Login and Use the Instructor Stations Using the App – Windows 7 (AY 2013-14)

TRCC's Information Technology Division changed most instructor stations (AV Consoles) throughout the College during summer 2013. This change was reviewed and endorsed by the Educational Technology Committee in spring 2013. The changes were driven primarily by multiple problems with the Sympodium monitors but included some other factors.
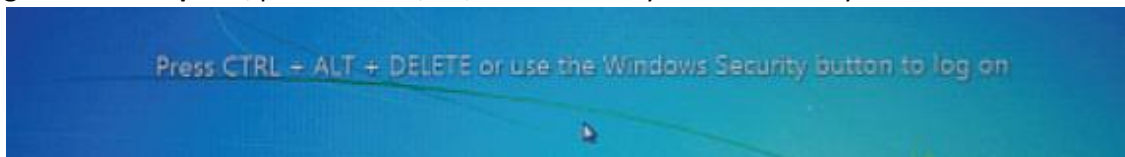
- ✓ High failure rate (nearly weekly) of the Sympodium monitors
- ✓ Slow network connection times
- ✓ Inability to work with browsers other than Internet Explorer (Google Chrome always prevented accessing the screen.)
- ✓ Difficulty in using some of the Sympodium tools
- ✓ Lack of usage of the monitor touch-screen features
- ✓ Phase out of external VHS players (video cassette recorders are no longer being manufactured)
- ✓ Phase out of external DVD players (DVD drives are already contained in all the PCs)

This document specifies how to use to the instructor station consoles which is easier, faster, less prone to error. The following are covered in this document.

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1. **To login to the computer**, press the Ctrl, Alt, and Delete keys simultaneously.

2. *If another user is logged in*, click the switch user button.

3. Click the OK button after reviewing the CCC Warning.

4. Enter your eight digit user name (BannerID) without the @ symbol and your password and then click the arrow. It is not necessary to enter your full ID or NetID (Banner ID + @trcc.commmnet.edu)--unless you are from another community college--but this will also work as the user name.

5. **To Project on the Screen** - click the AV Control icon on the Desktop. This icon has changed from the former projector-like image to one that looks more like a web page. Double-click the AV Control icon to launch the app.
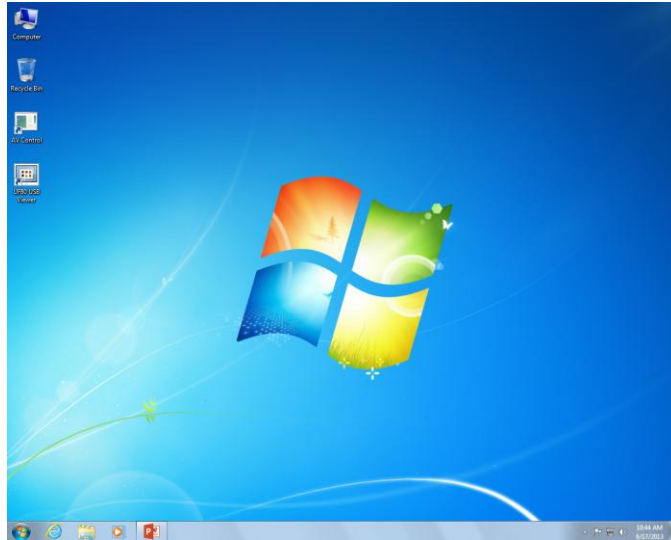
6. You will see the Three Rivers Community College architect's illustration. Click anywhere on this illustration. (A login password is no longer required.)


7. When the app has opened, you will see 5 control areas: Projector, Select Source, Speech Volume, Source Volume, and System Information. If a button is selected is colored red. Click the On button in the Projector area. (It turns red.) You will then see the screen begin to display the PC.

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8. **Turn Off Projector Momentarily** so that you can write on the white board without board glare or blinding light in your eyes—as may be the case in mathematics and science class sessions, click the ***Mute* button** in the Projector control area. The Mute mode is designed to be temporary. Use it when you intend to go right back to the displaying from the computer.


