



T-FLeC Space Technical Guide
King Hall B1006, Salazar Hall C366, & Fine Arts 143

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Frequently Used Terms

Familiarize yourself with the following terms that will be used throughout this guide.

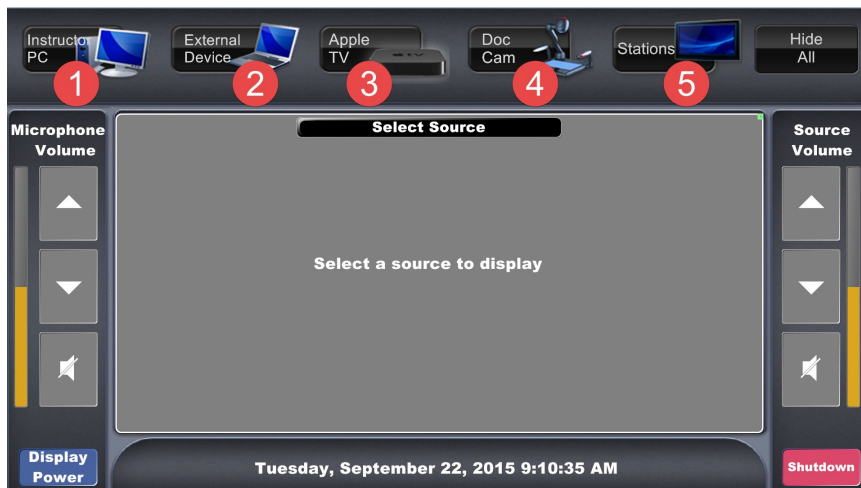
- Touch Panel – is the touch enabled control panel at the instructor podium used to control where content is displayed throughout the classroom. To control content, touch and press the screen directly.
- Station – the Touch Panel will reference the spaces students will be sitting in class and are able to use to plug in with either their own computer/tablet/iPad or use the resident computer that is available at the Station.
- Source – what you want to display. You will choose sources at the Touch Panel. There are five of them called Instructor PC, External Device, Apple TV, Doc Cam and Stations.
- Station PC – is the built in computer in each student station.

Touch Panel Introduction

Source Types

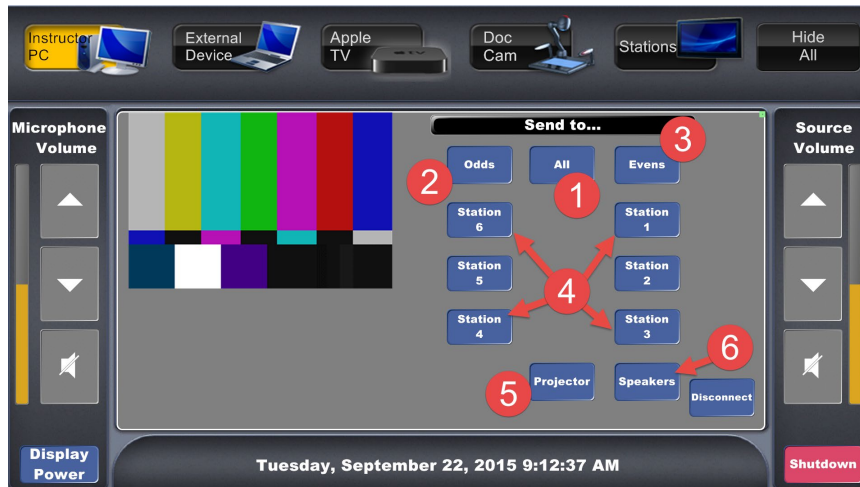
There are 5 different sources you can use to display content from the instructor podium.

