University of New Hampshire
IT - Academic Technology
Audiovisual Services
Technology Enhanced Classroom Training

Audiovisual Services Hotline:
2-2467 (603-862-2467)
http://it.unh.edu/av

This document applies to:

Paul College   G25, G45, G75, G85

115, 125, 135, 159, 165, 175, 185

203, 205, 215, 225, 235

Installed AV Equipment:

· HDMI, VGA & Ethernet connections
· Installed PC & Mac computers
· Lavalier, podium & handheld microphones
· Lecture capture recording
· Podium monitor with Guidebar controls
· Sound system
· Video/Data projector

Classroom Introduction

Instructor's Podium

This podium contains all means to control and interact with the classroom environment and audiovisual systems.

Use the built in Mac and Windows computers or connect a portable device using the HDMI or VGA cables.

The podium monitor includes the Guidebar control system, which allows for full control of lights, shades, system and microphone volumes, and audio/video content.

Wall Switches - Room Controls

Use the wall-mounted control switches for adjusting settings for lights, shades, and projection screen.

Rear Confidence Monitor

Videoconferencing-equipped classrooms have an installed rear confidence monitor. Use this monitor to view your video feed and monitor your recording presence.

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Instructor's Podium

Document Camera

Used for magnification of text, pictures, and 3D objects through the classroom video projector.

Document lighting and zoom controls available on this device.

Installed Mac and Windows Computers

Use the installed computers by selecting Mac or PC on the Guidebar source selection.

There is an available DVD/CD drive for each computer, as well as USB inputs for portable devices.

Keyboard & Mouse Tray

Used for interaction with installed Mac and Windows Computers. Tray can be retracted into the podium for storage.

Podium Microphone

Use the installed podium microphone for classroom voice amplification, lecture capture, video conferencing and phone call functions.

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Instructor's Podium Cont.

Laptop or Device Connections

On the left side of the podium there is an input plate for various laptop or device connections.

Connection inputs provided in these rooms include HDMI, VGA, BNC, and 1/8" Audio (Headphone)

Along with these inputs there is a provided Ethernet cable as well as two power outlets (125V, 50/60 Hz).

If you are using a device that does not have VGA or HDMI output, you will need to bring your display adapter.

The type of adapter you will need is determined by your device and the type of cable you wish to connect with.

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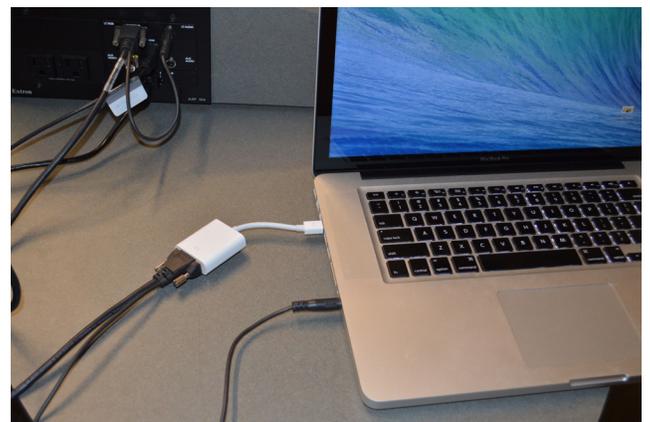
Using your device with the AV system

If you are using a device that does not have VGA or HDMI output, you will need to bring your display adapter. The type of adapter you will need is determined by your device and the type of cable you wish to connect with.

Supported connection types:

VGA

HDMI

Common adapter types include Apple Thunderbolt to VGA or HDMI and DisplayPort to VGA or HDMI. Contact the UNH Computer Store (603-862-1328) with information about your device and they will help you find the adapter you need to connect to a classroom AV system.

To begin: Connect your device to the supplied VGA or HDMI cable. After ensuring a solid connection with the cable and/or adapter, wake up or turn on your device. Select **VGA** or **HDMI** as the source on the touch panel Guidebar.

If projector does not turn on, make sure your laptop is sending out a video signal within your display settings.

To check your display settings:

Mac Laptops: System Preferences > Displays > Arrangement. Enable **Mirror Displays**. Set screen resolution to 1280x800 (or 1280x768)

Windows Laptops: Press and hold the WINDOWS key and tap the P key. Select DUPLICATE. Within Control Panel, set screen resolution to 1280x800

For older versions of Windows, press the "Fn" key along with either the key labeled CRT/LCD or this icon:

Windows Key location:

If none of the above solutions are successful in projecting your device, disconnect the cable or adapter from your device, reconnect after 5 seconds, ensure a solid connection. Re-select source on the Guidebar if necessary. Still not working? Restart the device and reconnect to the system.