Communications Building Lectern Training Manual

Classroom

Morgan State University

MORGAN STATE
GATEWAY TO OPPORTUNITY
STAIRWAY TO EXCELLENCE

Communication Building Lecture Hall

Contents:

Guide to Symbols:

Information: Provides general hints or information about equipment or settings!

Trouble Shooting Tip. Try this if something does not work properly!

Communication Building Lecture Hall

Your Lectern System

Phone to Call the Sub Center

Control Panel

Tilt-n-Plug for your laptop
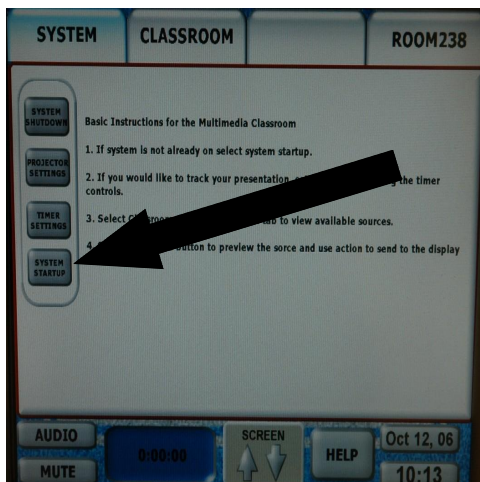
Communication Building Lecture Hall
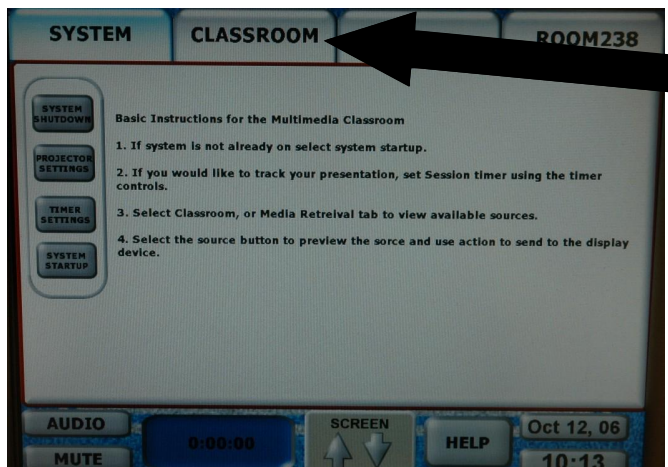
Starting the System

Tap the blank lectern screen. You should see the "Morgan State University" image

Tap the screen again to begin.

The lectern system relies on a touch screen panel to control your classroom.

Tap the "System Startup" button. The system will power up, the screen will lower, and the projector will power up. Projector settings are set automatically, there's no need to adjust them.
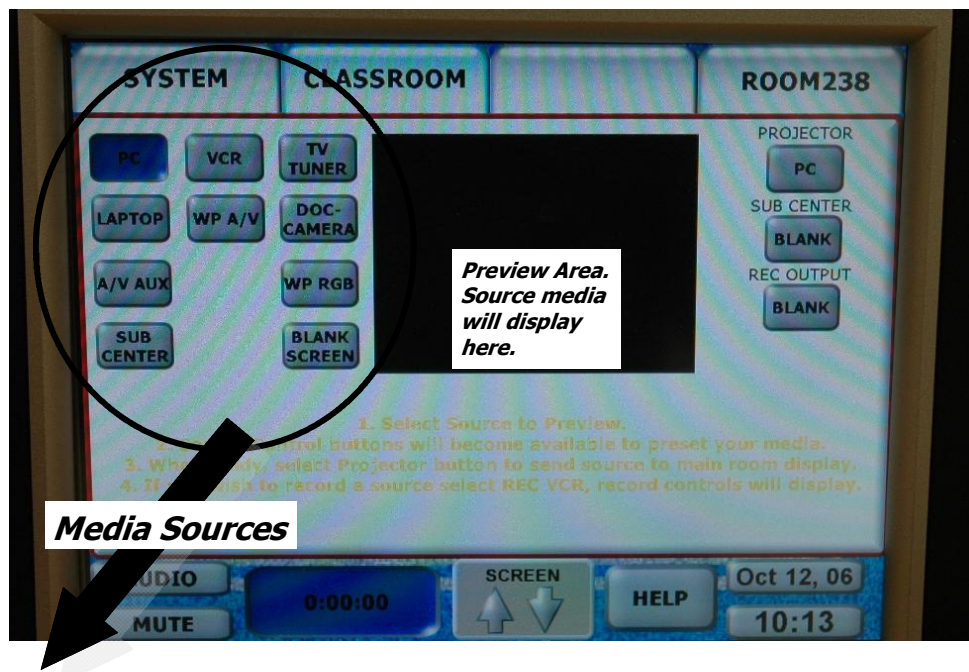

Tap the Classroom Tab
to
Continue!