1. Instructor PC – this is the computer that resides at the instructor podium. You can log in with your Cal State L.A. login credentials. You can plug in your jump drive, access the Internet, your Moodle course or any instructional content you wish to display to any of the Stations.
2. External Device – this can be your own laptop, tablet and/or phone.
3. Apple TV – a device that allows you to connect and display content from your iPad wirelessly.
4. Doc Cam – it resides at the instructor podium and you can use to virtually present actual specimens, real three-dimensional objects, authentic documents, and pages directly from a book. You can place sheets of paper and write out problems which will then be displayed to the Stations.
5. Stations – are the Monitors located at each student Station. You can select the student Station you would like to display to. There are different types of combinations you can configure.

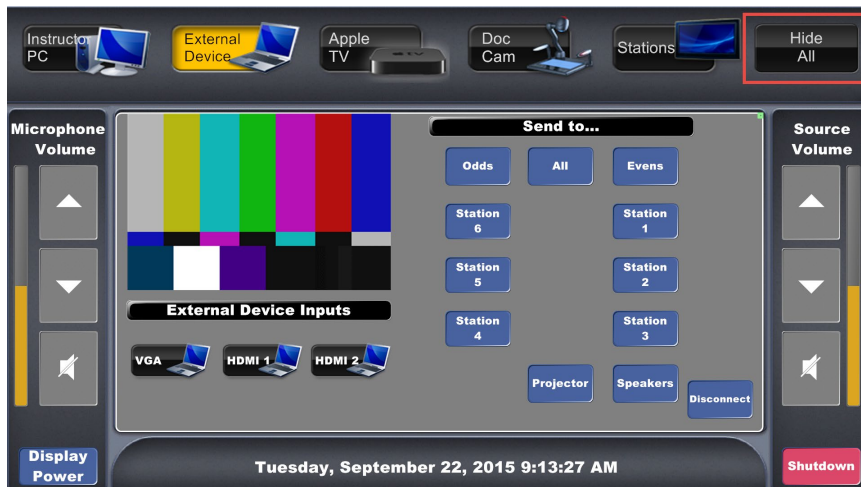


Once a source has been selected, you must decide where to send that source to be displayed in the classroom. The following buttons, when pressed, send a source to the various monitors in the classroom.

1. All – Displays the selected source on all monitors in the classroom. Also activates Speakers for audio.
2. Odds – A shortcut to display the selected source on odd numbered station monitors only.
3. Evens – A shortcut to display the selected source on even numbered station monitors only.
4. Stations 1-6 – Display the selected source at a specific station or stations.
5. Projector – Display the selected source on the projector screen.
6. Speakers – Send the audio from the selected source to the classroom speakers.



Press **Hide All** to temporarily black out all the monitors in the classroom. The sources remain connected, but the monitors are blacked out. Press **Show All** to show the sources as they were previously. Use in case something unexpected comes onto screen or if you need a moment to pull something up to display.

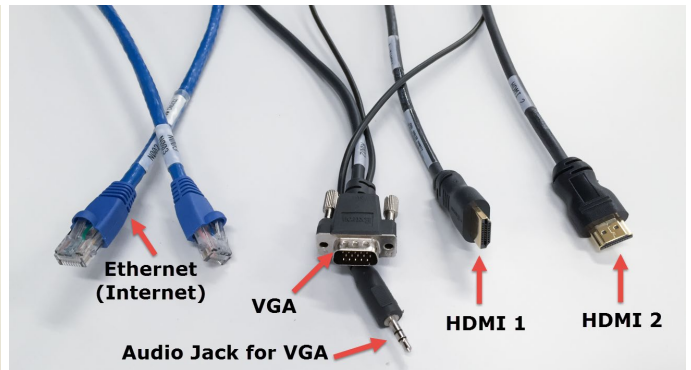


If you wish to disconnect a source from being displayed on one of the monitors, press **Disconnect**. The monitor will be blacked out and the last source will not be saved. You will need to select another source to utilize that monitor.

1. Press **Disconnect**. The **Disconnect** button will appear red.
2. Press any of the stations, shortcuts or **All**.
3. Press **Disconnect** again to deactivate the button. The **Disconnect** button will appear blue again.
4. Select a new source to display.



