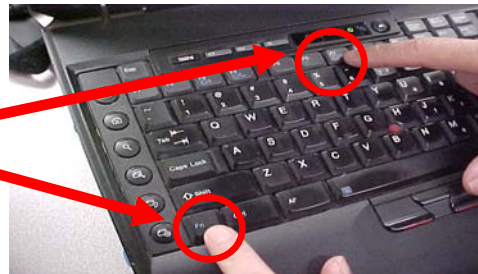


# Laptop Troubleshooting Tips

## PC (laptop) picture does not appear on the projector screen:

- you need to send the signal from your laptop to the projector by holding the function (Fn) key and pressing the proper F#, depending on your laptop model.

Hold Fn key and F# key



Use the following list for the brand-specific combination:

<u>Manufacturer</u>	<u>Key</u>
Dell	Fn + F8
IBM ThinkPad	Fn + F7
Sony	Fn + F7
Toshiba	Fn + F5
Acer	Fn + F5
HP	Fn + F5

Examples of the proper Fn combination keys

After pressing the correct projection function, make sure you select the option that will show the presentation on projector **AND** laptop at the resolution **1024 x 768**.

## Podium PC

- To use the podium's installed PC, make sure the PC source is selected
- Login to the computer using your PSU username/password.
- There is no need to use the Port-Login page, since the PC has a static network connection



While using the Podium PC:  
if you want to use a jump drive, or other USB or FireWire device, use the available inputs



GPC Classroom radio mouse

You can also use the radio mouse remote (two types) in order to move away from the podium while presenting (i.e. Powerpoint slides)



MBA Classroom radio mouse

## DVD/VCR combo unit



- To use the DVD/VCR combo, make sure the source selected is “DVD” or “VCR”, depending on which you are using for class presentation
- *Please NOTE: in order to use the DVD/VCR combo, the projector must be turned ON (on top of the podium)*
- You can then insert a DVD or VHS tape and use the controls on top of the podium, or you can use the handheld remote (in the MBA classroom)
- *Be sure to remove your DVD or tape before turning off the projector*
- *Marketing OR copied DVDs will not be recognized by the Samsung DVD media player – Please PLAY the DVD from the DVD-ROM Podium PC*



Adjust volume

Turn projector ON/OFF  
(will also turn on/off DVD/VCR combo)

Select DVD or VCR

DVD/VCR control menu

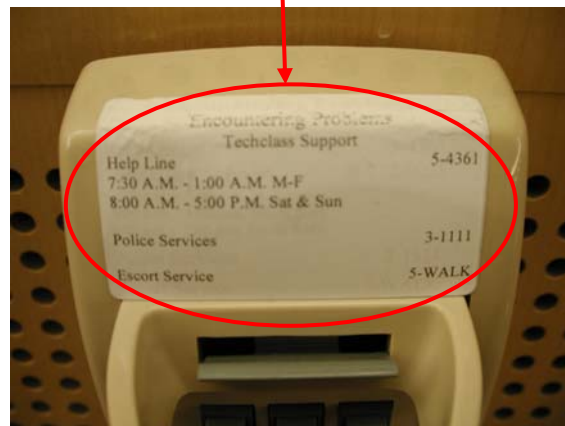
## After Completing Your Presentation

- Turn off projector using podium control button
  - If using a laptop, log out using Port Logout page (<https://clc.its.psu.edu/PortLogout.aspx>)
  - If using the Podium PC, make sure to log out
  - If using the DVD/VCR combo unit, make sure you eject your DVD or VHS tape before you turn off the system
  - If using a laptop, disconnect cables and secure them inside the podium
  - Put back all used podium equipment (cables, document camera, remotes, etc.)
  - Lock up the podium with the padlock
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## TECHNICAL ASSISTANCE



- If you are experiencing any problems with the classroom equipment for your presentation, please contact the support number listed on/by the room's telephone



**In the Smeal owned classrooms, when calling the listed support number, the call will go directly to the RIIT Group help desk for support.**

**In the General Purpose Classrooms, when calling the listed support number, the call will automatically be transferred to the ITS hotline for support.**