Communication Building Lecture Hall

Media Sources in the Lecture Hall

> *The Lecture Hall control panel has two sides: Source & Destination. From the Left side of the Panel — select the media source you need. From the Right side of the Panel — select the destination for your media.*

Media Sources

PC: Computer located in the lectern

Laptop: Your laptop attached to the Tilt-'n Plug on the top of the lectern

Camera: Camera will record front area of the lecture hall.

AV/Aux: AV equipment plugged into A/V unit in lectern.

Sub Center: Media from the Control Center, Room 113.

VCR: VCR in lectern cabinet

WP/Aux: Equipment plugged into the wall plate

TV Tuner: Cable TV

Doc Camera: Document camera in lectern

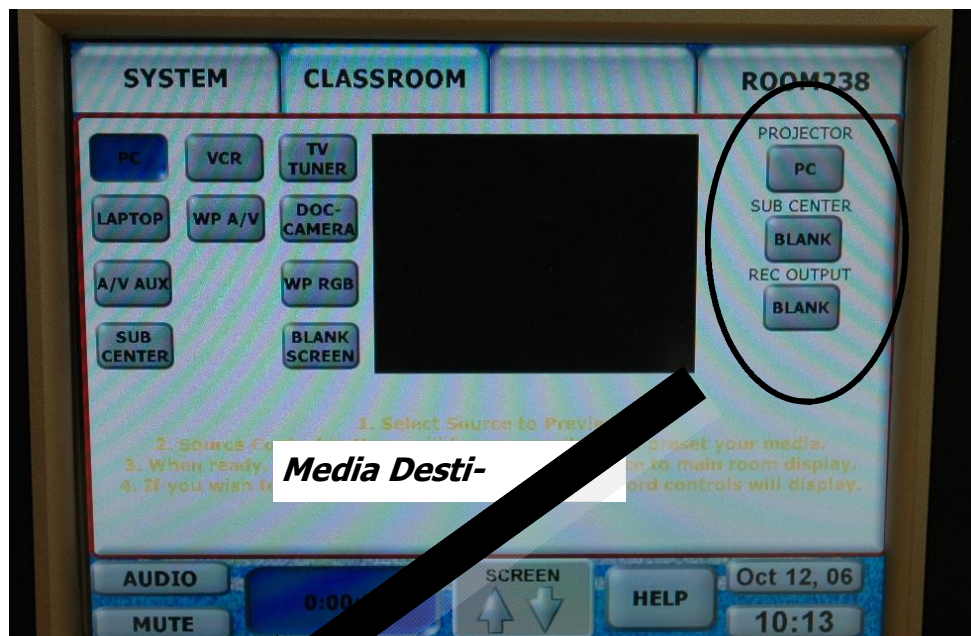**WP RGB:** RGB equipment plugged into the wall plate

Blank Screen: Blank (blue) screen.

Communication Building Lecture Hall

Media Destinations in the Lecture Hall

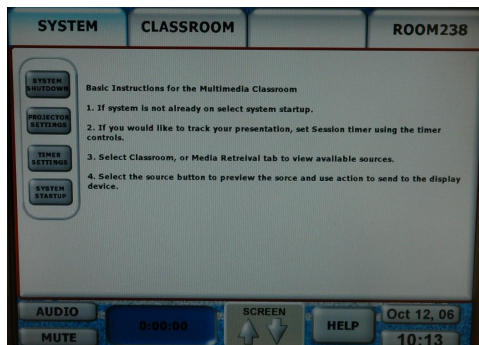*Use the right side of the control panel to choose where to send the media sources. For example, you may send the PC images to the projector.*

Media Desti-

Projector: Source media will display through the projector.
Sub Center: Source Media will display in the Sub Center Rm# 113.
Rec Output: Records media.