9. **Turn Off Projector for Extended Periods** —as is the case with music or other audio-rich class sessions— do this by clicking the ***Off* button** in the Projector control area. This button powers off the projector lamp and will take longer to display the screen when the On button is clicked later but it protects the lamp bulb better.
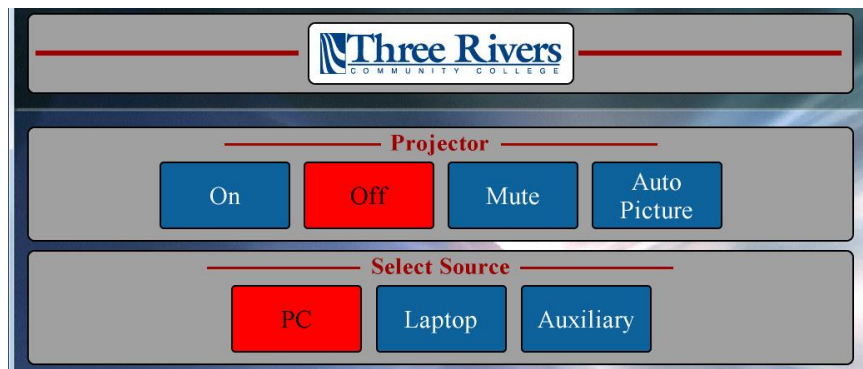
10. It may also be necessary to increase the volume by clicking the up arrow in the Source Volume control area.
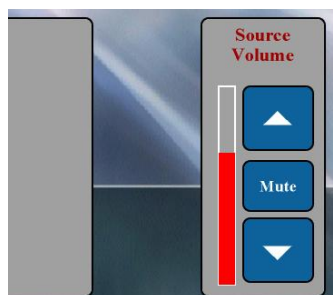
11. **To Resolve a Problem with the screen image** being shifted incorrectly to one side or up and down or darkened or lightened screen image, click the Auto Picture button in the Projector control area.
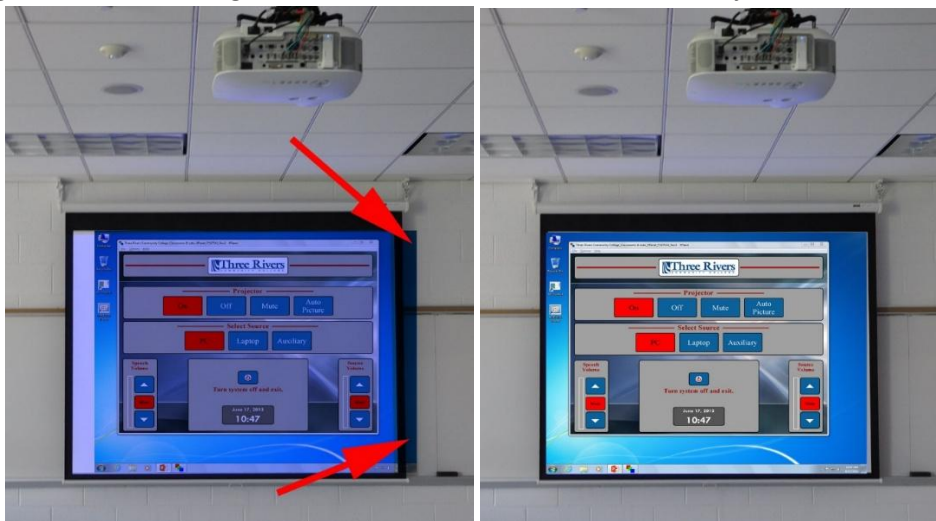
12. Try clicking the Auto Picture only a couple of times and only for minor shifts. Gross screen problems and those not corrected by Auto Picture should be reported to the IT Division via the Footprints Service Desk System (TR-ServiceDesk@trcc.commnet.edu); by phoning the IT Service Desk (860 885-2334); or by visiting the IT office in C113.

