RUTGERS
Digital Classroom Services

Using the
Digital Classroom Flip-Top

Overview

The Digital Classroom Flip-Top (DCF) is DCS's new solution for small classrooms and seminar rooms. The DCF uses the same user interface scheme as the Digital Classroom Podiums used in larger classrooms, but is designed to fit into a table.

Instructors using the Flip-Top system can share images from a built-in Mac computer or their own laptop, phone, or tablet. The built-in computer is equipped with all software available in Rutgers computer labs, including: Microsoft Word, Excel, PowerPoint, Skype, Quicktime Player, and Chrome. Class material can be accessed off the web or by plugging in a USB drive.

Laptops, phones, and tablets can be connected to the in-room display via a VGA or HDMI cable. Instructors and students can also share images wirelessly, enabling the instructor to choose which devices to display on the monitor.

This pamphlet offers a brief overview of what the system can do and how to get started. For more information and assistance please contact DCS.

Getting Started

- The system is controlled using the flip-top touchscreen monitor located on the surface of the room's instructor table. If the monitor is down, lift it up or pull out the keyboard tray. If the screen is black, wake it up by pressing any key on the keyboard.

- When the login screen appears, enter your Rutgers NetID and password. Press ENTER.

- After you have logged in, the Digital Classroom Controller window will automatically open within two minutes. This is the dashboard from which you control the system. It can be opened at any time by selecting the DCS logo on the desktop or application dock at the bottom of the screen.

- The first column allows you to select the source you would like to display.

- The center section 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 off button.

Using the Built-In Computer

- Once you have logged in and are ready to project, select **Flip-Top Computer** in the first column.

- The wall monitor will turn on. Now, everything you do on the computer will be shared with the class. There are multiple ways to access your presentation:

- **USB Drive**: To access a presentation which you have brought to class on a USB drive, insert your USB drive into one of the two USB ports located on the side rack. Select the **Open USB Drive** button on the Classroom Controller. 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. Google Chrome 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 volume slider by dragging the circle or tapping on the slider. Please make sure any volume controls in the program you are using to play audio are also raised.

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

Digital Classroom Services

Using a Laptop or Portable Devices via Wireless Connection

Instructors and students can send images from their laptop, phone, or tablet to the monitor wirelessly.

- On the Classroom Controller, select **Wireless**. The monitor will turn on and display instructions that may be used to connect, summarized below.

  If you are using a laptop:
- The first time you connect wirelessly, you will need to download a free application. To do so, connect your laptop to the Internet, open your web browser, and visit the web address displayed on the monitor. Click on the **Connect!** button to download the app.

- After the download finishes, open the "SolsticeClient" App.

- Enter your name and press continue. This name will be used to indicate to the class who is presenting and will be saved for future classes.

- Select the "Enter IP" tab, enter the IP address displayed on the monitor, and press **Go**.

- Enter the Screen Key displayed on the monitor and press **Ok**.

- Press **Desktop** to send everything on your computer screen to the monitor. You may share audio from your computer by turning "Desktop Audio" to **On**. If the volume on the Classroom Controller is not raised, return to the Controller and raise the slider. Press **App Window** to select an open window on your computer to send to the monitor. Select **Media File** to select a file on your computer to display. Use the **Stop Sharing** buttons to end sharing.

- Users may share multiple images from the screen simultaneously. At the same time, multiple users can share images at once. To relocate, remove, or add back in shared images, click on **Control** in the left side bar. If multiple windows are shared, click and drag on an image to relocate it. To remove an image, drag it to the left side bar. Add it back in by dragging it back on to the main area. In the bottom bar, right click on a user to access the ability to show their images, hide their images, stack their images, or delete them.

  If you are using a phone or tablet:
- The first time you connect wirelessly, you will need to download a free application. To do so, connect your device to the Internet. Open your app strore and download "Solstice Client."

- Open the "SolsticeClient" App.

- Enter your name and press continue. This name will be used to indicate to the class who is presenting and will be saved for future classes.

- Select the "Enter IP" tab, enter the IP address displayed on the monitor, and press **Go**.

- Enter the Screen Key displayed on the monitor and press **Ok**.

- Use the various sharing options to send images to the display.

- Users may share multiple images from the screen simultaneously. At the same time, multiple users can share images at once. To relocate, remove, or add back in shared images, click on the control tab above your user icon, indicated by four squares. If multiple windows are shared, click and drag on

an image to relocate it. To remove an image, drag it to the left side bar. Add it back in by dragging it back on to the main area. In the bottom bar, click on a user to access the ability to show their images, hide their images, stack their images, or delete them.

  Look-in:
- The look-in feature allows people not in the room to view the display on their own device. To use this feature:

- In the Solstice App, click on **Look-In** and select "Enabled."

- An IP address will appear. Remote participants can type that URL into their web browser and view the images on the display. They may not share images.

Using a Laptop or Portable Device via HDMI Cable

The podium includes two cables used for connecting portable devices to the projector: a VGA cable (or 15 pin) and an HDMI cable. Portable devices use a variety of display ports, many of which are unique to that device. Therefore, if your device does not have a VGA or HDMI port, you will need to provide a VGA or HDMI adapter to use your device. Connect this adapter to your device's display port.

- The HDMI cable is kept in the rack below the table. Connect one end of the cable to the HDMI port on the rack. Connect the other end of the cable to your device or adapter.

- On the Podium Controller, select **HDMI.**

- Turn on your device.

- To control the volume level, adjust the volume slider on the Controller by dragging the circle. You will also need to raise the volume on your device. On some devices, you will need to adjust your audio setting to send audio over HDMI.

Using a Laptop or Portable Device via VGA Cable

The podium includes two cables used for connecting portable devices to the projector: a VGA cable (or 15 pin) and an HDMI cable. Portable devices use a variety of display ports, many of which are unique to that device. Therefore, if your device does not have a VGA or HDMI port, you will need to provide a VGA or HDMI adapter to use your device. Connect this adapter to your device's display port.

- The VGA cable is kept in the rack below the table.

- Connect one end of the cable to the VGA port on the rack. If you are using audio, connect the audio portion of the cable to the audio port next to the VGA port.

- Connect the other end of the cable to your device or adapter. If using audio, plug the audio portion in to your headphone jack.

- On the Classroom Controller, select **VGA**.

- Turn on your device.

- To control the volume level, adjust the volume slider by dragging the circle. You will also need to raise the volume on your device.