Each student station is equipped with a large flat panel monitor, Station PC, and cables to connect laptops, tablets, or other devices. The station PC can be controlled using the wireless keyboard and mouse.



Student Station Display Controls



2. Volume control for Flat Panel.
3. Mute audio and video.
4. Switch to Station PC.
5. Switch to device connected via VGA.
6. Switch to device connected to HDMI 1.
7. Switch to device connected to HDMI 2.

Basic Operations

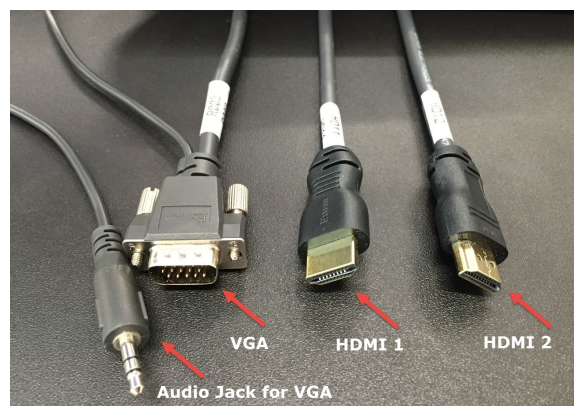
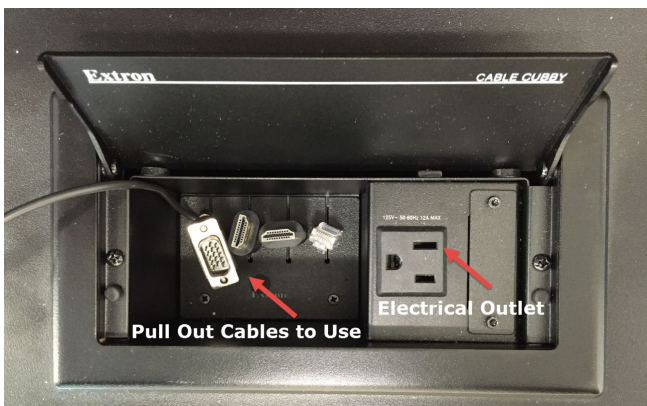
Display Content from the Instructor PC to Whole Class

Make sure you have plugged in your jump drive or you have downloaded your PowerPoint to the computer. Once your content is ready to display, follow the steps below to display to all monitors.

1. Press the source **Instructor PC**.
2. Press **All**.



At the instructor podium, use one of the three cables to connect your laptop or other device.



2. Press the source **External Device**.
3. Choosing from the 3 **External Device Inputs**, press the button corresponding to the cable your device is connected to (VGA, HDMI 1, HDMI 2).
4. Press **All**.



Use the Document Camera at the instructor podium to display book pages or handouts.

1. Turn the Document Camera on. The button appears blue when it is on.



3. Press **All**.



Show a DVD from the Instructor PC to Whole Class

If playing a DVD, locate the DVD tray on the right side of the Instructor PC monitor. Press the rectangular button to eject the DVD tray.



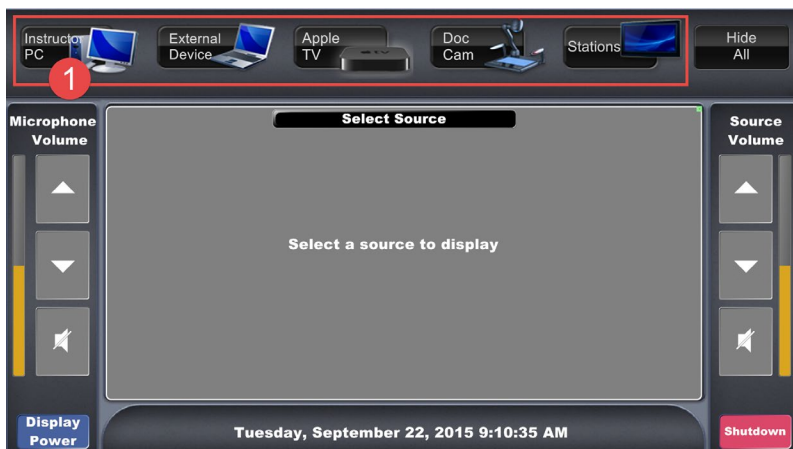
2. Press All.