13. **To Use the Wireless Clip-on Microphone**, remove the SHURE pouch from the instructor console cabinet. It is normally located next to the computer tower. (If the pouch is not available, your AV console may lack this capability.)

Computer Tower

Microphone (SHURE pouch)
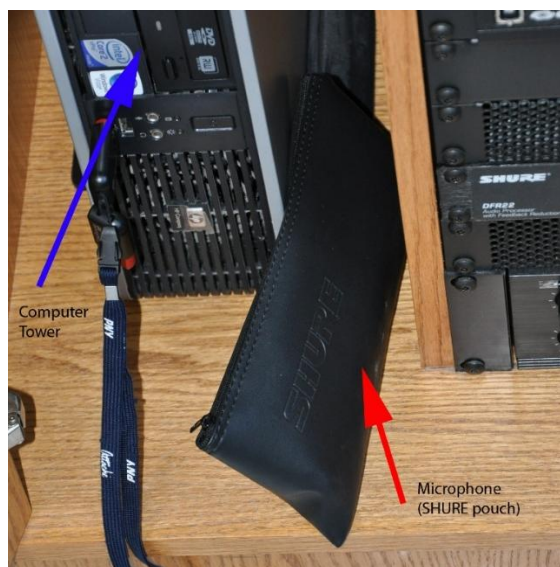
14. In the pouch you will find the SHURE ULX transmitter and the clip-on mic.


15. Clip the mic on the upper part of your clothing, such as the pocket, tie, blouse neckline, etc. Be mindful that if anything brushes the mic it produces noise, e.g. scarves, sweaters, etc.
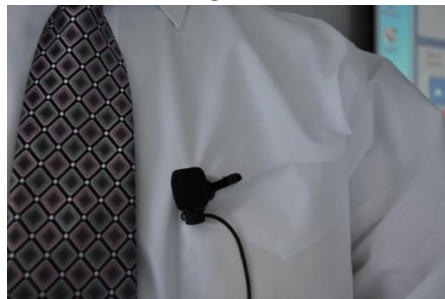

16. Turn the transmitter switch to the ON position. The red battery (BAT) light should become green after a couple of seconds.

17. Clip the transmitter to your belt, pocket, or elsewhere on your clothing.
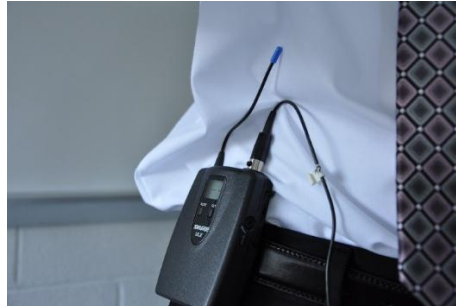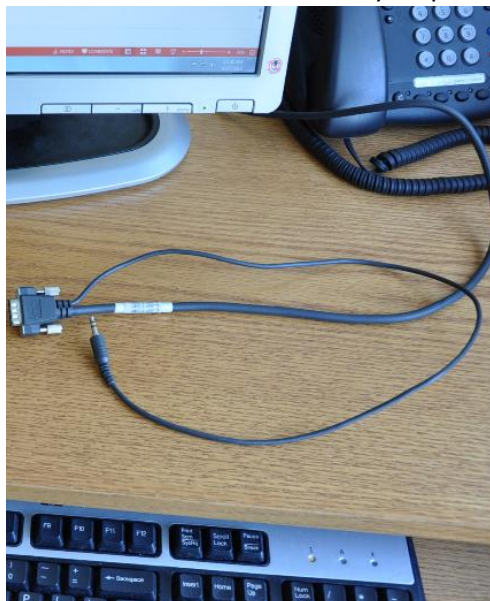

