

Quick Start Guide for a Partition Divided TEC Classroom

- 1: Turn on the Computer and Login (Press and Hold CTRL-ALT-DEL. Enter your Rowan UserName & Password)
- 2: Click the Power ON button on the Pixie controller to turn the PROJECTOR ON

Wait 30 seconds for the projector to warm up completely.

Select your desired input by pressing the SOURCE button on the Pixie controller:

HDMI/Desktop PC, or VGA Laptop. NOTE: An HDMI Laptop will automatically switch upon plugging it into the HDMI input on the Laptop plate on the front of the podium. For a VGA laptop the SOURCE button will need to be toggled to the COMPUTER input by pressing the SOURCE button on the Pixie.

3: Use or Display Equipment:

DVD (Play Through the PC)

To play a DVD through the PC, insert the DVD into the PC's DVD drive. Click on START, then COMPUTER. Right-Click on the DVD Drive. Click on PLAY WITH VLC MEDIA PLAYER



Display Laptop (Cables in drawer)

Connect VGA & audio cables from laptop to the VGA and Audio connections on the Laptop Connection Plate. To toggle laptop for display on LCD/Monitor, press **fn + f8** or **fn + f7**.

USB/Flash/Jump Drive

Insert a USB/Flash drive into the USB port on the PC front or corner of keyboard. Before removing USB drive, click on **Safely Remove** on the Windows taskbar.

Turn Speakers On and Off

Press the **large, switch** at the upper right-hand corner of equipment rack to turn speakers on (see diagram below). **When finished, turn the speakers off.**



4: For Room Operation with Divider Opened:

To utilize both screens on the A-side & B-side of the room, (displaying the same content from the A-side PC ONLY):

- a) Turn ON the projector on the A-side and select HDMI/DESKTOP.
- b) Find the blue-lit Pixie wall switch on wall behind you.
- c) Press the POWER button for the projector. (This will power up the projector on the B-side)
- d) After warming up, (app. 30 seconds), press the SOURCE button to display the HDMI #2 input.
This will display the Desktop Computer on the A-side of the room, on both the A & B-side projector screens.

5: For more information

For detailed instructions, see the TEC Classroom Manual in the desk drawer or visit:

http://www.rowan.edu/toolbox/tec_rooms to view or print any manual for any TEC classroom.

Report equipment problems to **(856) 256-5552** and leave a voice message including the phone number **and classroom location you can be reached** or email classroomsupport@rowan.edu.



When finished, be sure to turn the speakers off.