RUTGERS

Digital Classroom Services

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

❯ USING THE TECHNOLOGY IN THE KATHLEEN W LUDWIG GLOBAL VILLAGE LEARNING CENTER (KLG) ROOM 10 (SCHONBERG ROOM)

Getting Started

This room is operated using a wireless touchscreen. The touchscreen is kept on a charging dock in the room's technology closet, which is accessible with a UE 49 key.

- To begin, remove the touchscreen from the dock and touch the touchscreen to wake it up.
- **Troubleshooting:** If the touchscreen does not wake up, reset it by either:
    - pressing the reset button by inserting a paper clip into the hole on the back of the touchscreen, above the battery panel; or
    - resetting the battery by removing the battery panel, unplugging the battery, and plugging it back in.
    - ☐ If the touchscreen still does not turn on, it may not be charged.
    - ☐ Ensure that the charging dock is plugged into power. Alternatively, if you wish to use the dock in the room, you can retrieve a second dock from the credenza near the podium and plug that into power.
    - ☐ Place the touchscreen in the dock so that the charging ports align with the chargers. A white light will appear indicating that the touchscreen is receiving power.
- The first step in displaying an image is choosing which source you would like to display. The available sources are:
    - ☐ **South Wall Plate:** the ports available at the lectern area
    - ☐ **East Wall Plate:** the ports available on the side wall nearest the technology closet
    - ☐ **Bluray:** the Bluray/DVD player in the technology closet
    - ☐ **TV Tuner:** TV channels available through Rutgers TV
    - ☐ **Rack plate:** the ports available on the rack in the technology closet
    - ☐ **Camera:** A video feed of the room
    - ☐ **CD/iPod:** A CD player with an 1/8" connection for portable audio devices
- After choosing a source, you then choose to which location you would like to send it. Note that you can choose multiple locations. If you choose a projector, the projector will automatically turn on and the screen will lower. The available locations are:
    - ☐ **South Left Projector:** the screen behind and to your left when standing at the lectern
    - ☐ **South Right Projector:** the screen behind and to your right when standing at the lectern
    - ☐ **East Projector:** the screen that is on the side wall to the speaker's right
    - ☐ **West Projector:** the screen that is on the side wall to the speaker's left
    - ☐ **Room Overflow:** choosing this makes the selected source available to display in rooms 002, 008, 010, 011, 013, and 017. Once a source is put into room overflow using the touchscreen, see the instructions for the room where you would like to view it.

- After sending one source to a display, you may follow the above steps to send additional sources to additional displays.
- When you are all finished, press Shutdown and confirm you with to turn the system off.
- Return the touchscreen to its docking station, ensuring that the white charging light turns on.
- For more detailed instructions on using each source and other features of the room, see the following sections.

South Wall Plate

The south wall plate refers to the connections on the wall by the speaker's lectern. This wall plate has a HDMI port that can be used to connect a laptop according to the following instructions:

- One end of the HDMI cable should be hanging out of a hole in the left side of the lectern. If it is not, open the front of the lectern and feed it through that hole. Then plug that end of the cable into the HDMI port on the wall plate.
- The other end of the HDMI cable should be coming out of a hole in the top of the lectern. If it is not, open the front of the lectern and feed it through that hole. Then plug that end of the cable into your laptop.
    - ☐ Note: If your laptop does not have a HDMI port, you will need a HDMI adapter. Some adapters are available in the credenza next to the lectern. Plug the cable into the adapter and plug the adapter into your laptop.
- On the touchscreen:
    - ☐ Select **South Wall Plate**.
    - ☐ In the bottom row, select any locations where you would like to send the image of the laptop.
- Any selected projectors will turn on and their screens will lower. Once the laptop is turned on and loaded, the laptop image should appear on those screens.

East Wall Plate

The east wall plate refers to the connections on the wall to the right of the lectern. This wall plate has a HDMI port that can be used to connect a laptop according to the following instructions:

- Retrieve a HDMI cable from the credenza next to the lectern.
- Plug one end of the cable into the wall port. Plug the other end into your laptop.
    - ☐ Note: If your laptop does not have a HDMI port, you will need a HDMI adapter. Some adapters are available in the credenza next to the lectern. Plug the cable into the adapter and plug the adapter into your laptop.
- On the touchscreen:
    - ☐ Select **East Wall Plate**.
    - ☐ In the bottom row, select any locations where you would like to send the image of the laptop.
- Any selected projectors will turn on and their screens will lower. Once the laptop is turned on and loaded, the laptop image should appear on those screens.

