ISSAC Equipment Manual: Global Connections Student Lounge and Training Room

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SECTION 1: INSTRUCTIONS FOR USING THE TV IN THE GC STUDENT LOUNGE

1.1 Input Capability:

Table 1: Table showing devices and corresponding inputs needed to connect to an external monitor

Device	Input
Computer (Video)	VGA cable
Computer (Audio)	RCA cable
DVD Player or Game Console	RCA cable

Figure 1: Picture of the GC Lounge black input box (located on the wall below the TV)

Video port (for VGA cables)

Audio port (for RCA cables)
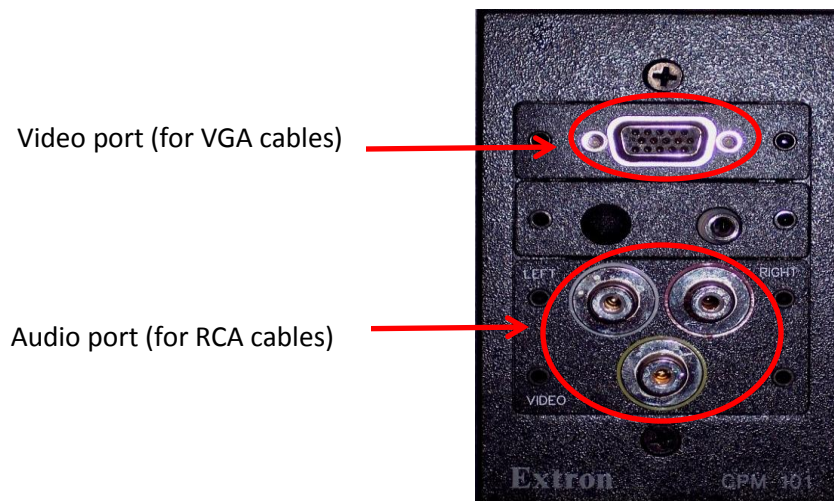
1.2 Equipment Available:

- ➢ TV
- ➢ VGA Cable, located in the GC Training Room
- ➢ RCA Cable, located in the GC Training Room cupboard
- ➢ Toshiba Remote Control (RC) [(for the TV)], located in the Study Abroad Resource Centre
- ➢ Shaw Remote (for Cable), located in the Study Abroad Resource Centre

Note: Keys to access Study Abroad resource Centre and the GC Training Room (including the cupboard) can be signed out from the ISSAC front desk during business hours (Monday-Friday 8:30am-4:30pm).

Fig. 2: Ex. of a VGA cable   Fig. 3: Ex. of an RCA cable   Fig. 4: Ex. of Ethernet cable

1.3 To turn on the TV:

1.31.   Push the **power button** on the Toshiba RC to turn on the TV (an orange light will flash for a few seconds then turn to green before start-up).

1.32.   Push the **TV** button on the Toshiba RC to switch the TV to its default mode.

1.33.   After start-up, push the **input** button on the Toshiba RC to switch to the desired input mode of the **TV**.

1.34.   Use the **arrow keys** on the Toshiba RC to select the input that you want displayed, and then click **Enter**;

> 0) ANT (if applicable)
> 1) Game console
> 3) Cable
> 5) HDMI (if applicable)
> 8) PC

1.4 To change the picture resolution/size on the TV display:

1.41. Push the **PICSIZE** button on the Toshiba RC and select an option from the list shown.

1.5 To view Shaw cable channels:

1.51.   Turn on the TV as per 1.3.

1.52.   Switch the TV input to **Cable (#3)** using the **input** button on the **Toshiba RC** as per 1.34.

1.53. Direct the Shaw remote towards the cable box in the Study Abroad Resource Centre and push the **power button** on the Shaw remote to turn on the **Cable box.**

1.54. Direct the Shaw remote towards the cable box in the Study Abroad Resource Centre and push the **CBL** button on the Shaw RC to switch to **Cable** mode.