Communication Building Lecture Hall
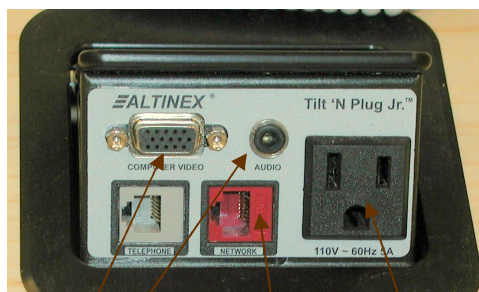
Using the Computer & Projector

1. Tap the **Lecture Hall** tab on the top of the screen.

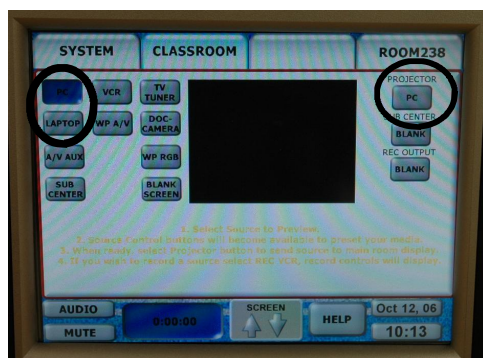2. Open the podium unit and turn on the computer.

Connect your laptop to the "tilt 'n plug" panel in the top of the lectern.

**Video/Audio   Network   Power
For your Laptop Computer!**

*Obtain an Ethernet, audio and video cable (pictured at right) from the Sub Center, Room 113.
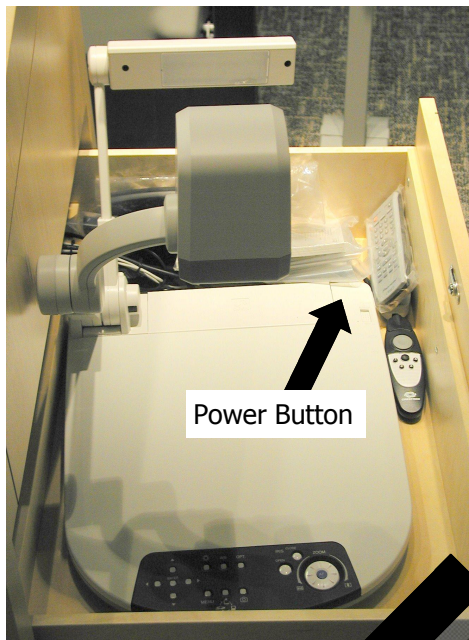Make sure you arrange for these items in advance — especially if you teach after regular business hours.*

3. Select your Source from the buttons on the left — Select PC or Laptop.
4. Tap the "Projector" button on the right until either PC or Laptop appears. This will send the image from the PC or Laptop to the Projector.

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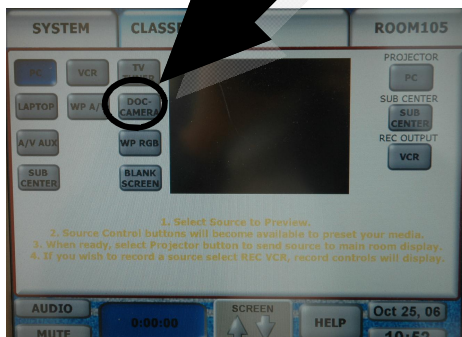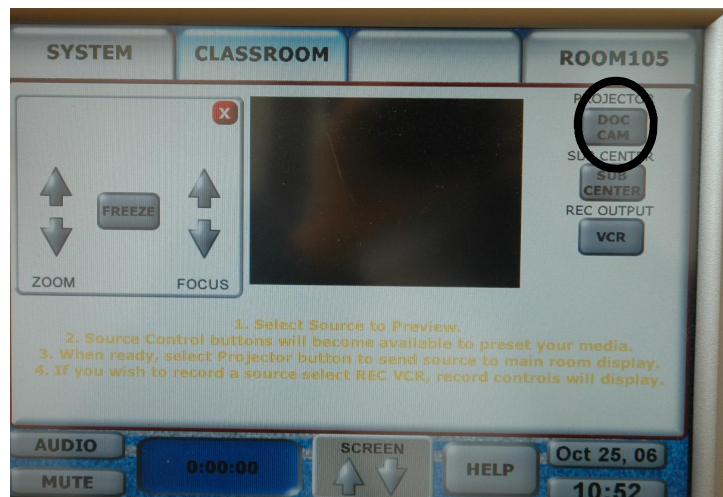## Using the Document Camera (Elmo)

Power Button

The document camera is located on the side of the lectern. Unlock the side panel, and slide out the document camera drawer. Lift the light and head of the document camera. The camera can display any type of object (photos, coins, papers, etc).

