Classroom Technology Manual

Guide to technology in the classroom

Lectern Overview [Figure 1]

Figure 1

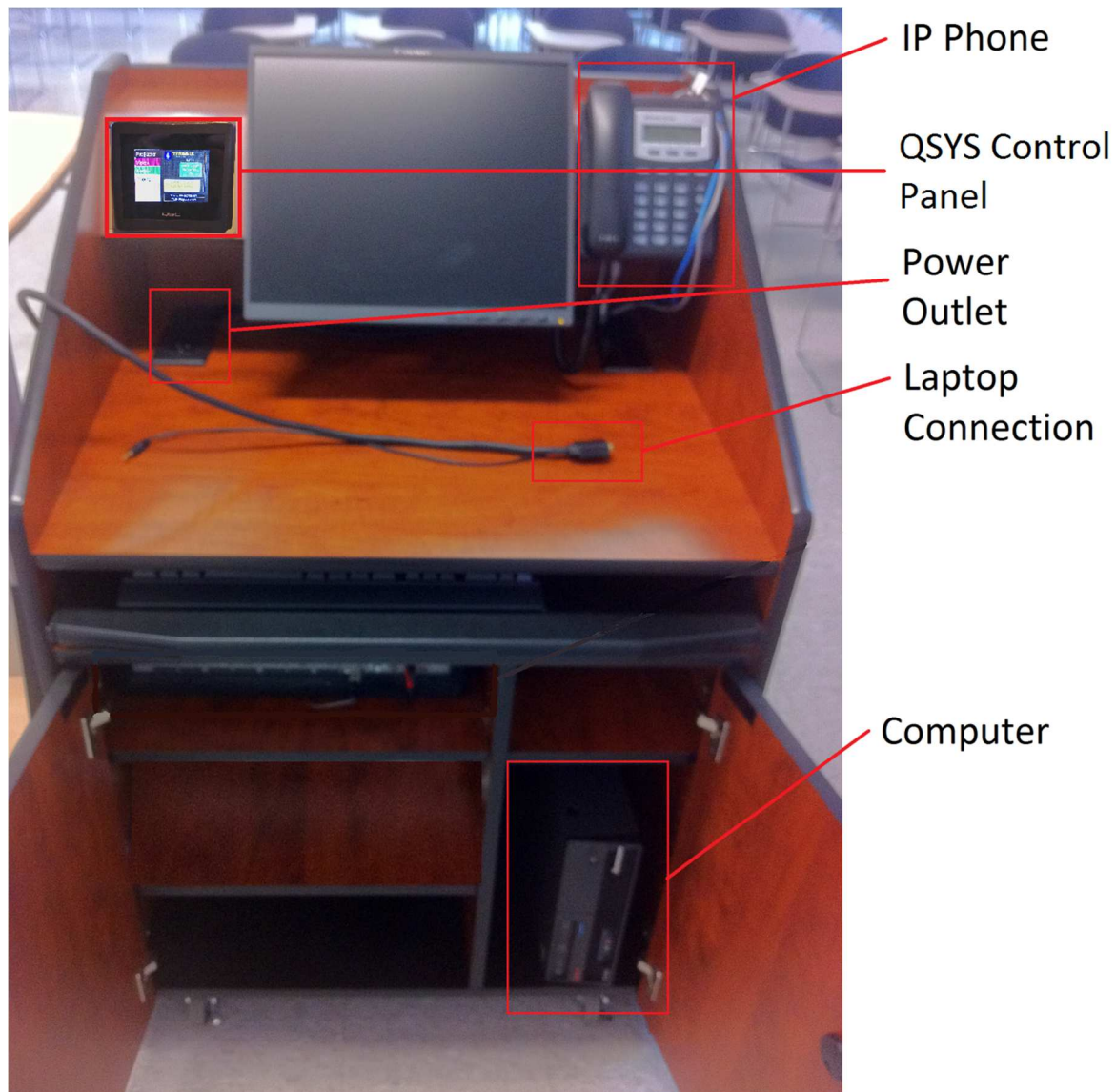## QSYS LCD Touch Screen

The LCD touch screen is the control centre of the classroom. It is used to control the all IT equipment in the classroom. This includes; the projector (on-off), video (inputs), audio (sound), screen (up-down), and the computer (on-off).
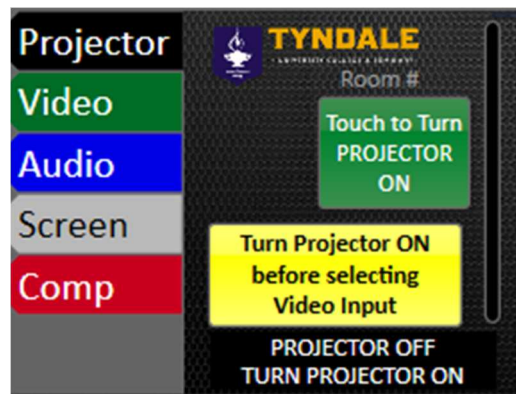

