Bowie State University

Classroom Technology Guide

Contents

Charlotte Robinson Hall
Robinson Hall HyFlex Classroom Guide

1. Turn on Instructor's computer and login

2. Touch the touch panel to begin.

3. Touch the BSU logo to start the room. (Give projector 30 seconds to power up)

4. Select the source you would like to display from the "Sources" section followed by the "Destination" of where you would like your source to be displayed.

5. If any camera adjustments or changes need to be made to accommodate your teaching style, feel free to utilize the camera touch panel. (Zooming in and out, changing of camera presets, or instructor's or students view selection)

6. To shut down the system, Press the "Exit" button in the top right corner, then follow the instructions to power the system down.
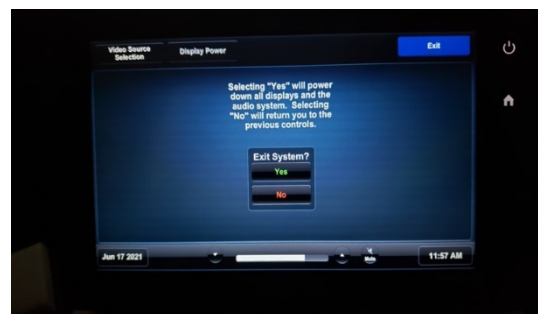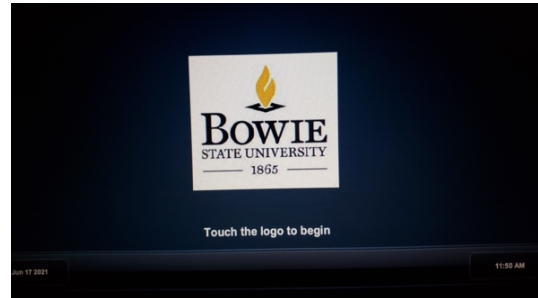
Support: Call Media Operations (301) 860-3900 or (301) 860-3905

James E. Proctor Building

James E. Proctor HyFlex Classrooms

7. Turn on Instructor's computer and login

8. Touch the touch panel to begin.

9. Touch the BSU logo to start the room. (Give projector 30 seconds to power up)

10. Select the source you would like to display from the "Sources" section followed by the "Destination" of where you would like your source to be displayed.

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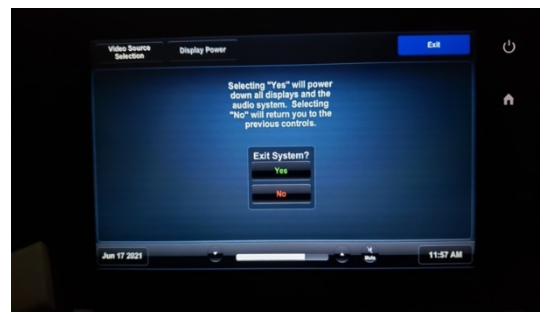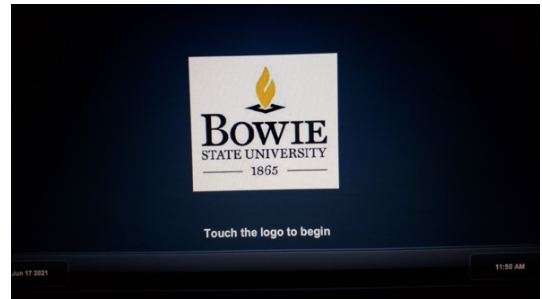

Support: Call Media Operations (301) 860-3900 or (301) 860-3905

James E. Proctor 102 & 111

Make sure you turn the Computer/Laptop on before starting up the system.

If you have a Laptop, make sure it is connected using the HDMI or VGA cable provided

Touch the touch panel to get this start up screen on the left.

Press the Power on Button under the Bowie State University State symbol.

Please wait while the Projector powers up/turn on.

This screen will be displayed while the projector powers up.

Select your Source: Computer or Laptop.

Once you select your source, the content that is display on the Computer /Laptop screen should be displayed on the front screen.

To shutdown system, touch red button at the bottom of the screen.

Support: Call Media Operations (301) 860-3900 or (301) 860-3905

Classroom Technology Guide

James E. Proctor Non-Flex Rooms

Make sure to press the button under display that says ON to turn the system on.

Then choose which source you are using to display from:

1) Choose PC if your using the computer in the room

2) Choose Laptop if your connecting a laptop or tablet via HDMI or VGA cord

To turn the system off press the OFF button under display.

