At Stockton University, all classrooms and teaching labs are equipped with multimedia equipment to enhance teaching and learning. Currently, the University has nearly 185 electronic classrooms distributed across the main and satellite campuses. The classrooms are designed to accommodate a variety of technological needs. Technology evolves rapidly and we keep pace, always striving to bring faculty and students the cleanest, easiest to operate and most reliable equipment and control interfaces possible.

Today, every one of our Electronic Classrooms come equipped with video projectors, electronic drop-down screens, high performance PCs and multifunction audio visual control equipment. Inside the podium or credenza is a Windows computer with Internet access, an interface for connecting a laptop, and select audio/visual equipment (VCR, DVD player, audio amp, etc.). Most classrooms also have a digital document camera.

Please take a few moments to review this guide that we have prepared for you. In all likelihood, it will answer most of the questions you may have and will likely reduce the possibility of any interruptions to your classes. Of course, we are always available and welcome any opportunity to provide assistance. There are three different categories of classrooms on campus. This document discusses the locations with a brief but detailed breakdown of the individual controls, functionality and any unique attributes a specific room or rooms may have.

Priority support is always available by contacting the Computer Services Help Desk (x4309) using the phone near the podium or equipment credenza location.

Classroom Control System Functions – At a Glance

1. **Turn Projector On or Off**: select “ON or OFF” on Starboard control interface or on the Keypad.

2. **Select Podium Computer**: select the “PC” button using the stylus pen or Keypad button.

3. **Select Laptop Input**: select the desired laptop connection using the stylus pen or Keypad button. These connections work with tablets as well as with any laptop—just remember to bring along any manufacturer-specific adapters that may be needed to connect to the VGA or HDMI cable.

4. **Select Document Camera**: select “Doc-Cam or Elmo” using the stylus pen or Keypad button.

5. **Select the local VCR player**: select “DVD/VCR” on tab at left of screen or Keypad button. Please note that as rooms are upgraded with new equipment, analog equipment (such as VCRs and cable tuners) are no longer able to be supported. For DVD playback, all Lectern PCs have DVD-compatible drives installed.

6. **Scheduled Media Events**: Contact your department’s Library Liaison for scheduling films and other media for your classes through NJVID. Computer Services no longer handles these requests directly. We can however assist with getting you in touch with the Library staff necessary to get you setup.

7. **Source Control**: The “Source/Local” control allows you to watch cable channels. (NOTE: not applicable in Keypad equipped rooms).

8. **Audio control**: The “Volume” and “Mute” buttons control the audio levels in the Classroom.

9. **Black Burst**: Will black-out projector display, without the need to power down the projector. Please note: this is NOT a substitute for powering down the projector at the end of your class.

**FOR ALL ROOM SUPPORT, CALL EXTENSION #4309**
Keypad Classroom Control Systems

Recently, the University has begun designing simplified teaching spaces that feature our new keypad based control systems. These controllers are less expensive than their touch based predecessors and represent a significant cost savings to the campus community as well as exceptional increases in overall reliability and ease of use. The keypad systems are now considered the standard on campus as the majority of classrooms now utilize them.

The keypad system uses a series of buttons to offer several commands to the end user. The buttons can be used to control the electric screen and projector, the room audio level, and the video / audio input sourcing. Please note that while the button layout depicted below is a great example of what to expect, individual rooms occasionally will have slightly differing layouts.

Rooms still equipped with VCR decks will have an input selection labeled VCR, but playback control is limited to the buttons on the front of the VCR itself. To play DVDs, use the PC in the lectern. Screen control varies from room to room, but EVERY room will have wall mounted controls for the screen. Additionally, while you may still see a Starboard and Stylus in these spaces, they remain only for the use of the on-screen annotation functionality, and offer no control options.

A Common 16-button Keypad layout. Note that this is the most consistent layout you will see, but certain rooms may have additional functionality.