Figure 2

Figure 5 shows what the LCD screen looks like when it is set to the Projector tab. Press the PROJECTOR ON button to start the projector. Once the button has been pressed you will receive feedback from the status bar at the bottom of the screen, as seen in Figure 3
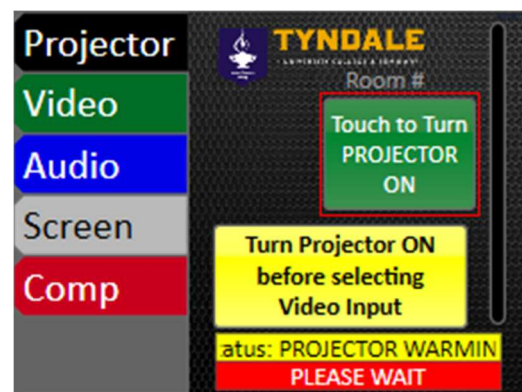

Figure 3

At all times the tabs on the left hand side are available to be touched. Pressing the Video tab will access the available video inputs and projector blank controls.
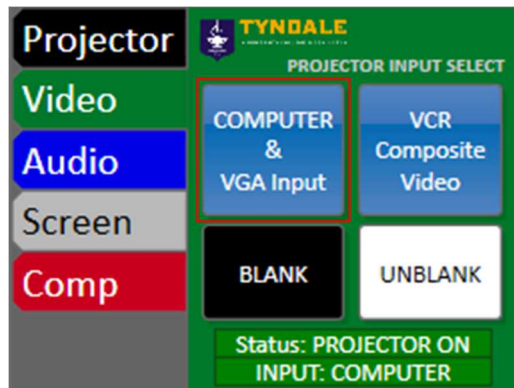

Figure 4 – Video Tab

Touch the Audio tab to access volume control. The Audio tab will allow you to control the volume of the Computer, VCR, and Microphone output.
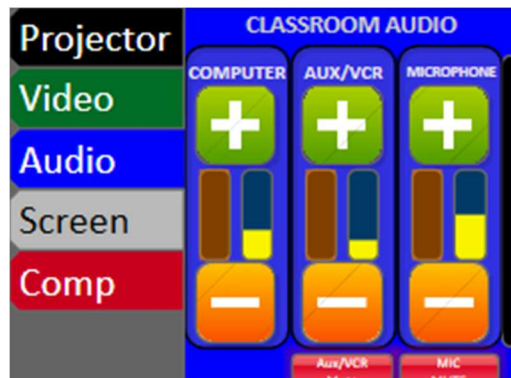

Figure 5 - Audio Tab

Touch the Screen tab to move the powered screen between the up and down position. (Applicable only in rooms with a powered projector screen)
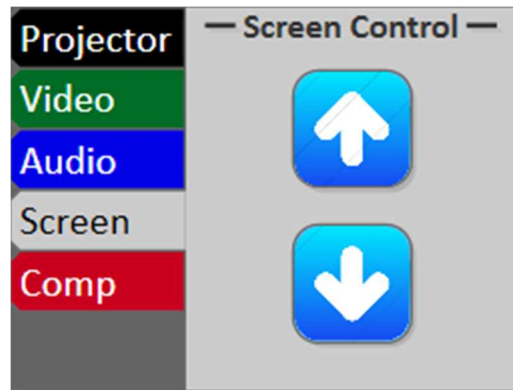

Figure 6 - Screen Tab

Touch the Comp tab to access the computer on functionality. (Not yet available in all classrooms)

