ALC
Active Learning Classroom

Broadcasting Media from the Instructor Station

Activate the Touchpanel by waving your hand in front of it and touching 'Start.'

Power on the PC and the monitor.

To Projectors & All TVs:

Select:
1. SOURCE: Instructor Station
2. DEVICE: (Choose one)
3. DESTINATION: Projectors & All TVs

To Specific Tables:

Select:
1. SOURCE Instructor Station
2. DEVICE: (Choose one)
3. DESTINATION: Table #, Table #, etc..

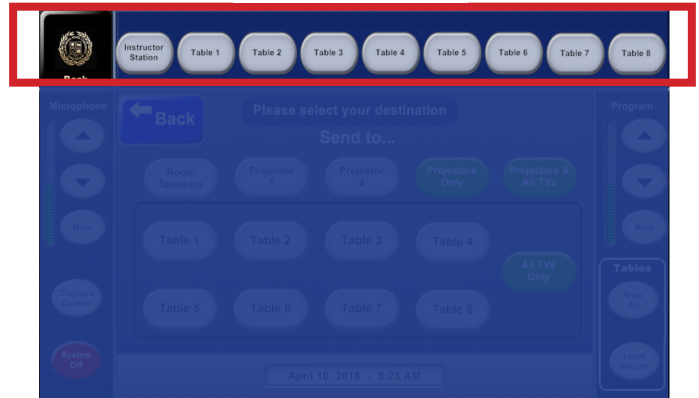### From A Table To Projectors & All TVs:

Select:
1. SOURCE: Table # (top row)
2. DEVICE: (Choose one)
3. DESTINATION: Projectors & All TVs

From A Table To Another Table:

Select:
1. SOURCE: Table # (top row)
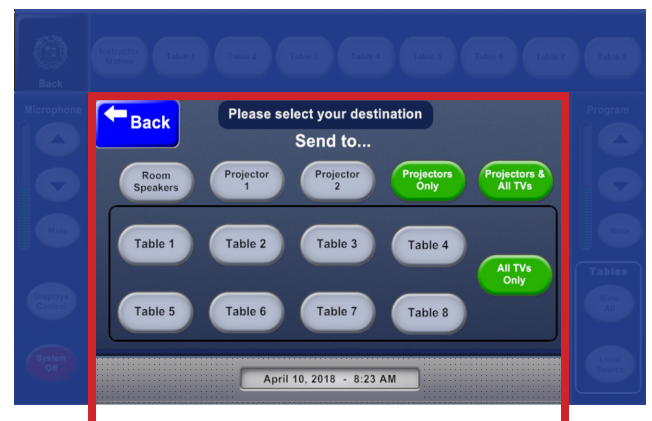2. DEVICE: (Choose one)
3. DESTINATION: Table #
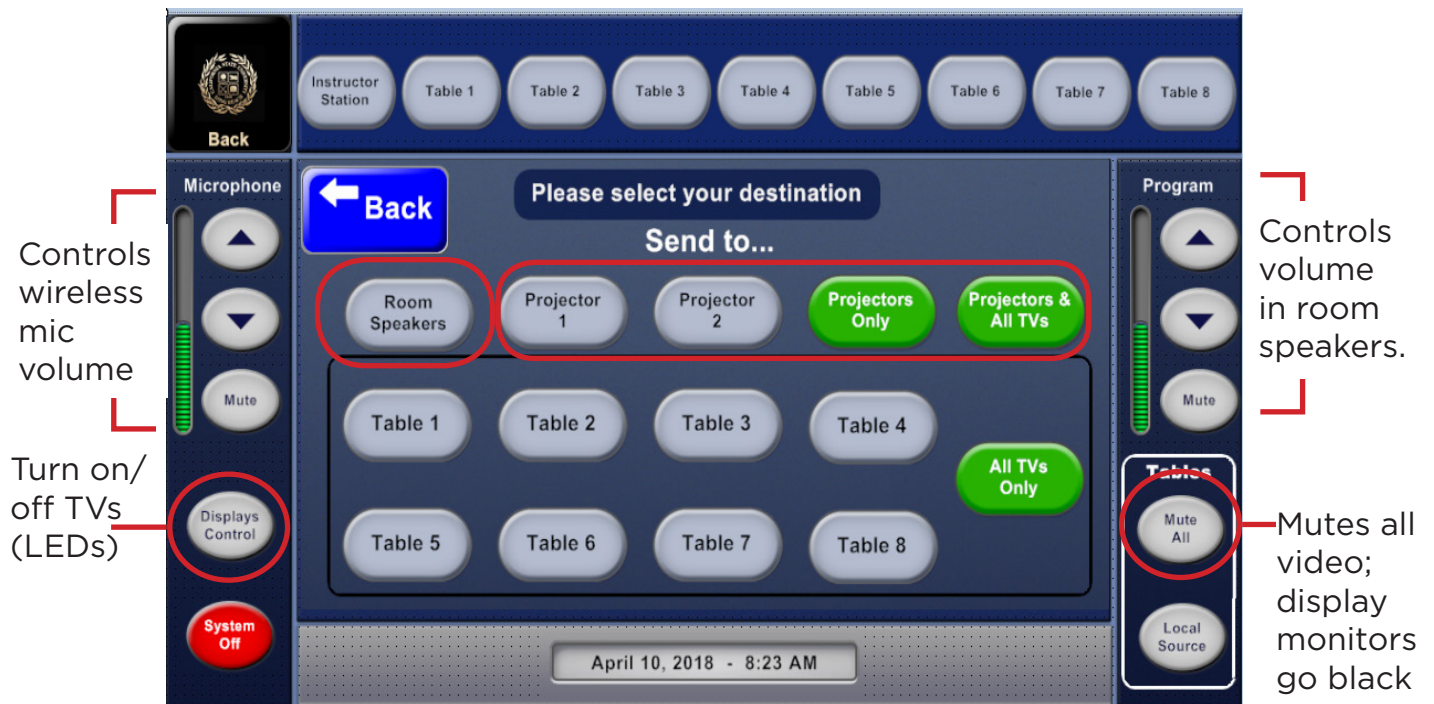
1. SOURCE