Bluray

There is a Bluray player in the rack located in the technology closet that can be used to play Bluray, CD, and audio discs.

- On the Bluray player, press the eject button. Insert your dics and press the eject button again to close the tray.
- On the touchscreen:
  - Select **Bluray**.
  - In the bottom row, select any locations where you would like to display the disc.
  - Use the buttons in the center section to control playback.
  - In the bottom right corner, use the up, mute, and down buttons to control the audio level.

TV Tuner

The TV tuner plays stations from Rutgers TV.

- On the touchscreen:
  - Select TV **Tuner**.
  - In the bottom row, select any locations where you would like to display the TV.
  - In the center area, use the numberpad and up/down buttons to select stations.
  - In the bottom right corner, use the up, mute, and down buttons to control the audio level.

Rack Plate

The technology rack in the closet has a HDMI port that can be used to connect a laptop according to the following instructions:

- Retrieve a HDMI cable from the credenza next to the lectern.
- Plug one end of the cable into the wall port. Plug the other end into your laptop.
  - Note: If your laptop does not have a HDMI port, you will need a HDMI adapter. Some adapters are available in the credenza next to the lectern. Plug the cable into the adapter and plug the adapter into your laptop.
- On the touchscreen:
  - Select Rack Plate.
  - In the bottom row, select any locations where you would like to send the image of the laptop.
- Any selected projectors will turn on and their screens will lower. Once the laptop is turned on and loaded, the laptop image should appear on those screens.

Camera

The camera in this room can be used to capture video from the room and display it in other KLG spaces live. The room's microphones can also be used to include audio in the transmission to other spaces.

- On the touchscreen:
  - Select **Camera**.
  - In bottom row, select Overflow to send the camera feed to another location. You may also choose among the in-room displays to see the camera feed in the room.
  - In the center section to adjust the camera image or choose among presets.
  - Follow the instructions in the microphone section to send audio to the other room.
- In a room where you wish to view the camera feed:
  - Select **Power On**.
  - Select From **Room 10**.
  - Use the volume buttons to adjust the level of audio coming from Room 010.

Microphones

Wireless lavaliere (clip-on) and wireless handheld microphones are kept in the credenza near the lectern. You may use any combination of microphones at the same time. Select a microphone and follow these steps:

- Press and hold the power button until the light turns green.
- Attach the pack to your waist or pocket.
- Clip the microphone to your collar and turn the microphone so that it points at your mouth.
- On the touchscreen:
  - In the bottom left corner, press the down, mute, and up buttons to adjust the volume.
  - If you are using multiple microphones and would like to adjust each microphones volume individually:
    - Press **Room Control**.
    - Choose **Audio Controls**.
    - Use the up, down, and mute buttons to adjust the volume of each microphone.
- Troubleshooting: If the microphone does not turn on, the batteries may be done. Open the battery compartment by pressing in the two tabs on the lavaliere or by unscrewing the bottom of the handheld.

Lights

- You may adjust the room's lights using the wall controls or the touchscreen. To use the touchscreen:
  - Press **Room Controls**.
  - Press **Lighting Controls**.
  - Choose among the various options.

Laptop Troubleshooting

- If the laptop image is not displaying try the following:
  - Unplug the HDMI cable from the laptop or adapter and plug it back in.
  - On a Windows laptop, hold down the Windows key and press P. Press P to toggle through the below options, pressing enter to select one:
    - Duplicate: the image on your laptop screen will display
    - Extended: a second desktop will display. You can move items from your laptop screen to the second display by dragging them to the right.
    - PC Screen only: the image will not show on display.
    - Second screen only: the image will show on the display but not on your laptop.
- If there is no audio:
  - Ensure that your laptop's audio is on and raised.
  - If you are playing audio from a player with its own audio control (e.g. YouTube, Spotify), make sure that its audio is on and raised.
  - Set your laptop to send audio to HDMI:
    - Open Control Panel/Settings, Sound, Output.
    - Ensure that HDMI is chosen as the output source.