Press the power button to turn the document camera on.

From the left side of the panel select Document Camera. This will allow you to preview the document camera image.

To project the document camera:
From the right side of the panel, tap the button under "projector" until the document camera label displays.

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Freeze the Document Camera Image

> *You can freeze the document camera image, so that students do not see you switch to a different image on the camera itself.*
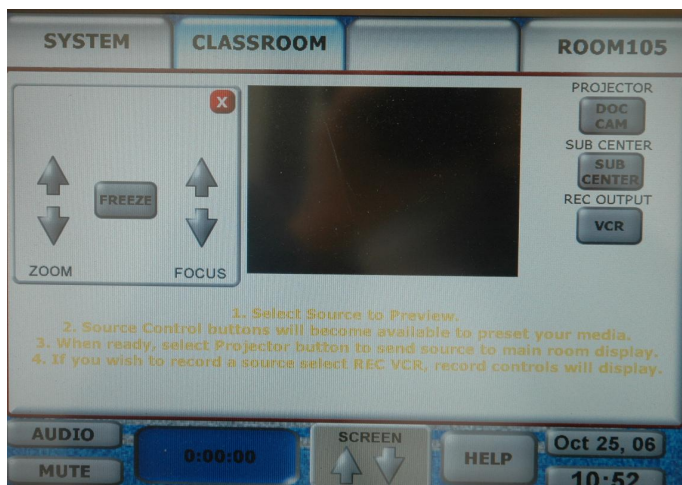
Tap the freeze button.

Image currently being projected will freeze on the screen.

Adjust or switch the picture or object on the camera.

Tap the Freeze button again.

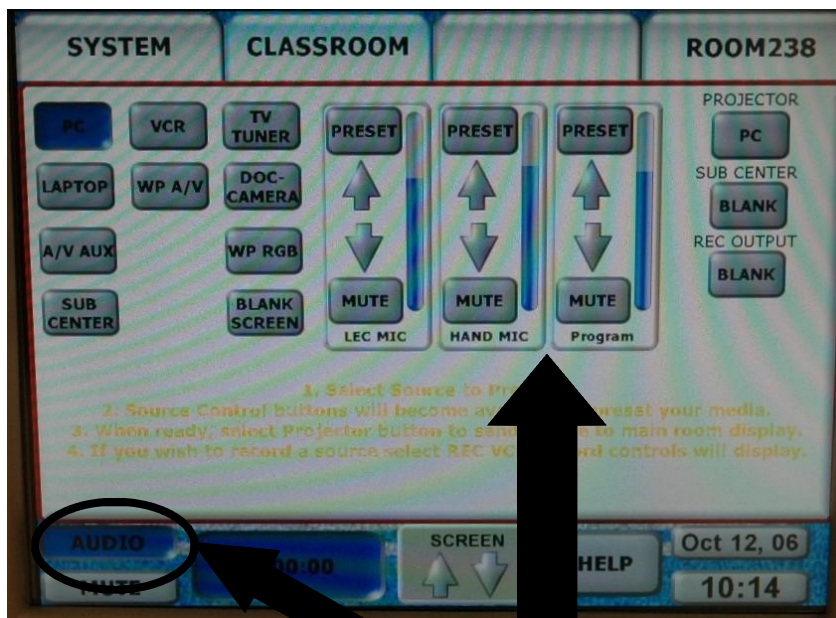Students will now see the new image.

Click the red X in the corner to close the "freeze" window.

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Audio Settings

The lecture hall is equipped with a lectern microphone and a wireless microphone. The audio settings will enable you to adjust volume of this and other microphones in the room.

Tap the audio button at the bottom of the lecture hall screen.

Adjust the level either lower or higher.