2. DEVICE

3. DESTINATION

Broadcasting Video and Sound

Audio will automatically broadcast with associated video to any destination. To avoid an echo effect when broadcasting to the entire room, follow these steps:

1. **Select Instructor Station** from the main screen.

2. **Select device.**

3. **Select video destination**: Projector/TVs

4. **Select 'Room Speakers'** to output the audio (Note: In some classrooms, there is no 'Room Speakers' button. In these cases, any Projector as your media destination will also broadcast the audio).

5. Ask your students to **turn the volume all the way down** on the Student Stations' MediaLink controllers (this will avoid echo effect in the room from delayed audio).

Connecting Personal Devices

Classrooms are equipped with computers (PC) at the instructor and each student station. Personal devices can also be used; cables are provided to enable connections:

HDMI
Transmits Video & Audio Signals

VGA
Transmits Video Only

AUDIO
Use with VGA

Adapters

Apple products and certain other devices require separate adaptors to connect to the cables at ALC stations. Users must provide the appropriate adapters as these can vary considerably depending on the device.
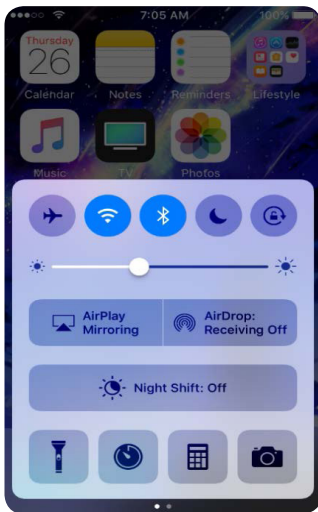
Apple Adapter

Miscellaneous Adapters
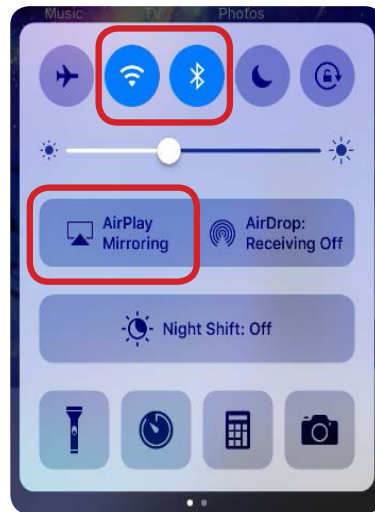
Connecting Apple Devices to Apple TV (wireless)

To connect an Apple phone or tablet to the Apple TV, follow the steps below:

1

Swipe screen up from bottom of device to open Control Center.