Figure 7 - Comp Tab

Logging In
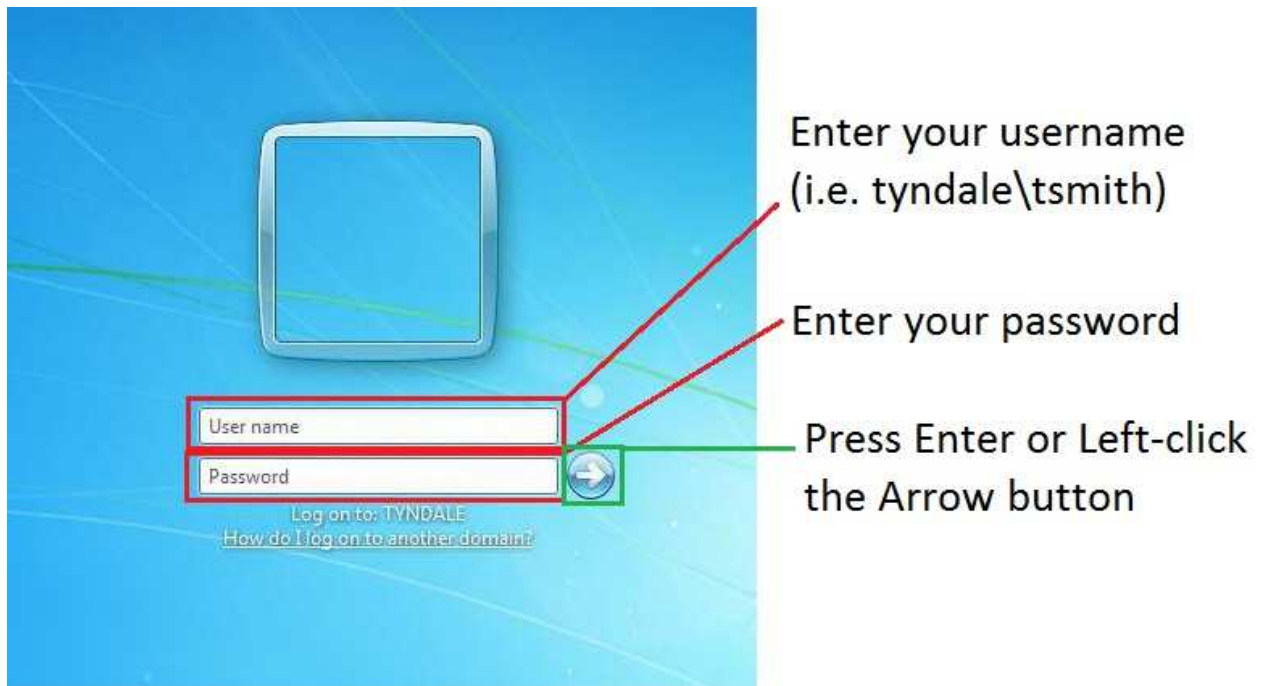
Enter your credentials as per Figure 2

Figure 8

IP Phone

For immediate technical support please make use of the lectern mounted telephone

- To contact Reception > Lift the receiver
- To contact IT Directly > Dial 4361 and Press SEND

Enter your internal extension number first, then press SEND

Figure 9

Computer

The computer is located in the bottom right shelf of the lectern.[Figure 1]

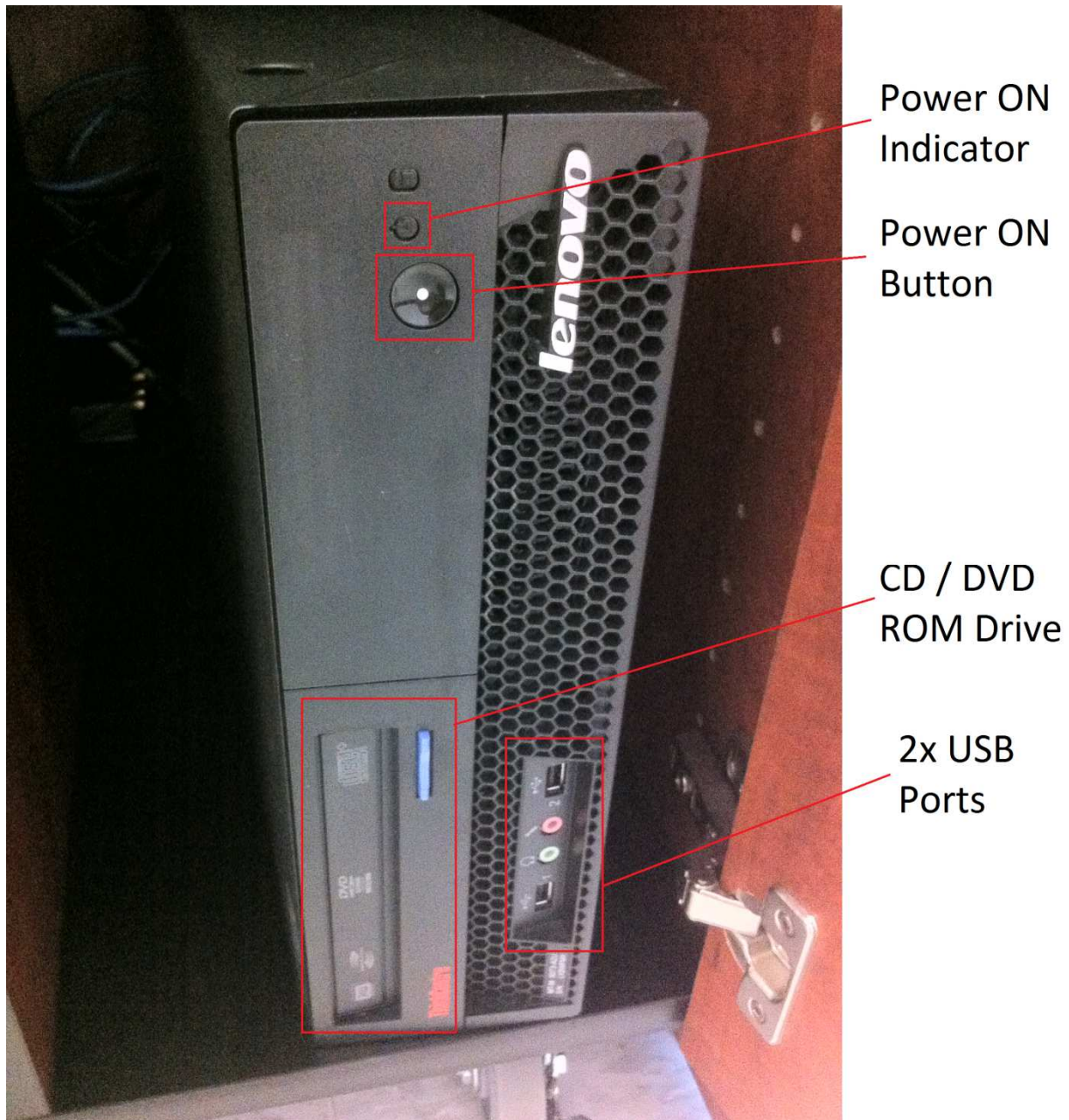The power button is located on the face of the computer. [Figure 4]