Program: Levels for audio devices such as a DVD, CD, Computer, VCR etc
Lec Mic: Microphone on the lectern
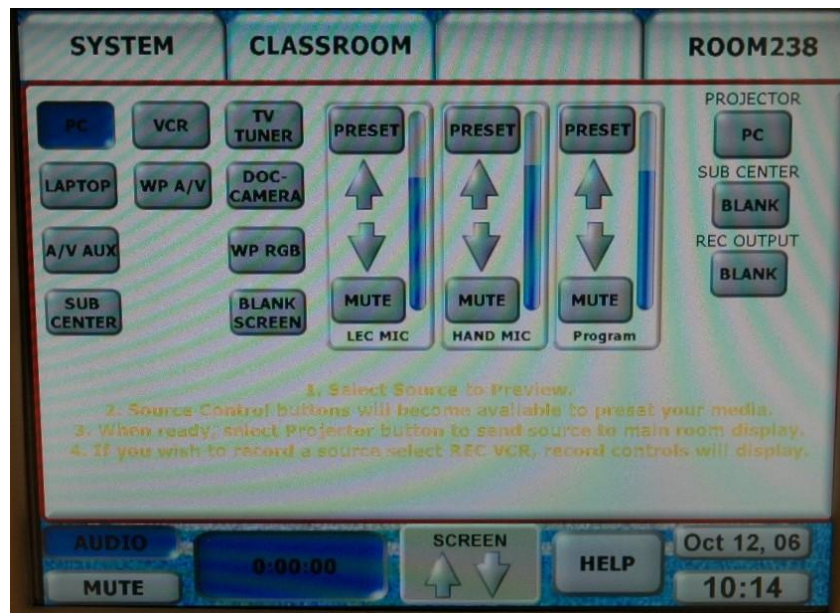**Hand Mic1:** Wireless microphone plugged into the lecturn

Problem: Students cannot hear the media you are playing.
Solution: Lower than raise the Program audio level!

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Wireless Microphone

Obtain the wireless microphone from the Sub Center, Room 113. Clip the pack onto your belt, or place in your pocket. Make sure you turn it on! Clip the microphone to your color or shirt. Use the Audio adjustments on the control panel if needed.

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Assisting Hearing Impaired Students

i **Obtain equipment for hearing impaired students from the Sub Center, room 113.**

Distribute the equipment to student. He/she can adjust the volume as needed.

This equipment works in conjunction with the microphone(s); make sure you use the lectern or wireless microphone.

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Timer Settings

> *i* **Keep track of your presentations! The timer will count down the number of hours/ minutes remaining. Timer area will flash when time has run out.**

From the System Tab, select "Timer Settings."

Adjust the hours and/or minutes needed using the arrow keys.

Tap the "Timer Start" button.

Click the Red X to exit the timer.

Time left on the timer will display at the bottom of the screen.

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Wall Plates & Lectern Equipment

Wall plates for Electric Power, Camera and Ethernet connections. Look on the wall behind the lectern.
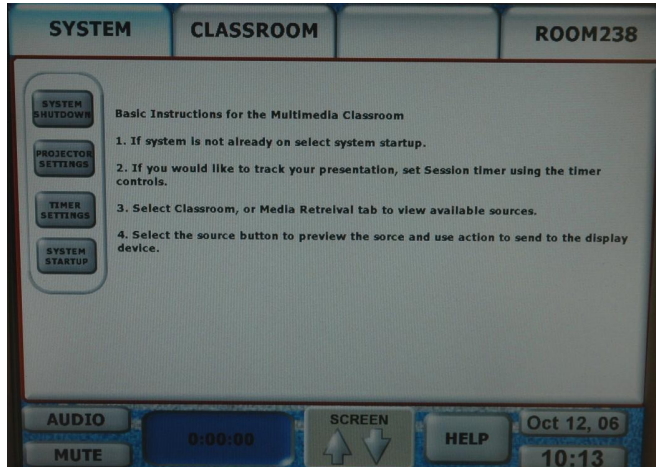
VCR in the classroom lectern.

Normally , you should not have to touch the projector!

Projector not projecting onto screen: Check the Control Panel Settings Make sure green light is on, if not push the power button on projector.
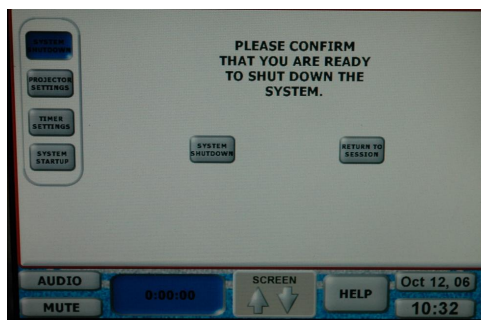
Make sure this button is GREEN. If not, push one time.

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System Shut Down

Tap the System Tab.

Tap the System Shut Down Button

Tap the System shutdown button to confirm.

Please make sure you shut down the system! Light bulbs in the projectors will burn out with extended use, and the system will cease to function properly.