2

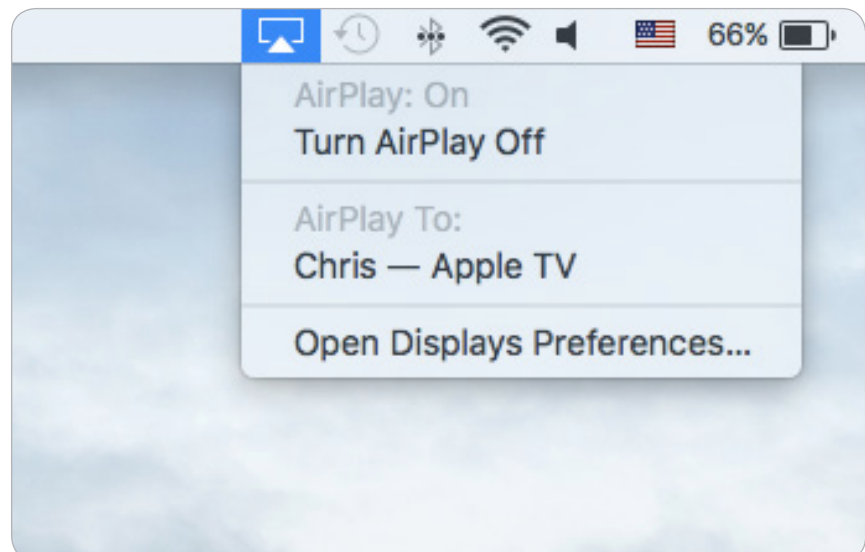Turn on both Wi-Fi & Bluetooth and tap 'Airplay Mirroring.'

3

Select AppleTV from the list. AppleTV names will show as the classroom name.

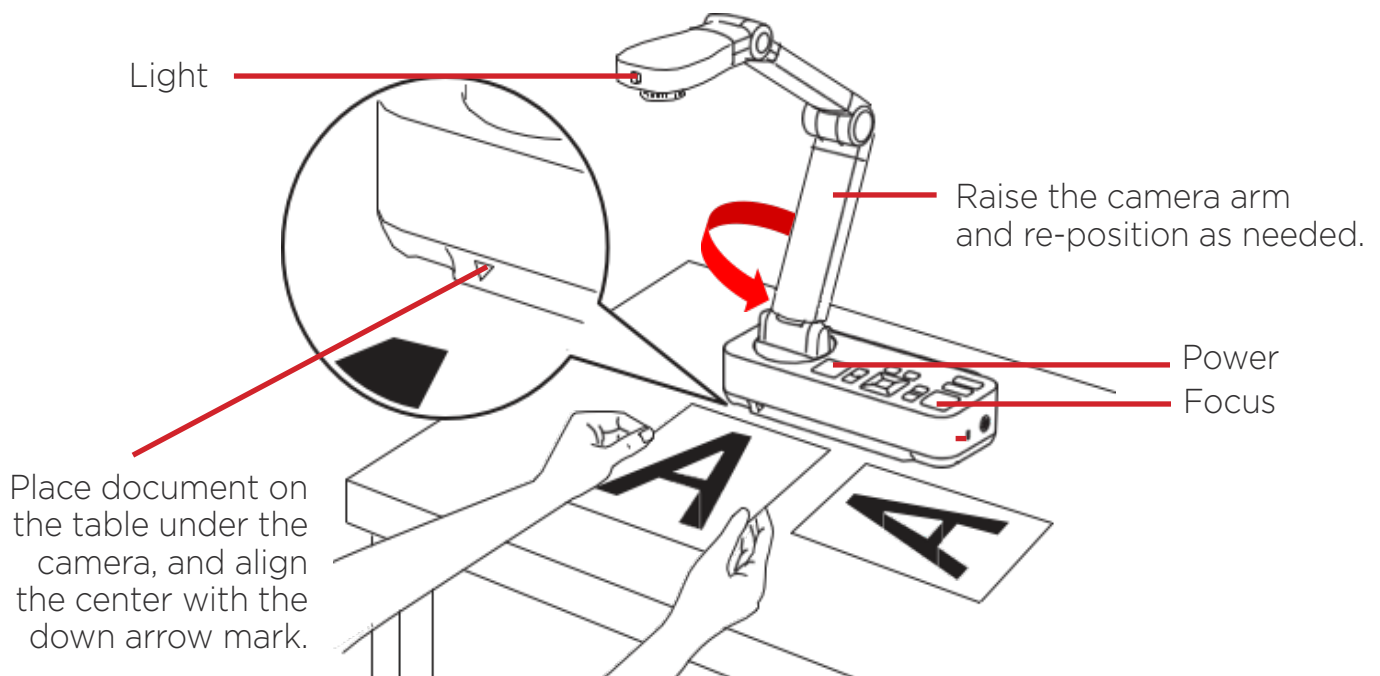Enter the passcode displayed on TV screen to your phone or tablet.

