

Users' Guide - Sage Hall

The touch panel is located on the teaching station.

The screen will appear black/blank when idle, touching anywhere on the screen will awaken in.

Press **Start** to turn on the system.



One projector rooms:

When **On** is selected a message will appear on the screen stating *Busy Please Wait*.

When projector is warmed up, this screen will appear as shown.

The input selected across the top of the screen will be projected unless **Video Mute** is selected in the projector menu.

The projector will display the University of Wisconsin Oshkosh logo until an input selection is made.

Two projector rooms:

When **On** is selected a message will appear on the screen stating *Busy Please Wait*.

When projector is warmed up, this screen will appear as shown.

Projector 2: on the left facing the class
Projector 1: on the right facing the class





Choosing a source (two projector rooms only):

The top row features the source options, each is labelled.

When selected each source will highlight orange. (**Desktop**, or installed computer in room, is shown here.)

The bottom right has two buttons that dictate what signal is sent to the projector. Selecting them in this menu will send the desktop signal to the projector.

The photo indicates that the **Desktop** input is projecting on Projector 1 and the **Laptop** input is projecting on Projector 2.

Any source can be projected from either projector. The same image can be on both screens.

Adjusting Volume:

Audio is controlled by the the **Room Volume** controls at the bottom of the touch panel.

Mic Volume options are only available in the lecture halls

The green microphone will turn red and mute the microphone when selected

Select **Audio Source** to open up the audio submenu.



If **Follow Projector 1** or **Follow Projector 2** is selected whatever source is currently being projected will emit audio.

If audio is desired by a source not being sent to the projector, select the desired audio source

Laptop Projection:

If using laptop, remember to bring any additional adaptors necessary for connecting the laptop to the projector. If unsure how to extend or duplicate the display from the laptop to the projector consult the laptop's users' manual or the UW Oshkosh Knowledge Base.

The laptop connection (VGA and audio) is available in the Cable Cubbie located on the top of the teaching station.

HDMI connectivity is not available in Sage Hall

Document Camera Projection:

The document camera is located on the teaching station and must be turned on with the controls on the device.

Two modes are available: *Win* and *Live*

Win displays a condensed Windows OS, it can project MS Office files from a flash drive

Live displays the live camera image

The *Win/Live* button toggles between the two modes

Blu-Ray Player Projection:

The Blu-ray player is located in the equipment rack underneath the desktop of the teaching station.

The Blu-ray player can play DVDs, CDs, and Blu-ray discs

All functionality is through the touch panel display.



There are no VHS Players in Sage Hall.



Lights and shades:

When a session begins the lighting and shades will change to accommodate projection (lights dim, shades close)

Common lighting choices are indicated by the Presets 1 thru 4

Shade control can be changed beyond the initial projection choice.

Shutting down the system:

Select **System Power** in the bottom right hand corner to power off the system.

A prompt will appear to verify this action. Selecting **Shutdown** will shut down all the equipment in the room except the computer.

Once Shutdown has been selected it will not be able to power up the system again until it has cooled down.



To report problems with classroom technology or request training contact the **Information Technology Help Desk** via email: helpdesk@uwosh.edu or phone: 920-424-3020