# Academic Technologies
# General Assignment Classroom
# Quick Start Guide

**Classroom technology problem? Contact us @**

Phone : (206) 221-5000 ext. 2

Email : help@uw.edu

**Want to book an activity in this space? Contact Event Services @**

Phone : (206) 616-1287

Email : specialevents@uw.edu

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UNIVERSITY *of* WASHINGTON

# Starting Up the Control System

## Touch Panel Controls:

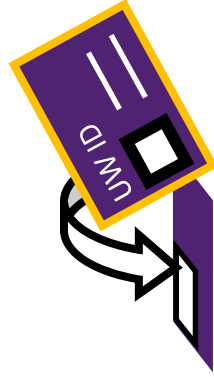- Tap touch panel with flat of your finger to wake up.

## Need to login with Husky Card Access?

- Locate the Dubs Husky Card Logo on the podium top.
- Tap your Husky ID Card onto the logo for 2 seconds.
- Tapping your card will also open the podium wireless microphone drawer for 10 seconds.

## Podium Equipment needs a key?

- A technology key can be checked out on a quarterly duration from our office in Kane Hall room 035.

**System is Locked**
Please scan card for access...

Enter Password

UW ID

Additional Facts:

- Podium logins with your Husky card will also unlock the drawer on the right for **10 seconds**; granting user access to the wireless microphone and spare batteries.

- Missed the 10 second window? Tap your Husky Card onto the card logo again to unlock the drawer.

**All done?** Be sure to press the ⟨Log Off⟩ button to clear your login before you leave.
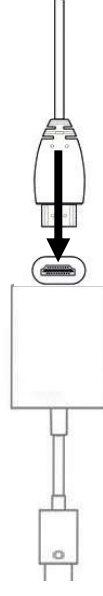
# Setting up Laptop HDMI

## ROUTING TO PROJECTION SCREEN?:

**On the Touch Panel:**

- Press the **Laptop - HDMI** button on the left side.

- Press the **Send To Projector** button at the bottom center.

- Icons will turn blue when selected. **Laptop - HDMI**

## CONNECTING LAPTOP TO HDMI CABLE:

- With the laptop open and on, locate the Laptop HDMI cable in room.

- Connect cable to HDMI port on laptop.
  (Have an adapter? Plug that in first to the HDMI Cable)

Laptop HDMI Facts:

**PLANNING ON USING AUDIO:**
- HDMI carries both video and audio from the laptop to the room's system. No need to connect any additional cables.
- Audio settings may need to be adjusted on the laptop to finalize the audio connection to the system. Look for the 'Crestron' option to select when asked for an audio output.

**CONNECTION ORDER MATTERS:**
When connecting a laptop with an adapter the best practice is to plug the adapter into the HDMI cable first before plugging into the laptop.

**Using your laptop with scheduled Automated Panopto Recordings?:** GO TO the Automated Panotpo Card.
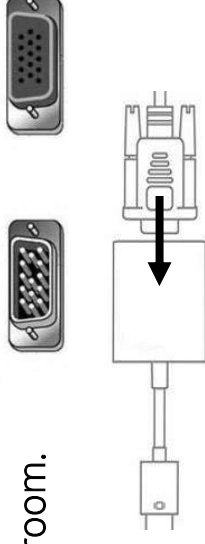
# Setting up Laptop VGA

## ROUTING TO PROJECTION SCREEN?:

**On the Touch Panel:**

- Press the  [Laptop - VGA]  button on the left side.
- Press the  [Send To Projector]  button at the bottom center.
- Icons will turn blue when selected.  [Laptop - VGA]

## CONNECTING LAPTOP TO VGA CABLE:

- With the laptop open and on, locate the Laptop VGA cable in room.
- Connect cable to VGA port on laptop.
  (Have an adapter? Plug that in first to the VGA Cable)

Laptop VGA Facts:

**PLANNING ON USING AUDIO:**

- VGA only carries video so the stereo mini (3.5mm) cable will need to be used to send audio.
- The stereo mini cable can be plugged into the headphone port on laptops for audio output.
- Audio settings may need to be adjusted on the laptop to finalize the audio connection to the system. Look for the 'Speaker/Headphones' option to select when asked for an audio output.

**CONNECTION ORDER MATTERS:**

When connecting a laptop with an adapter the best practice is to plug the adapter into the HDMI cable first before plugging into the laptop.
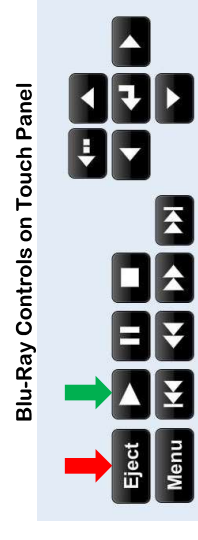
# Setting up Blu-Ray

## ROUTING TO PROJECTION SCREEN?:

**On the Touch Panel:**

- Press the [**Blu-Ray**] button on the left side.
- Press the [**Send To Projector**] button at the bottom center.
- Icons will turn blue when selected. [**Blu-Ray**]

## Disc Media Playback?

- Locate Blu-ray Player inside cabinet/podium. Brands can be the following : Sony | Panasonic | Denon
- Use touch panel icons to navigate disc menus and options. (If no options present look for physical remote)
- On touch panel press Eject to open disc tray.
- Place disc on disc tray and on the touch panel press Play icon to close disc tray.