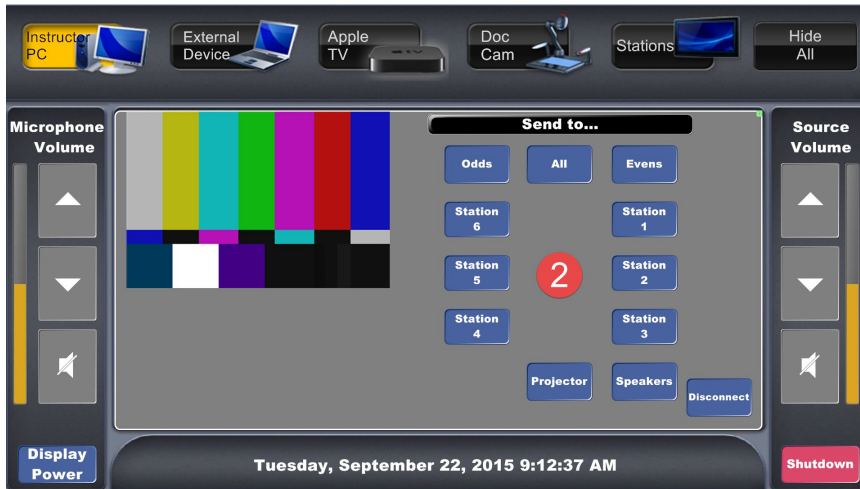
Displaying Content on Select Stations

Use the Touch Panel to route a source to a single station or several select stations.

1. Select your source, pressing **Instructor PC**, **External Device**, etc.

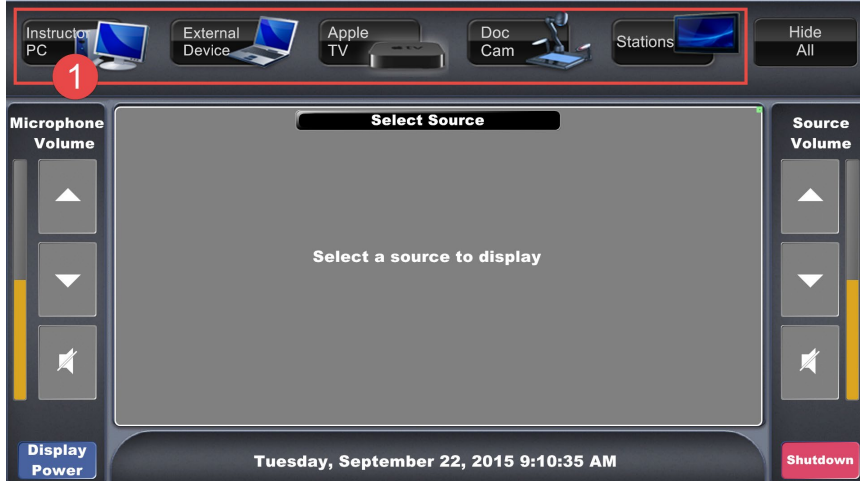


2. Press the station(s) that should display the source. Choose at least one source.



Use the Touch Panel to route two or more sources to all or some of the stations (e.g. Instructor PC displayed on odd numbered stations, Document Camera displayed on even numbered stations)

1. Select your first source, pressing **Instructor PC**, **External Device**, etc.



3. Press your second source.

- Press the station(s) that should display the second source.

