

Overview

The technology in BEST Hall 114a enables instructors to share content from an in-room Mac computer and document camera or a personal HDMI device. Images from these sources can be sent to a large instructor monitor and four monitors mounted above student tables. Students can also connect their own laptops, phones, or tablet to their table monitors. For step-by-step instructions on using the room's various features, please read the sections below.

Getting Started

- At the instructor station, if the computer monitor is blank, press the spacebar on the keyboard.
- When the login screen appears, enter your Rutgers NetID and password. If you do not have a NetID, you may login using the username "guest" and the password "guest." Note that guests cannot access the Internet.
- After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room. The first column allows you to select the source you would like to display. The center section of the RRC is divided in to two parts. The top portion contains more detailed controls. These controls will change depending on what source you have selected in the first column. The bottom portion contains display controls that will always be available.
- The third column contains volume controls and a Log Out button. Press this button when you are finished to log out of the computer and turn off the instructor monitor. If you used any student monitor, turn them off by pressing the Off button on the black panel below the monitor.

Using the Computer

- Once you have logged in and are ready to send an image to the room displays, select Podium Computer in the first column. The instructor monitor will turn on and begin displaying the computer.
- If you would like to display the computer on any of the student monitors, select **INSTRUCT** on the black panel below the monitor.
- There are multiple ways to access your presentation.
 - **USB Drive:** Plug your drive into the USB port. Select the Open USB Drive button on the RRC. A pop-up window will appear containing the contents of your USB drive. Find your presentation and double-click on it. Your presentation will now open. To eject your USB drive, drag the USB drive icon on the desktop to the trash icon on the dock.
 - **Internet:** select the Web Browser button. A web browser will open allowing you to access web sites.
 - **Other Programs:** to view all programs available, select the blue "A" folder in the dock located along the bottom of the screen. Select the program you would like to open.
- To control the volume level, adjust the Program Volume slider by dragging the circle or tapping on the slider.

Using the Document Camera

The Document Camera is a camera used to project images of documents and other presentation material and is located to the left of the computer monitor.

- In the RRC, select **Document Camera** in the first column. The document camera image will appear on the instructor monitor.
- If you would like to display the document camera on any of the student monitors, select **INSTRUCT** on the black panel below the monitor.
- Raise the camera arm. Place your document or object on the table below the camera and point the camera at your source.
- Use the **Zoom, Focus, and Freeze** buttons on the camera to adjust the image.
- Use the light controls on the camera head to raise, lower, and turn off the light.

Using a Laptop or Other Portable Device via the HDMI Connection

It is possible to present from a laptop, tablet, phone, or other portable device. The table has a HDMI cable that can be used to connect to the room's monitors. Portable devices use a variety of display ports, many of which are unique to that device. If your device does not have a HDMI port, you will need to provide a HDMI adapter to use your device.

- Connect the HDMI cable to your device's port or adapter.
- On the RRC, select **HDMI**. Your device's image will appear on the instructor monitor.
- If you would like to display the device on any of the student monitors, select **INSTRUCT** on the black panel below the monitor.
- Turn on your device
- To control the volume level, adjust the Program Volume slider. You will also need to raise the volume on your device.

Using the Microphone

BEST 114a is equipped with a wireless lavalier microphone that may be found in the drawer behind the door below the table.

- Hold down the button on top of the body pack to turn it on. The status light will turn green.
- Clip the microphone to your clothing, near your neck.
- On Rutgers Room Control, raise the Wireless Mic slider by pressing a point on the slider.
- To mute the mic, press the button on top of the body pack once. The status light will turn orange. Press it again to unmute.
- If the status light is red, please replace the batteries. Press in the two clips on the sides of the mic pack and pull open the battery cover to access the batteries.

The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session.

Digital Classroom Services

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