Power ON Indicator

Power ON Button

CD / DVD ROM Drive

2x USB Ports

Figure 10

Volume Controls

There are two sets of volume controls. One is located on what is called the QSYS LCD Touch Screen [Figure 5]. The second volume control is located within the Windows operating system and can be accessed via an icon in the bottom right corner of the screen. Please reference Figure 11 and Figure 12 for an example of the Volume ON and Volume OFF position respectively.
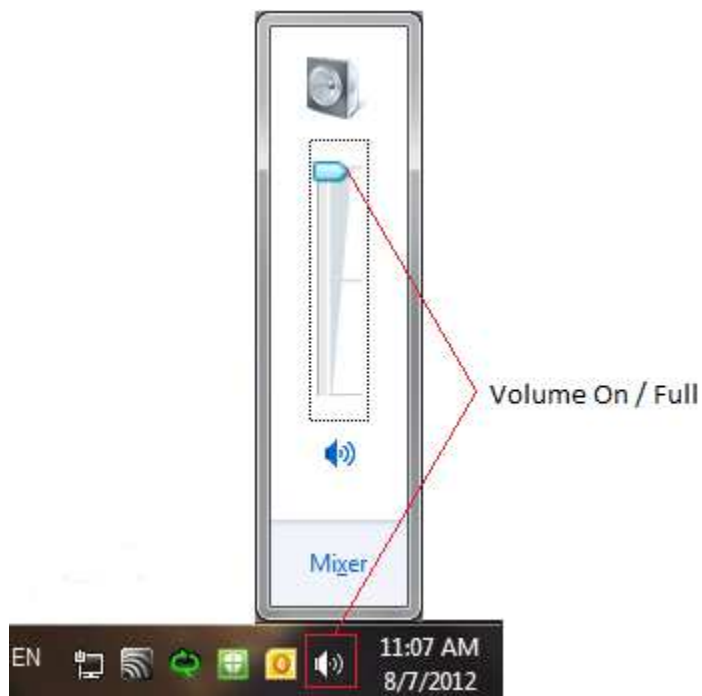

Volume On / Full

Mixer

EN   11:07 AM
      8/7/2012

Figure 2

11:08 AM
8/7/2012

Volume Off / Muted

Figure 3

Connecting a Laptop

Each lectern has a VGA + 3.5mm Audio combination cable, connect this cable to your laptop to have display of your laptop projected onto the projection screen.

Figure 4

Connecting a Laptop Cont.

If you are using an Apple Macintosh computer, you will require a Mini DisplayPort to VGA adaptor, as seen in Figure 14, to connect it to the projector. This adaptor is not supplied by the Tyndale I.T. Department.

Figure 5

NOTE: Some older Macintosh computers come equipped with a different port other than Mini DisplayPort. Be sure to check which port exists on your model of Macintosh before buying an adaptor.