1.55. To change cable channels, direct the Shaw remote towards the cable box in the Study Abroad Resource Centre, push **guide,** and select from the list of channels that appear. You can also use the up and down arrows on the Shaw RC to scroll through channels and programs, and push the **OK** button to view the desired channel.

1.6 To connect a laptop (Mac or Windows PC) to the TV:

1.61. Follow the instructions in **section 2** to connect your **laptop** to the **TV** or an **external monitor.**

Note: Change the input mode on the TV to **PC** for laptops as per 1.34.

SECTION 2: INSTRUCTIONS FOR USING THE GC TRAINING ROOM EQUIPMENT

2.1 Equipment Available:

- ➢ Projector/Screen
- ➢ Ethernet Cable, connected to the GC Training Room wall jack
- ➢ VGA Cable, connected to the GC Training Room black input box
- ➢ RCA Cable, contained in the GC Training Room cupboard
- ➢ PowerPoint clicker and USB Dongle, contained in a black sac in the GC Training Room cupboard
- ➢ Laptop, located in the GC Training Room cupboard

Note: You may bring your own laptop. Keys to access GC Training Room (including the cupboard) can be signed out from the ISSAC front desk during business hours (Monday-Friday 8:30am-4:30pm).

Figure 5: Picture of GC Training Room black input box (located on the wall next to the whiteboard)

ON/OFF Display buttons

Audio port (for RCA cables)

Video port (for VGA or DVI cables)
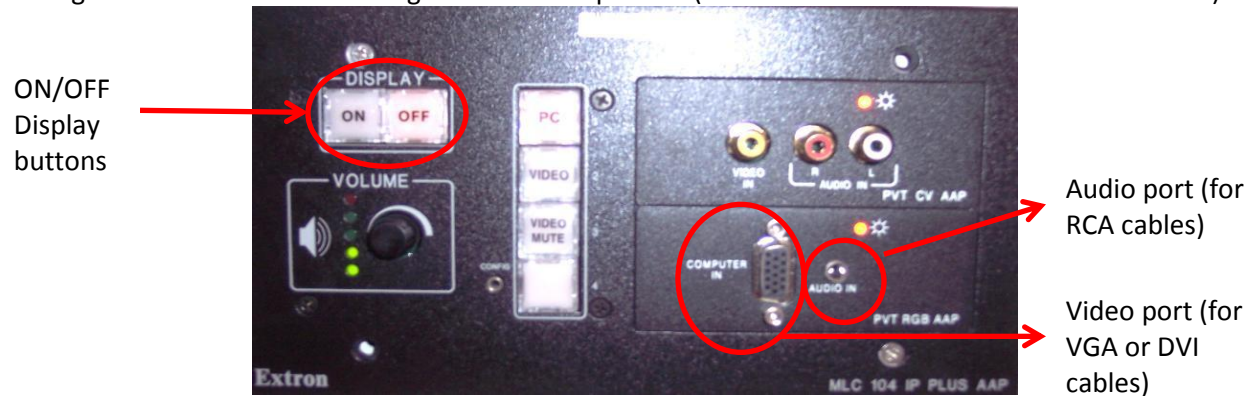
### 2.2 To start the ISSAC projector for using a laptop:

2.21.   On the **black input box**, under **display** push the **ON button** then push the **PC button.**

2.22.   Follow instructions in 2.3 to 2.5 as required.

2.3 To connect the ISSAC Projector to a laptop using Windows:

2.31.   Plug the **VGA/DVI cables** into the laptop and connect to the black input box.

Note: Projectors use VGA or DVI cables. You must plug the cable into a matching video port on your computer. Most laptops have just one type of video port as seen in figure 6 below.

Figure 6: Figure showing an example of the VGA and DVI ports on laptops

① VGA port   ② DVI port
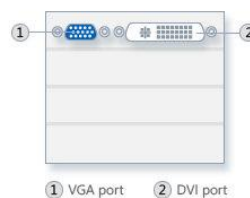
2.32. Plug the **RCA cable** into the **headphone jack** of the laptop and connect to the single "**audio in**" input jack on the black input box.