**Blu-Ray Controls on Touch Panel**

Blu-ray Player Facts: △

**Supported types of Disc Media:**
- Classroom Blu-ray players will play Blu-ray, DVD and most CD physical media.
- Blu-ray players are locked to the North American region settings for Blu-ray and DVDs.
  - Supported Blu-ray regions: Region A
  - Supported DVD regions: Region 1

# Setting up Document Camera

## ROUTING TO PROJECTION SCREEN?:

**On the Touch Panel:**

- Press the [Doc Cam] button on the left side.
- Press the [Send To Projector] button at the bottom center.
- Icons will turn blue when selected. [Doc Cam]

## PORTABLE DOCUMENT CAMERA SETUP

- Status Light: Green Light (On/Ready) | Red Light (Standby)
- If on Standby press silver Power button on right side to turn on. Start up may takes 45 to 60 seconds to complete.
- Zoom In/Out Lamp, and Focus button controls on camera.
- Camera on a multipoint adjustable arm.

## CEILING DOCUMENT CAMERA CONTROLS:

- Zoom and Focus controls on Touch Panel

POWER

CONTROL

| Zoom Out | Auto Focus Disable |
| Zoom In | Auto Focus Enable |

Document Camera Facts:

- Portable Document Camera arm can be adjusted to all for two 8"x11" pieces of paper to be displayed side by side.
- Image too dark?  Use the built in lamp on the Portable Document Camera to brighten the image up.

# Wireless Connection over Apple TV

## ROUTING TO PROJECTION SCREEN?:

**On the Touch Panel:**

- Press the [Wireless Video] button on the left side.

- Press the [Apple TV (iOS)] button.

- Press the [Send To Projector] button at the bottom center.

- Icons will turn blue when selected. [Wireless Video]

## LINKING YOUR DEVICE OVER AIRPLAY (ONLY APPLE DEVICES) 

- Find the Apple AirPlay settings on your Apple device to discover available connections.
  - Select the one named the same as this classroom (ie. OUG 136)

- Check the Apple TV splash page on the projection screen for the AirPlay code to enter into your device. [Example code —>]

- Once finished press the [Disconnect User] icon to disconnect your device.

AirPlay Code
**9416**
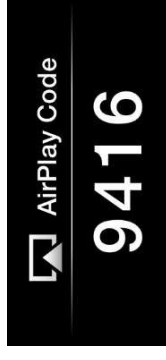
## Apple TV Facts:

- Apple device's Bluetooth and Wi-Fi must be on for classroom's Apple TV to be seen in AirPlay.
- Some Apple devices connected will only display in the device's native resolution.
- Ensure your Apple device is up-to-date.

## Controlling Classroom Audio

### TYPES OF AUDIO CONTROL OPTIONS:

- Program Volume: For Desktop Computer, Laptop VGA, Laptop HDMI, and Blu-Ray.

- Wireless Mic: For Wireless Lavalier and Wireless Handheld microphones.
  - Wireless microphones also have their own power switch on the device.

- Podium Mic: For the podium-top installed gooseneck microphone.

**Program Volume**

**Wireless Mic**

**Podium Mic**

### ADJUSTING VOLUME?:

- Tap on the speaker icons to adjust volume levels.

VOLUME UP

VOLUME DOWN

UNMUTED <>

MUTED

# Classroom Amenities

## ADDITIONAL AMENITIES AVAILABLE:

Light Controls: Physical controls are usually available at nearby walls or near doorways.

Projection Screen: Motorized screen controls are available wall mounted in select classrooms.

## ROOM AMENITIES ON TOUCH PANEL:

Room Controls

- Room amenity are available on some touch panels under the name:

- Selecting it will bring up a page with amenities that can be digitally controlled.

**Lights**

| All On |
| Half On |
| Audience |
| Note Taking |
| All Off |

**Screen**

| Screen Up |
| Screen Down |

| Raise Shades | Stop Shades |
| Left Projector On | Right Projector On |
| Left Projector Off | Right Projector Off |

Possible amenities:

**Lights:** Preset options called from the rooms lighting control system.

**Screen:** Control of the projection screen.

**Shades:** Control of the motorized window shades.

**Projector On/Off:** Stand alone power button to turn the data projector on or set it to standby.
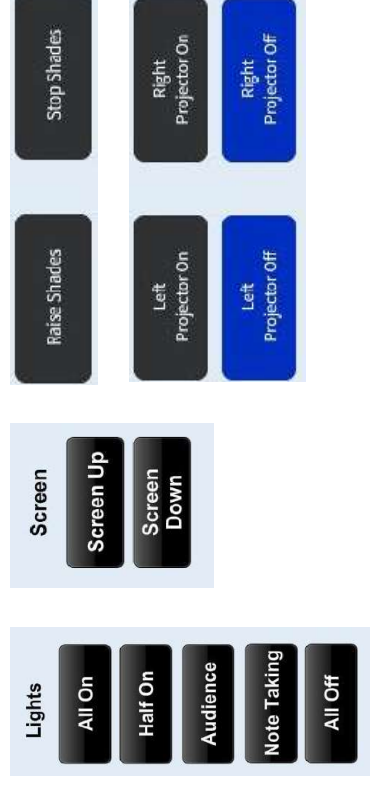
# Additional Information

## Questions? Equipment Tutorial? Troubleshooting Session?
**- Academic Technologies -**

- Phone : (206) 221-5000 extension 2 | Email : help@uw.edu

- Visit our website at https://academictechnologies.asa.uw.edu/

- Learn more about the room at https://www.washington.edu/classroom/ for:

  - Classroom Layout Diagrams
  - Classroom Technology List
  - 360° Classroom Photo
  - Video-based Equipment Tutorials

## Do you want to change your assigned course classroom?
**- Time Schedule & Room Assignment Office -**

- Email : times@uw.edu

- Website: https://registrar.washington.edu/classrooms/

## Want to book this classroom for an activity?
**- Event Services -**

- Email : specialevents@uw.edu

- Website: https://eventservices.uw.edu/

QR Code links:

AT Classrooms

Time Schedule & Room Assignment Office

Event Services