

AV Technology Classrooms

To use the projector

1. Turn on the computer and log in with your UTA Net I.D. (email username and password).
 - a. If the person before you did not log off: hold the PC power button in for 6 seconds. The computer will power down. Wait a few seconds and push the power button again. When it comes up to the “Log On/Control-Alt-Delete” screen you should be able to log on normally.
 - b. If you cannot log on: Check the “Log onto” field make sure it says “UTA”. If the field says “AV000...”, arrow down to UTA and highlight. You should be able to log on normally.
2. The projector remote control will automatically show up on the desktop.
3. Mouse click on the text “Projector On/Off” (NOT the red indicator) only once (do not double click). In about 90 seconds the red indicator will turn green signifying the projector is warming up.
 - a. If the projector shuts down within 5 minutes of powering up: the “Projector On/Off button was accidentally clicked twice or double clicked. Allow the projector to cool down and click the button again, only once.
4. Mouse click on the source, PC/DVD (resident computer), laptop (cables are on the table top), or video if you have a VCR (cables are on the shelf underneath). Your source will show up on the projected image.
5. The computer alone can be used normally. The Microsoft Office products have been placed on the desktop for your convenience.
6. When you are finished, be sure and turn the **PROJECTOR OFF (before you shut down the computer)** to save on lamp life.
 - a. If you forgot to turn off the projector and have already logged off, call us X 21449 and we can turn the projector off remotely.
7. **Please LOG OFF the computer** or shut down before you leave the classroom to protect your privacy and to be courteous to the next user.
 - a. It is not healthy for the PC’s to be forced into a power down mode to correct a logged on, locked computer by the previous user.

To use your laptop

1. Plug the cables (VGA/audio) provided on the counter top into your laptop. On the projector remote click the laptop button. The projector image will change to “Computer 2”.
2. If your laptop does not show up, hold down the **fn** key (lower left corner of the laptop keyboard) and press the “F” key on the top row that has LCD/CRT or the picture of two monitors on the key. If you have both, press the LCD/CRT key. This is a three way toggle. While holding down the **fn** key press the corresponding “F” key once. The image on the laptop screen will usually blink in a few seconds. That means the change has taken place. Your image will show up in one of three ways with each press of the “F” key:
 - a. the projector screen only
 - b. the laptop screen only
 - c. both the laptop and the projector

Setting the volume for your laptop, PC, DVD or external video

1. In the bottom right hand corner of the **laptop** or **PC** screen is a speaker icon in the task bar area. Double click the speaker and several volume controls will come up. Make sure the levels are all up. The “Wave” volume is specifically for the internal DVD on the PC. The other volume controls are for the output of the computer itself.
2. When a **DVD** is inserted into the computer it will automatically come up to play. There is also a volume on the DVD’s task bar at the bottom of the screen.
3. When using a **video source** the volume controls are on the projector.
4. On the **projector** remote control there is a **volume control**. Regardless of the input (PC, laptop, DVD or video) this slider must be up to some degree for audio to be heard in the classroom.

To hook up at VCR or other video source

1. There are 3 cables grouped together on the shelf of the teaching station. They have red, yellow, and white connectors. They are labeled “Audio R”, “Audio L”, and “Video”. Connect the video cable to the “Video out” of the VCR or other video source. Connect the 2 audio cables to “Audio out”. If the video source is not stereo, (right & left audio), then just plug in either of the audio cables to the audio out. The sound at the projector will be audible out of only one side, either right or left.
2. On the projector remote control click the “Video” button and the projected image will change to the video source.
3. Be sure and adjust the projector volume to a suitable level.

To use your Mav Express I.D. Card with the card reader door lock

1. To use your card: Using your Mav I.D. card, swipe the lock with the magnetic strip to the right side. The lights will blink red and green. When the lights go solid green punch in the last 5 digits of your SS#. The light will blink, and for the next 30 seconds you can open the door. The door will not stay unlocked.
2. If you do not get a green light and your card does not work. Notify your department to email access@uta.edu. State the your department, name, EMPL I.D.#, building and room number to be added to the key card lock.
3. If you need immediate assistance please call:
Classroom Support 817-272-1449

General Housekeeping:

1. In some cases the classrooms are no longer being used by a single department. There may be classes from a very different curriculum being taught in the newly equipped classrooms. Keeping that in mind please be courteous to the next instructor and remember:
 - a. You are not the only instructor using the classroom. If you rearrange the desks, please put them back the way you found them at the end of your class.
 - b. Please turn off the projector, before you log off the computer.
 - c. Please log off the computer before you leave the classroom.
 - d. Please do not unplug cables from the wall or the computer. Results in unnecessary emails being sent to office email and cell phones.
 - e. If it doesn't work the way we have described it today, please call us as soon as you can, so we can get the problem addressed before the next class period.
 - f. Scan your own Mav card to enter the classroom and make sure the door is closed and locked when you leave. That is when your responsibility for the equipment ends. The next instructor to use the room should use his or her own card to gain access.

Thank you,

Classroom Support

817-272-1449

classroomsupport@uta.edu

www.uta.edu/crss/