



▶ USING THE TECHNOLOGY IN THE KATHLEEN W LUDWIG GLOBAL VILLAGE LEARNING CENTER (KLG) LOBBY AREA

Overview: These instructions are for KLG 002, 008, and 017. These rooms have ports and wireless technology that can be used to project from personal devices. They are also capable of broadcasting a camera feed and microphone audio from Room 010. The technology is controlled from a black control panel with push-buttons.

Wall Plate

The wall plate can be used to connect portable devices like laptops, phones, or tablets via HDMI or VGA.

- Select **Power On**.
- Connect your device to the wall port using either a HDMI or VGA cable. These cables are kept in the credenza next to the lectern in Room 010. If you plan to play audio from your device and are using the VGA cable, plug the VGA cable's 1/8" cable into your device's headphone port. Plug the other end into the wall port labeled **Audio In**.
- Note: If your device does not have a HDMI or VGA port, you will need an adapter. Certain adapters are available in the credenza.
- 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
- To play audio, on the control panel, use the volume buttons to raise and lower the audio.
 - Troubleshooting: 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.

Room 10

You can display any content from Room 10 in these rooms, including a camera and microphone feed.

In Room 10, on the touchscreen:

- Choose the source you wish to display.
- In the bottom row, select **Overflow**.
- View the Room 10 instructions for more detailed steps relating to each device.

In the classroom:

- Select **Power On**.
- Select **From Room 10**.
- The source will appear on the projector.
- Use the volume buttons to adjust the audio.
- Note: If the source is camera, any microphones in use will play in the classroom.