Apple Laptops

If you are using an Apple laptop, click the Airplay icon on the menu bar and select 'Apple TV.'

Document Camera

1. Press the power button on the document camera control panel.
2. Turn the light on.
3. Adjust camera arm and align document for optimal display.
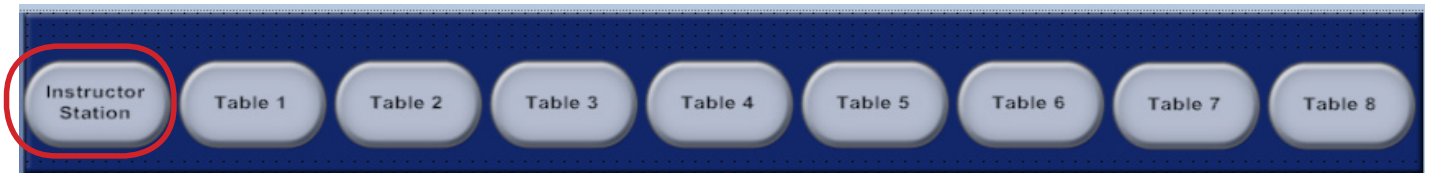4. Press Focus button once to adjust sharpness (will adjust automatically).

Light

Raise the camera arm and re-position as needed.

Power

Focus

Place document on the table under the camera, and align the center with the down arrow mark.

Projecting Document Camera Images from Intructor Station

1. Select 'Instructor Station' button (top row)
2. Select 'Doc Cam.'
3. Select destination: All Projectors & TVs / Projectors Only / Table #
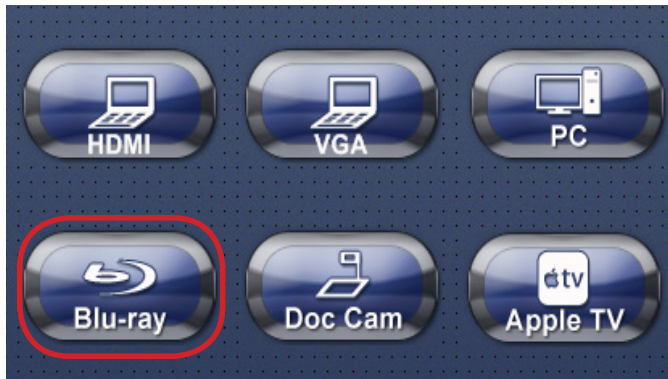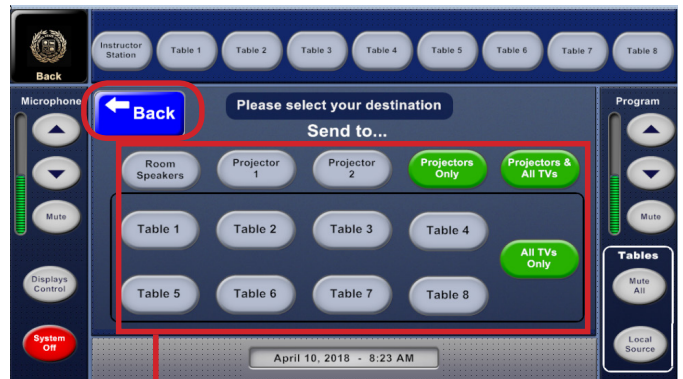
DVD / Blu-Ray

- Blu-ray can play both standard DVDs and Blu-Ray discs.
- Discs originating from outside North America will not play on this system.

