Connecting to classroom technology

This page contains instructions for using the projectors, audio systems, and podium monitors in most classrooms. Some classrooms, such as Pendleton 11, might have setups that don't match the instructions here. Contact the Helpdesk if you are confused and/or unable to connect to the technology in any classroom.

General Instructions

This section is about the general process of connecting to the projectors in all classrooms in the Doering Center and College Center, as well as the main classrooms in Pendleton.

> For information about the input panels on the walls of College Center classrooms, see the section titled College Center Display Panels at the bottom of this page.

Connecting

1. Turn on the projector(s) with the Epson remote at the podium or by pressing the power button on the bottom of the projector(s).

2. Plug the podium USB cable into your laptop.
    - This should connect you to the projector(s), a touchscreen monitor, ethernet, and an audio system via the docking station in the podium.
    - For Windows users, this process should not require any extra setup.
        - Drivers should download automatically in the background.
    - If you are on a Mac, you will need to install DisplayLink drivers to connect to the displays.
3. To use the speakers, set the audio device for your computer to the Dell docking station.
    - If there is an aux (3.5mm) audio cable on the podium, you may also need to plug this into your laptop to get sound.

Notes

- It is normal to hear a pop when connecting the cables.
- You can arrange the displays and choose which displays are mirrored in your system display settings.
- The projectors will turn themselves off after 15 minutes with no connection, but they can be turned off manually by pressing the power button twice on the remote or on the projector itself.
- In CC201, there is a box above the projector that creates an additional point of failure in the system. The **Input** on this box should be set to **1**. The Helpdesk will help you if you think this box is the

issue.

> **Do not move the podiums**. Even minor movements can damage the tightly managed cables and could result in anything from minor bugs to complete loss of projector functionality.

College center display panels

Most of the process of connecting to the projectors in the college center remains the same, since it is the same technology used in other classrooms. However, there is an extra panel for controlling the projectors on the wall that could cause issues if it is not configured correctly.

Connect your computer to the cable at the desk (as above), then on the panel:

- Press **ON** in the **DISPLAY** section to turn on the center projector.
  - If you'd like to use both projectors, use the remote instead.
- Adjust the volume of the in-ceiling speakers via the volume knob.
- Ensure the input selector on the right side is set to **LAPTOP**.

When you are done using the room:

- To turn the projector off, press **OFF** in the **DISPLAY** section twice.
  - This only applies if you used the wall panel to turn it on.

    - You also have to do this on the remote or projector power buttons you're not using the panel.
- If there is another class using the space immediately after you that plans to use the projectors, leave the projector on. The projectors require 5 minutes of cooldown after being turned off before turning on again.

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