18. Volume from the mic can be adjusted with the Gain knob on the transmitter but is better adjusted using the up and down arrows and Mute button in the Speech Volume control area.
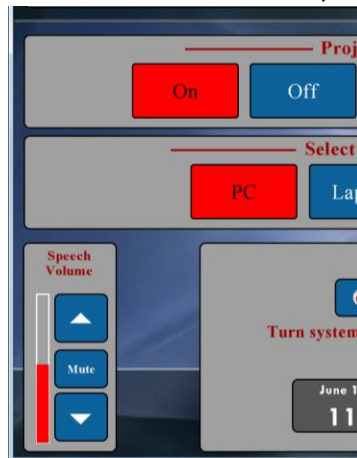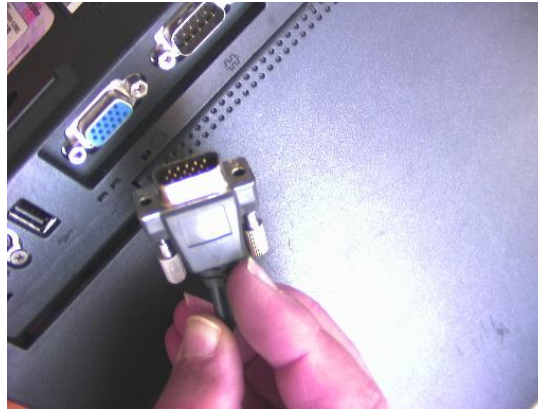
19. **To Display the Laptop**, locate the VGA cable at the station. It may be placed behind the monitor.

20. Connect the VGA cable to the VGA port on your laptop. In general when you will push the cable into the port, there should be little resistance. Tightening the thumb screws on the connector helps to keep it connected if the laptop is moved while displaying.

21. Then connect the audio cable to you headphones jack. The headphones jack usually has a headphones symbol next to it, usually is on the side of the body of the laptop, and may be a bright green or light tan color. The headphone jack is NOT red. On older laptops, the jack simply matches the color of the laptop case.


22. On the app in the Select Source control area, click the Laptop button. It becomes red.
23. On your laptop, while pressing and holding the **Fn** key in the lower left part of your keyboard, press the appropriate function F key. The function F key number is not standard among laptop manufacturers so that you will need to look for an icon on the function key that suggests projection such as a computer with a projector, two computers, CRT/LCD, etc. You may need to cycle between multiple modes but give it a full two seconds before pressing the keys again.
    a. The modes may include all or some of the following
        i. Displays to the laptop screen only
        ii. Displays to the laptop screen and to the Instructor Station (and projector screen)
        iii. Displays to the Instructor Station (and projector screen) only
    b. There may even be other modes that you may discover by using a search engine such as Google to find your laptop owner's manual.

24. Some newer laptops, "check VGA attachment" on start-up, so that you are able to avoid using the Fn and function number keys by restarting your laptop.

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25. **To Use Auxiliary or Compositely Connected Devices** (games, cameras, thermal cameras, adapted smart phones, etc.), locate the composite cable, usually positioned behind the monitor. The cable is yellow, red, and white.
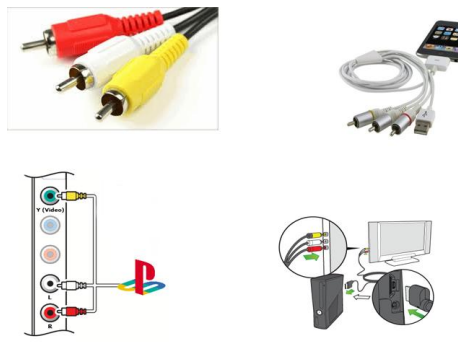
26. The cable is yellow, red, and white. Yellow carries video signals. Red and white carry audio.

27. Connect the cable ends to the matching color jacks on your auxiliary device.
28. With the AV Console started, on the AV Console make sure the projector is clicked on and the source is clicked to Auxiliary. Wait until those buttons are solid (not flashing) red.

29. Turn on you device (game, camera, thermal camera, etc.). Your device should then display on the screen.

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