Welcome!

The Synchronous Lecture Classrooms connecting the Busch and Cook/Douglass campuses are part of President Barchi’s and Chancellor Edwards’ coordinated efforts to improve the educational experience by reducing course-related student travel, keeping students on or close to their “home” campuses and moving ideas—professors and course material—to them. Professors will teach in one classroom (the “throw” room) and sophisticated high definition audio and video will broadcast professors life-size and in realtime to the other classroom (the “catch” room). The professors will be able to see, hear, and interact with the students in the “catch” classrooms on large screens located in the back of the room. In addition, students in both classrooms will be able to see their fellow students in the other classroom. Though the students on the respective campuses will be in the same classroom all semester, the professors will alternate between the rooms on a regular schedule, giving both classes equal access to their professors.

We thank you for being a part of this innovative approach to teaching and look forward to partnering with you to make the learning experience in these classrooms a success. The following pages will guide you through using the technology in these rooms. Immediate assistance can be reached by calling our Help Desk at 848-445-3612. If you have any additional questions, comments, or feedback - do not hesitate to contact our office at any time.

Regards,

Digital Classroom Services

Tillett Hall Room 112 - Livingston Campus
848-445-3612 (Help Desk)
dcs@rutgers.edu
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Moving the Lectern

- The lectern may be used in two positions: at the center of the front of the room or to the side, next to the companion cart.

- To move the cart, lower it using the electronic button to the right of the keyboard tray. The lectern will lower and then pitch forward onto its wheels.

- You can then wheel the lectern into its new position.
Throw Room

The following instructions are for faculty and those operating the equipment in the room where the speaker is located.
Getting Started

• The technology is operated from the lectern, where selections can be made by pressing the touchscreen or using the mouse. If the touchscreen is covered, slide apart the touchscreen covers to access it.

• If the touchscreen is black or showing a screen saver, click the mouse to awaken it.

• At the login screen, enter your Rutgers NetID username and password. Press the Enter key. If you do not have a NetID, you can login using username “guest” and password “guest.” Please note that guest users may not access the Internet from the lectern computer.

• Within 30 seconds, Rutgers Room Control will appear on the screen. In the bottom left corner, select Immersion.

• A new tab will appear in the center section, select Throw.

• Once the Teaching Fellow or person in the other room presses Catch, the session will begin. People in both rooms will be able to see and view each other.
Camera Controls
The instructor camera defaults to capture the front center of the room. You can see how you are being captured on camera by looking at the confidence monitor on the left side of the back wall of the classroom. This is the image which students in the Catch room will see. You may adjust the camera by following these steps:

- **On Rutgers Room Control, in the ribbon located in the top center section, select Camera Control.**
- **You may choose from the follow presets:**
  - 1: Center
  - 2: Side
  - 3: Wide
- **You may also manually adjust the image by using the Up, Down, Left, Right, Zoom In, and Zoom Out buttons.**
Sharing Content
The room is equipped with a Mac computer, Blu-ray player, document camera, Solstice wireless display sharing, as well as HDMI and VGA ports that can be used to present from a laptop, phone or tablet.

- Choose the source you wish to use from the list on the left of Rutgers Room Control.

- By default, the source image will appear on the center front and center rear screens of the throw room, as well as center front screen in the catch room. This setting can be accessed at any time by pressing the Content Center button under the Immersion Mode tab in Rutgers Room Control.

- Pressing Content Sides, will move the source image to the two front, side screens. The catch room audience will appear in the center screen.

- The following additional items of note, relate to the individual sources. For more detailed information on using each source, please visit dcs.rutgers.edu/dcp.

Lectern Computer
The lectern is equipped with a Mac Mini.

- The Mac is equipped with all software available in Rutgers computer labs, including the Microsoft Office suite.

- There is a USB port on the top of the keyboard which may be used to connect USB drives or other USB devices.

- If you wish to use a “virtual” laser pointer:
  - Open your presentation material. (Note: Open-Sankoré will not work if your presentation material is in full screen mode. If you wish to use full-screen mode, you will be limited to using the cursor as a pointer or to using the annotation tools provided by PowerPoint).
• Click on the blue application folder in the dock.