1. Select 'Instructor Station from the the main screen of the TouchPanel.
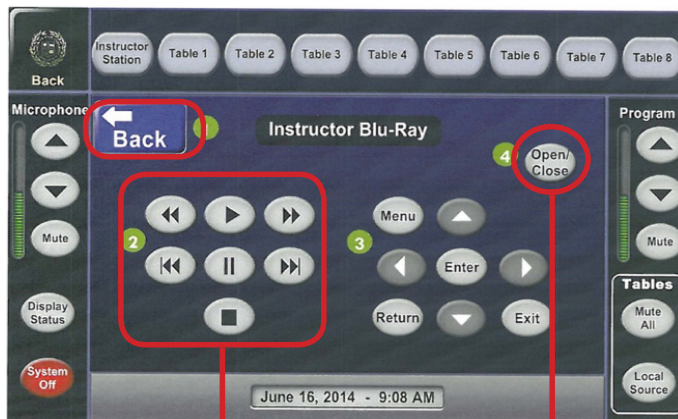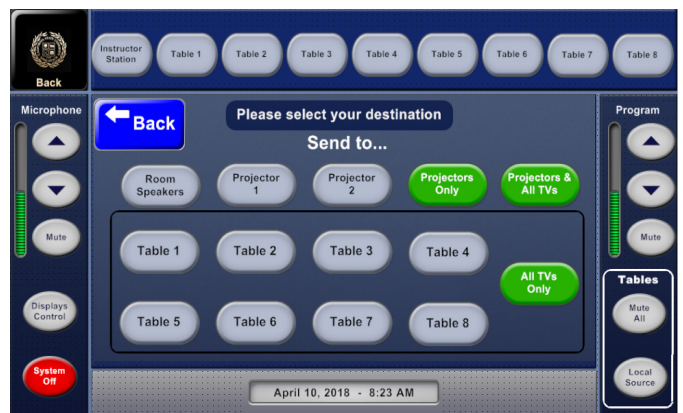

2. Select Blu-ray.

3. Select media destination.
4. Select 'Back' to go to playback screen.

5. Select 'Open' and insert disc.
6. Control play, pause, rewind, etc.
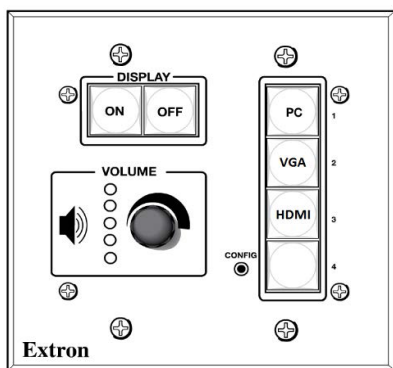7. Select "Back" to return to main screen.

Main Screen

The Student Station

Each Student Station is equipped with a computer, large display monitor, HDMI, VGA, and audio cables, and the MediaLink Controller.

The MediaLink Controller

The MediaLink Controller is a box mounted to the Student Station tables that allows students to adjust the following controls at their tables only:

- Power monitors on or off
- Switch between devices
- Control volume

Projecting Media at the Student Station Monitor

Students can project media only to the monitors connected to their tables. If they wish to share media to other monitors or projectors in the room, the instructor must broadcast it through the Instructor Station Touchpanel (see page 1).

1. **Turn On Equipment.** The Instructor must first select the "Local Source" button on the Instructor Touchpanel to activate the MediaLink Controller.
   - Press the On button on the MediaLink Controller to power on the monitor.
   - Turn on the installed PC (if using) and/or any connected personal devices.
2. **Connect personal devices (if using).** Use cables provided at station.
3. **Open media files.** Media will display on the monitor if connected properly.
4. **Adjust volume.** Use the MediaLink Controller knob to adjust sound.
5. **Switch devices.** If more than one device is connected, switch between sources by selecting the appropriate button on the MediaLink Controller.

Shutting Down the ALC

Thank you for helping keep the ALC in good condition for the next class!

Remove Personal Items

Don't forget your file storage devices, adapters, discs or other peripheral items.
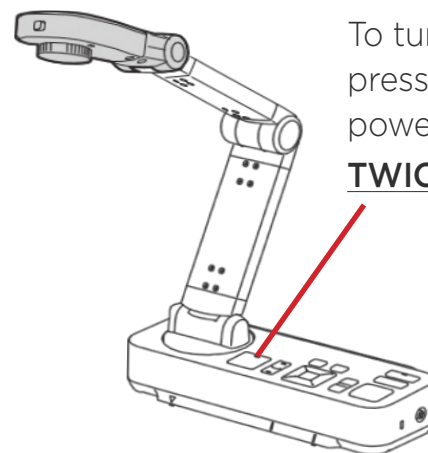
Sign Off All Computers

Select the 'Sign Off' icon to shut down the system. This must be done at each station individually. This will clear all non-native files, so be sure to save your files to a flash drive or to the cloud.

Turn Off Equipment

Press the "System Off" button and confirm your selection. This will power off all room projectors and monitors at student tables.

To turn off, press the power button **TWICE.**