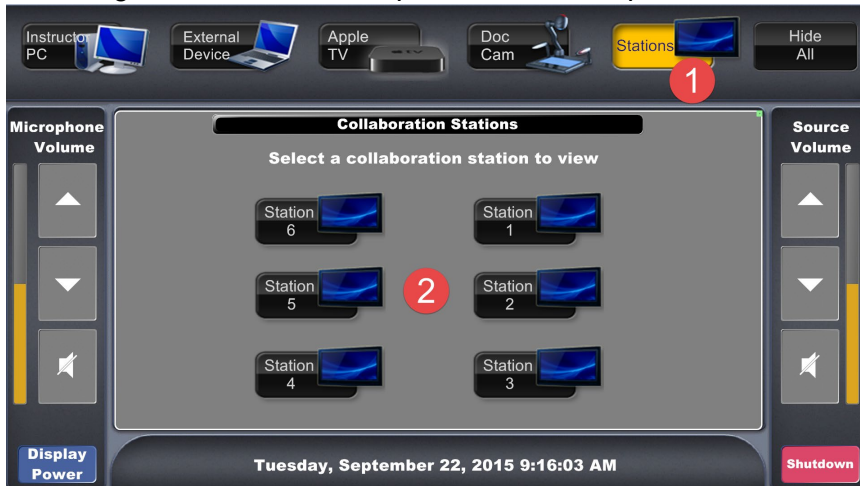


- Repeat for additional sources as needed.

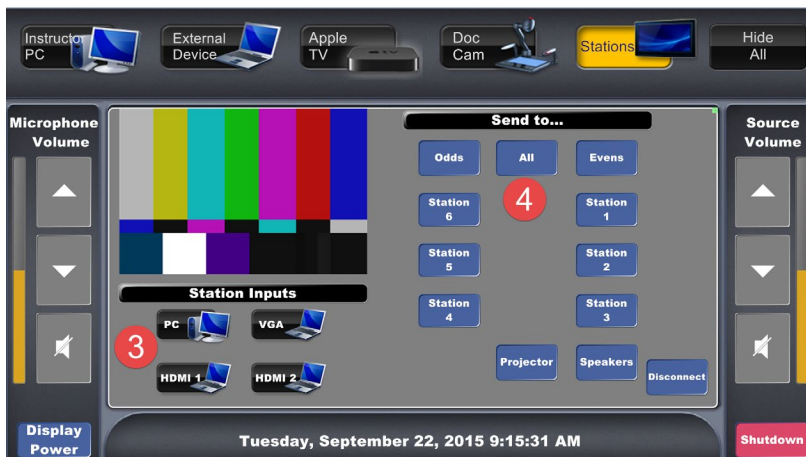
Display a Student Station Monitor to Whole Class

Use the Touch Panel to route the monitor from one of the student stations to all of the monitors in the classroom (e.g. Station 1 monitor visible on all classroom monitors).

- Press the Source **Stations**.
- Choosing from the 7 stations, press a station to preview before displaying.



- Choosing from the 4 station inputs, select one as a source pressing **PC**, **VGA**, **HDMI 1**, or **HDMI 2**.
- Press **All**.



Swap Displayed Content From One Student Table Monitor to Another Table Monitor

Use the Touch Panel to route the monitor from one of the student tables to another student table.

1. Press the Source **Tables**.
2. Choosing from the 7 tables, press a table to preview before displaying.



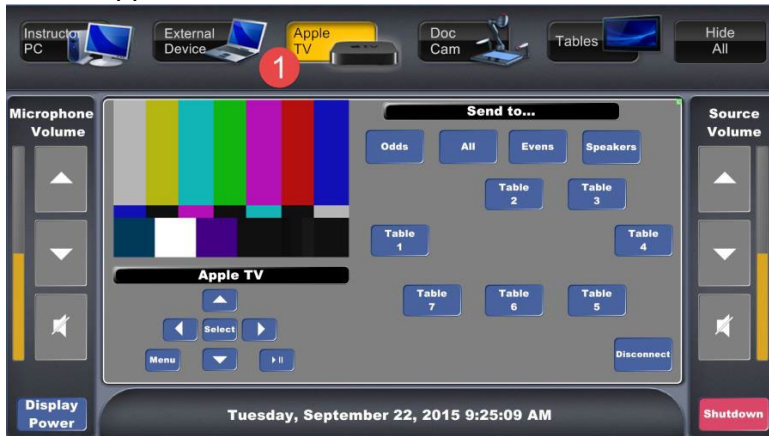
4. Press the **Table** that should receive the displayed content.
5. Press the Source **Tables** to repeat the process to for each subsequent content swap.