• Click on **Open-Sankoré** to launch the program.

• Side bars will appear on the left and right edges of the screen. You will not need the right sidebar and can minimize it by clicking the right arrow within the sidebar.

• In the left sidebar, click the laser pointer icon.

• Now whenever you click and hold the mouse, the cursor will turn into a red dot.

**Blu-ray Player**

The Blu-ray player is housed in the companion cart. The player is capable of playing most types of Blu-ray and DVD discs.

• Open the front door to access it and insert your disc.

• After selecting **Blu-ray**, the controls will appear in the center section of Rutgers Room Control.

• Please note: most new, commercially-acquired Blu-ray and DVD discs are protected by HDCP. This encryption prevents video from being broadcast to the catch room. If you would like to use HDCP videos in your class, we recommend obtaining a second copy or working with the libraries to digitize your content. It can then be shown in both rooms via Local Mode. Contact DCS for more information.

**Document Camera**

The document camera may be used to project images from documents, text books, and other objects. Document cameras are a recommended replacement for writing on blackboards in the Synchronous Lecture Halls. By writing on paper located under the document camera, students in both rooms will view the same, clear image.
• The document camera is on a wheeled cart which can be moved around the room.

• It is also mounted on a lift so that the height can be adjusted. Simply release the levers on the underside of the base of the camera to adjust the height.

• Because it is not connected to the lectern, the document camera can not be controlled from Rutgers Room Control. Instead, use the buttons on the document camera itself. You may also slide out the remote control from the bottom left side of the camera and use that to control the image.

Solstice Wireless Display Sharing
Solstice enables users to share images from their laptop phone or tablet, without needing to connect cables. Because Solstice shares images via the Internet, users in both rooms can share images.

• After pressing Solstice on Rutgers Room Control, instructions will appear in the center area for the instructor. Instructions will also appear on the projected image for any users that wish to connect and share.

• Typically, Solstice is used in classes in the following ways:
  
  - By an instructor who wants to present materials from their portable device from anyone in the room.
  - By students who are giving a presentation.
  - By multiple students at the same time as part of a brainstorming or discussion.

HDMI or VGA Connection
VGA and HDMI cables can be accessed by opening the lectern’s cable cubby located above the touchscreen.
• A laptop or other device can be placed on top of the lectern by closing the touchscreen covers.
• If your device does not have a VGA or HDMI port, you will need to procure a VGA or HDMI adapter.
• Once you have connected your device, choose either HDMI or VGA on Rutgers Room Control, depending on which cable you are using.

Ending the Session

• When you are ready to end the session, click the Exit button in the Immersion Mode tab in Rutgers Room Control.

• To logout of the lectern completely, press the Logout button.
**CATCH ROOM**

The instructions in this section are for Teaching Fellows or anyone operating the lectern in the room containing the remote audience.

- **The technology is operated from the lectern, where selections can be made by pressing the touchscreen or using the mouse. If the touchscreen is covered, slide apart the touchscreen covers.**

- **If the touchscreen is black or showing a screen saver, click the mouse to awaken it.**

- **At the login screen, enter your Rutgers NetID username and password. Press the Enter key. If you do not have a NetID, you can login using username “guest” and password “guest.” Please note that guest users may not access the Internet from the lectern computer.**

- **Within 30 seconds, Rutgers Room Control will appear on the screen. In the bottom left corner, select Immersion.**

- **A new tab will appear in the center section, select Catch.**

- **Once the Instructor or person in the other room presses Throw, the session will begin. People in both rooms will be able to see and view each other.**

![](image.png)

The view of the front of the Catch room once the connection begins.
• Rutgers Room Control will enter Catch Mode, with just a few controls.

• The room audio will default to a preset level. If it needs adjusting, you can do so by dragging the slide up or down.

• At the end of class, press Exit to return to the full Controller. Then, press Log Out before leaving the room.

For immediate assistance:

DCS Help Desk
848-445-3612