

UNIVERSITY OF SHEFFIELD
TEACHING ROOM USER GUIDE (2010)

Collaboratory 2



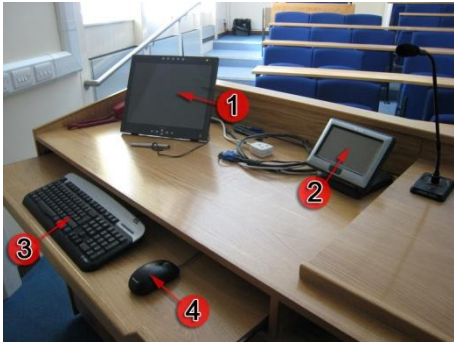
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If you wish to report a fault or require technical assistance, please contact Teaching Tech via either; tel: 23005/07789941947 or email: teaching-tech@shef.ac.uk

Switching ON system



Overview:

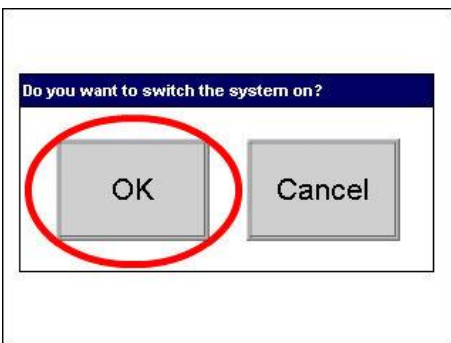
1. Sympodium (interactive monitor)
2. AMX touch screen panel
3. Keyboard
4. Mouse



Touch AMX touch screen panel to 'wake it up'



Touch AMX touch screen panel again



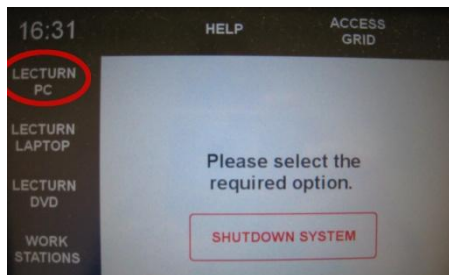
Press 'OK' to continue

Displaying lectern PC

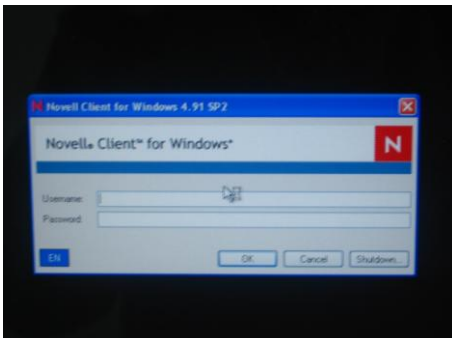
Switch on the system first (see page 1)



Turn on lectern PC (located in lectern cupboard) by pressing the ON switch



Press 'LECTERN PC' on AMX touch screen panel
(The data projector will automatically switch on – if not already on)

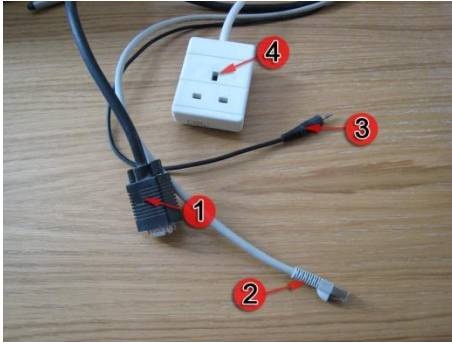


Log in using your username and password

If no image is displayed on symposium (interactive display), make sure it is switched on (see 'symposium user guide' for further instructions)

Displaying a laptop

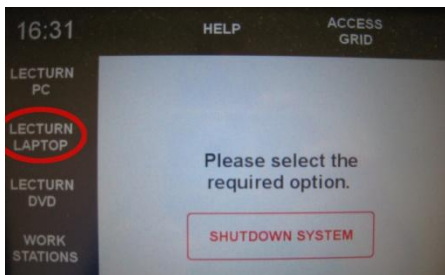
Switch on the system first (see page 1)



Connect following cables:

1. Data projector
2. Network (may not be available)
3. Audio (may not be available)
4. Power (may not be available)

If using an apple MAC laptop, you will need your own VGA adapter to connect to the data video cable