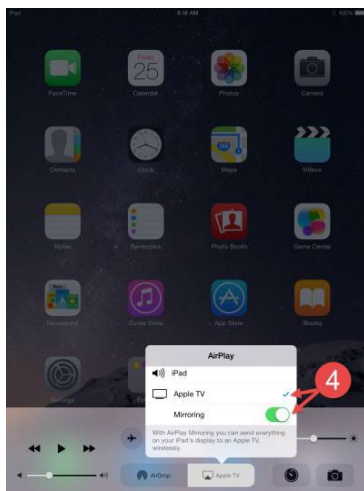
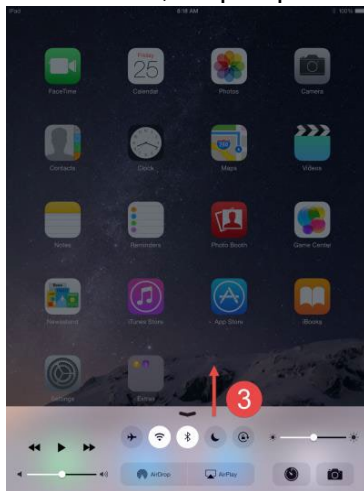
Lecture Wirelessly with my iPad

The instructor podium is equipped with an Apple TV, allowing an iPad to wirelessly connect and send content to the student tales:

1. Touch Apple TV source.



3. On the iPad, swipe up from the bottom of the iPad's screen.

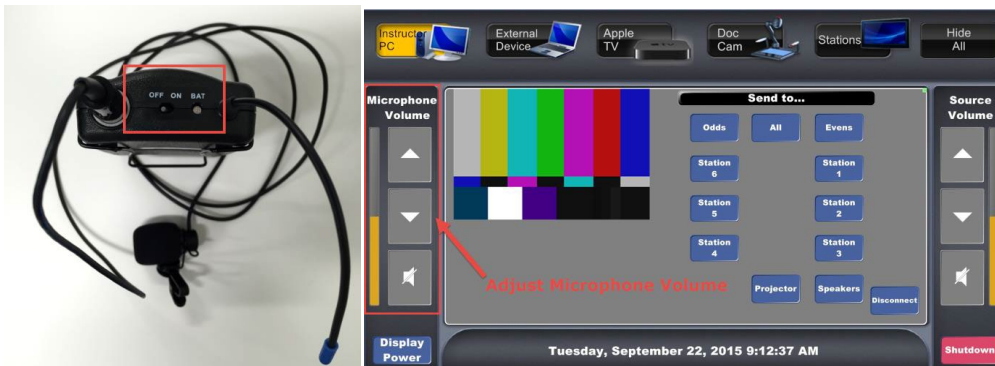


- Using the access code displayed on the Apple TV, enter code on iPad to pair Apple TV with iPad.



Use the Instructor Microphone

A small pouch near the instructor podium contains the microphone. Switch the microphone on. Clip the microphone onto clothing. Use the Touch Panel to increase or decrease the volume of the microphone.



Play Audio from an iPod, Smartphone or MP3 Player

The instructor podium is equipped with audio mini jack (headphone jack) for connecting and playing audio through the classroom speakers.

- Locate the VGA cable at the instructor podium. Disregard the VGA plug. Connect the audio jack attached to the VGA cable to your audio device.
- On the Touch Panel, press **External Device**.
- Press **VGA** under External Device Inputs.
- Press **Speakers**.