Support: Call Media Operations (301) 860-3900 or (301) 860-3905

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James E. Proctor Conference Rooms

1. To start the system, press the "ON" button under display.

2. Then choose the source you are using to display HDMI or VGA based on the cord used to connect your device.

3. To turn the system off press the "OFF" button under the display.

# Martin Luther King Jr. Communications Arts Center

MLK HyFlex Rooms

1. Turn the computer/laptop on **before** starting up the system.

2. If you have a laptop, make sure it is connected using the HDMI or VGA cable provided.

3. Press the Power Button in top right corner on Right Button panel.

4. Please wait while the Projector powers up/turn on.

5. Please select Computer button if using Computer or Laptop button if you are using a Laptop.
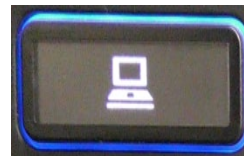
6. Content on computer/laptop screen should be displayed on front screen.

7. Use Volume dial/mute button to control the audio.

8. To Shutdown system, press the Power button again in top right corner on Right Button Panel

Support: Call Media Operations (301) 860-3900 or (301) 860-3905

9. Use the right touch panel to control the flex room

10. Press the Instructor button to display content to the virtual student online.

11. Press the Student button to display the virtual students to the instructor on the separate display on the wall in the room.

12. To shutdown flex controls, touch power button in top right corner

Support: Call Media Operations (301) 860-3900 or (301) 860-3905

MLK 101 & 102

Make sure you turn the Computer/Laptop on before starting up the system. (If your have a Laptop, make sure it is connected using the HDMI or VGA cable provided)
Touch the touch panel to get this start up screen on the left
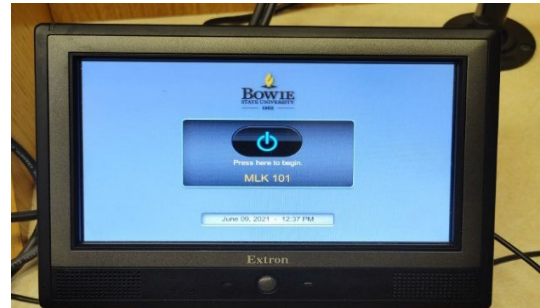
Press the Power on Button under the Bowie State symbol
Please wait while the Projector powers up/turn on
This screen will be displayed while the projector powers up.
Select your Source: Computer or Laptop

Once you select your source, the content that is display on the Computer /Laptop screen should be displayed on the front screen.
To shutdown system, touch red button at the bottom of the screen.

Support: Call Media Operations (301) 860-3900 or (301) 860-3905

MLK Rooms

Turn the computer/laptop on **before** starting up the system.

If your have a Laptop, make sure it is connected using the HDMI or VGA cable provided.

Press the Power on Button in top right corner on Right Button panel.

Please wait while the Projector powers up/ turn on.

Please select Computer button if using Computer or Laptop button if you are using a Laptop.
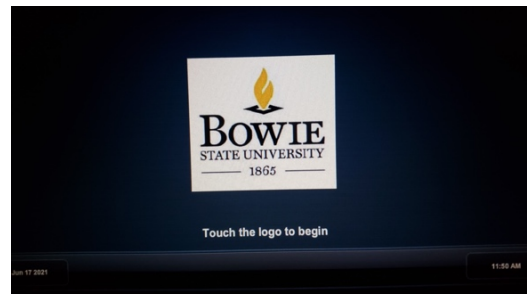
Content on computer/laptop screen should be displayed on front screen.

Use Volume dial/mute button to control the audio. To shutdown system, Press the Power button again in top right corner on Button Panel.

Classroom Technology Guide

Thurgood Marshall Library

1. Turn on Instructor's computer and login

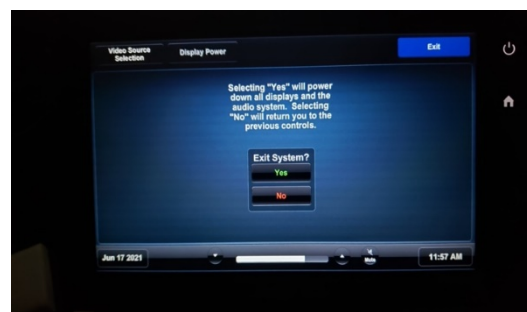2. Touch the touch panel to begin.

3. Touch the BSU logo to start the room. (Give projector 30 seconds to power up)

4. Select the source you would like to display from the "Sources" section followed by the "Destination" of where you would like your source to be displayed.

5. If any camera adjustments or changes need to be made to accommodate your teaching style, feel free to utilize the camera touch panel. (Zooming in and out, changing of camera presets, or instructor's or students view selection)

6. To shut down the system, Press the "Exit" button in the top right corner, then follow the instructions to power the system down.

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