Press 'LECTURN LAPTOP' on AMX touch screen panel

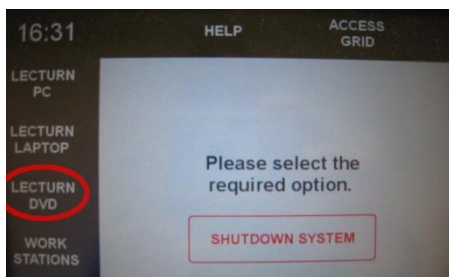
- **If no signal is detected**, hold 'Fn' (function) and press appropriate 'F' key repeatedly until desktop image is displayed on both laptop and projector
 - Fn & F3/F5 (Acer)
 - Fn & F4 (Compaq/ HP)
 - Fn & F5 (Toshiba)
 - Fn & F7 (Sony)
 - Fn & F8 (DELL)
 - Command (Apple sign) & F7 (Apple Mac)

Playing a DVD

Switch on the system first (see page 1)



Turn on DVD player (located in lectern cupboard) by pressing the ON switch and insert disc

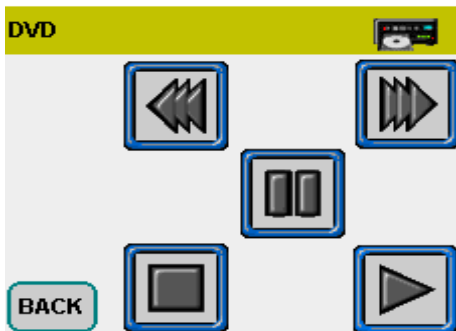


Press 'LECTERN DVD' on AMX touch screen panel



Use the menu screen as you would an ordinary remote control

Press 'More' to gain access to further controls



Again, simply press the buttons you require

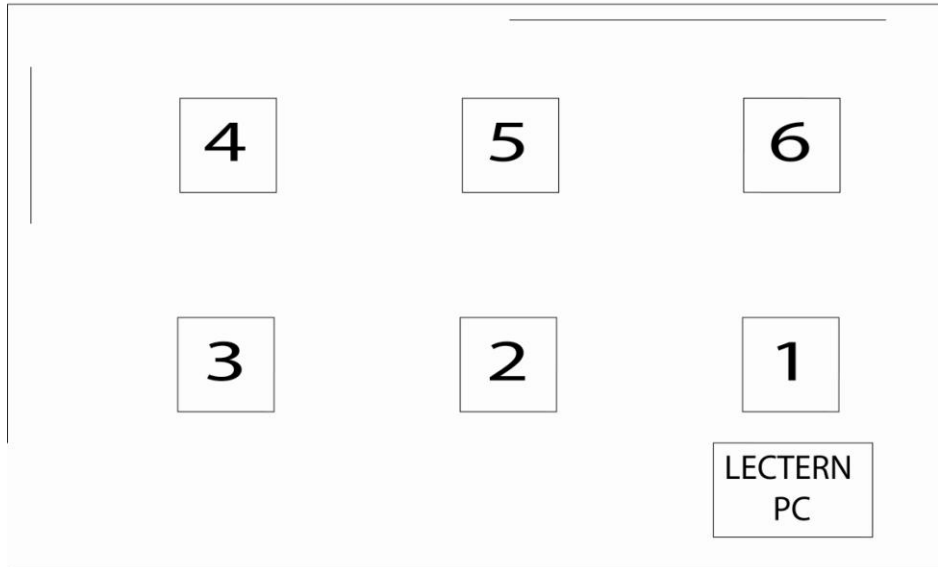
Press 'BACK' to return to the previous menu

Displaying workstation laptops

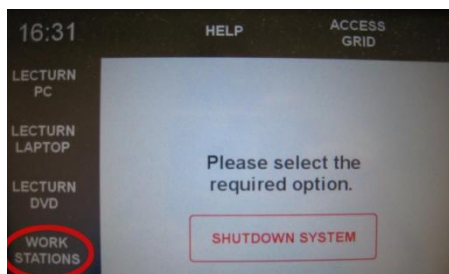
Switch on the system first (see page 1)