2.34. Plug one end of the **Ethernet cable** into the laptop and the other end into the **wall jack** (located below the black box and beside the electric plug) for internet if needed.

2.35. Roll down the projector screen.

2.4. To open the Display Properties:

2.41. Select how you want your desktop to be displayed on the laptop and projector screen. Examples of different displays are shown in Figure 7 below:

Figure 7: Four examples of how to display your desktop

2.42. To select the **Computer only** option (This displays the desktop on the laptop screen only), simply click the **off** button on the display section of the black input box on the wall.

- Alternatively, **right click** on your laptop's desktop and select **Graphics Options**, then **Output To**, and then **Notebook**.

2.43. To select the **Duplicate** option (This displays the desktop on both the laptop and the projector screens), simply press the keys **Fn + F7** on your laptop.

- Alternatively, **right click** on your laptop's desktop and select **Graphics Options**, then **Output To**, then **Internal Display Clone**, and finally **Notebook + Monitor**.

2.44. To select **Extend** (This displays the desktop on the laptop or the projector screen but you are able to move items in and out of both screens), open the **display properties** window by **right clicking** on your desktop and then choosing the **properties** option. From there, select the **settings tab**, then click on **screen 2**, and then select the check box "**extend my windows desktop onto this monitor**." If there is no display on the projector screen, adjust the **screen 2 resolution** to **1024 by 768 pixels**.

- Alternatively, **right click** on your laptop's desktop and select **Graphics Options**, then **Output To**, then **Extend Desktop**, and then **Notebook + Desktop**.

2.45. To display your desktop on the **Projector only**, simply **right click** on your laptop's desktop and select **Graphics Options**, then **Output To**, and then **Monitor**.

Note: You can use this same procedure to connect your computer to a monitor instead of a projector.

2.46. If needed, adjust the **volume** to a desired level.

2.5 Steps to connect to the ISSAC projector with a Mac:

Figure 8: Examples of VGA cables for MAC

2.51. Turn on the projector, and then plug the VGA cable into the video port on your Mac.

2.52. Go to the **Mac** menu and select **system preferences**.

2.53. Select the **display** icon to open the **display preferences.**

2.54. The **display preferences** panel is where you choose your monitor's resolution and also view other connected displays.

2.55. Click on **detect displays** to view a new/existing display (i.e. the projector).

2.56. Check **show displays in menu bar** to show a **display icon** in the menu bar so that it is available for continuous use.

2.57. In the **display** icon on the menu bar,

- **Detect displays** will make your mac sense a new monitor.
- **Mirroring** tells the mac to display the same desktop on both monitors as mentioned for windows in section 2.4.
- The Mac default setting selects the highest resolution that the projector can support but it can be changed manually by selecting a different **resolution**.

2.6 Instruction for Using the Remote for PowerPoint Presentations:

2.61. Plug the USB dongle labeled "PPT Remote" into the laptop's USB port. The PPT Remote is contained in a black sack in the GC Training room cupboard, along with the PowerPoint clicker. Connecting the USB dongle to your laptop will ensure that you can use the PPT clicker.

SECTION 3: INSTRUCTIONS FOR CLEANING AND EXITING ISSAC SPACE

3.1 Before you leave, please make sure to:

- Clean up the space(s) you have used.
- Return all furniture in the GC Training Room to the "Training Room Layout" design posted at the front and back notice boards of the room and/or return the furniture in the GC Lounge to the "GC Lounge Layout" design posted beside the TV if it has been moved.
- Shut down all equipment in the GC Lounge and the GC Training Room.
- Return the relevant GC Training Room equipment (laptop, RCA cables, and PPT remote bag) to the cupboard and lock it if applicable.
- Return the TV remotes, the DVD player, and the DVD remote to the Study Abroad Resource Centre (Room 80.7) if applicable.
- Turn off the lights in the GC Training Room and the Study Abroad Resource Centre if applicable.
- Lock the GC Training Room and/or the Study Abroad Resource Centre and return the keys to the ISSAC Front Desk or the drop box (located just outside the main office doors) after hours if applicable.