Here is a 'bird's eye' view of Collaboratory 2 workstation laptop ports

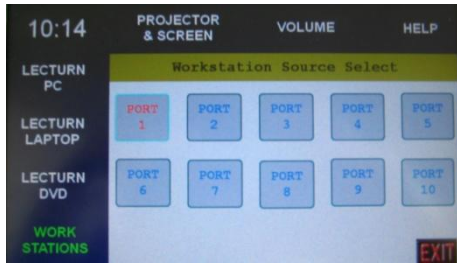
Collaboratory 2 Laptop Ports



Connect the workstation laptop to nearest data video (laptop port) cable located in the six floor boxes as shown above



Press 'WORK STATIONS' on AMX touch screen panel



Press the particular workstation PC port number



Hold 'FN' and press 'F7' on laptop repeatedly until the desktop image is displayed on both laptop and plasma screen

Using all three data projectors

Switch on the system first (see page 1)

To run an Access Grid session



The Access Grid can only be operated by an experienced technician

If you are interesting in using the Access Grid, contact the Teaching Tech in advance

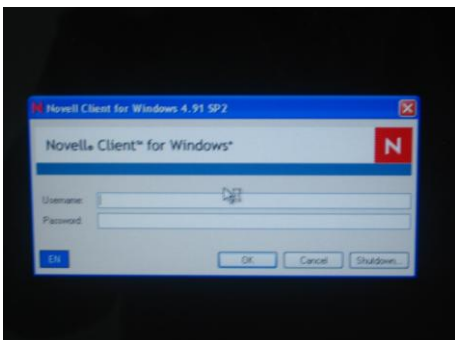
Teaching-tech@shef.ac.uk

To display multiple documents, videos, images, etc. simultaneously

(Note: It is NOT possible to display lectern PC, laptop, DVD player or workstation laptops when using the Access Grid. The Access Grid PC will be displayed only)



Turn on Access Grid PC and monitor (located near door)

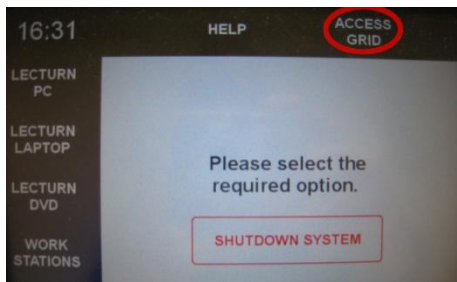


Log in with the following details:

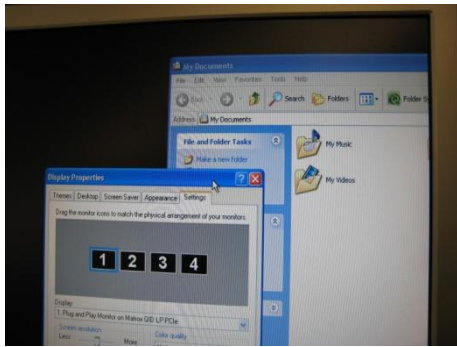
User name: Workstation

Password:

(There is no password, just press 'Enter')



Press 'ACCESS GRID' on AMX touch screen panel



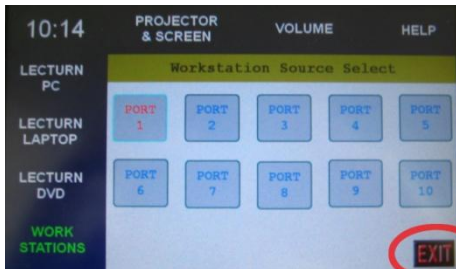
Open and drag your document, video, image file, etc. to the left and off the desktop PC, onto the data projectors

It is set up as though there are 4 desktop monitors from left to right

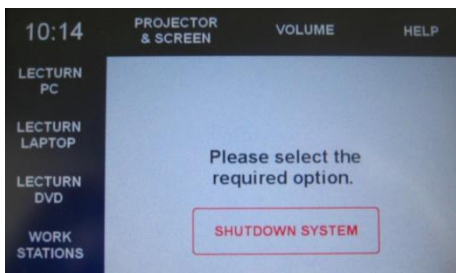
Switching OFF system



Shut down teaching PC by clicking 'START' – 'SHUT DOWN' – 'SHUT DOWN AND POWER OFF'



Press 'EXIT' on the bottom right of lectern AMX touch screen panel



Press 'Shutdown System'



Press 'OK'
(The data projector and screen will automatically switch off)