A common 8-button Keypad layout - found in some Arts and Science classrooms as well as the Campus Center meeting rooms 1-5

Rooms with Keypad control systems

B Wing Rooms: 001, 002, 015, 105, 106 and 107
C Wing Rooms: 011, 103, CM103
D Wing Rooms: 003, 004, 017, 018, 019, 026
E Wing Rooms: 012, 032, 219, 221, HRC
F Wing Rooms: 103b, 111, 114, 115, 118, 119, 120, 121, 201, 202, 203, 204, 205, 206, 207, 209, 210, 212, 215, 221, 222, 223, 224, 225, 226
H Wing Rooms: 102, 113, 114, 115, 116
J Wing Room 105 labs
K Wing Rooms: 101, 102, 141
L Wing Rooms: 115
West Quad Rooms: 103, 104, 123, 203, 208, 224, 226
All Hammonton Campus Classrooms
All Manahawkin Campus Classrooms
All Woodbine Campus Classrooms
All Carnegie Library Classrooms
Touch Panel Classroom Control Systems

The stylus pen is the how you control electronic classrooms that still utilize this control system. The system has two modes, presentation mode and control mode. If the StarBoard is displaying the control screen, you’ll see some of the following options:

- ON / OFF
- Black Burst (Blacks out projector temporarily)
- Source / Local (Plays Video from TV network or DVD/VCR)
- Scheduled Media (No longer utilized)
- Laptop (Allows you to connect a laptop to the projection and audio systems)

If you approach a StarBoard and do not see the aforementioned options on the screen, look in the bottom center of the screen for a translucent block that reads:

RETURN TO CONTROL

Using the pen, press this block to leave the presentation interface and return to the control interface (pictured above).
PLEASE LOCK PODIUM BEFORE LEAVING

The following rooms remain configured with the Starboard Control System:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D/E</th>
<th>G/H</th>
<th>J/K/L/M</th>
<th>RES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTON</td>
<td>B003</td>
<td>B101</td>
<td>C001</td>
<td>D009</td>
<td>G108</td>
<td>J103</td>
</tr>
<tr>
<td>B004</td>
<td>B102</td>
<td>C008</td>
<td>D120</td>
<td>G138</td>
<td>L104</td>
<td>LSL</td>
</tr>
<tr>
<td>B005</td>
<td>B103</td>
<td>C009</td>
<td>E210</td>
<td>G139</td>
<td>L112</td>
<td></td>
</tr>
<tr>
<td>B008</td>
<td>B104</td>
<td>C012</td>
<td>G203</td>
<td>L114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B010</td>
<td>B125</td>
<td>C102</td>
<td></td>
<td>G207</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B011</td>
<td>B126</td>
<td>C134</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B012</td>
<td></td>
<td>C135</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B014</td>
<td></td>
<td>C136</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stylus Pen Operation
Control of the system is made possible through the use of the stylus pen that is attached to the Starboard Monitor. 99% of all control issues in Starboard rooms can be traced back to a Stylus Pen that is either not powered on or has a dead battery. Dial x4309 and a new battery or replacement stylus will be delivered very quickly.

FOR ALL ROOM SUPPORT, CALL EXTENSION #4309
Phoenix32/XGEN Classroom Control System

Note: Some classrooms do not have a StarBoard or do not use a StarBoard or keypad for control, these rooms are controlled using the Phoenix32 System. In these rooms, classroom control is accomplished using an icon on the desktop of the lectern computer. The Phoenix32 Icon is shown to the right.

To use the Phoenix based systems, you must turn on the lectern PC.

The following rooms use the XGEN system.

<table>
<thead>
<tr>
<th>Arts &amp; Science</th>
<th>F</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS139</td>
<td>AS234</td>
<td>F004</td>
</tr>
<tr>
<td>AS140</td>
<td>AS239</td>
<td></td>
</tr>
<tr>
<td>AS142</td>
<td>AS241</td>
<td></td>
</tr>
</tbody>
</table>

*Turn the podium computer on and start Phoenix for Room Control*

FOR ALL ROOM SUPPORT, CALL EXTENSION #4309
Wireless Presenter Operation

Laptop Connections
To connect your laptop or any other portable device (tablet, etc) to the projector, open up the Cable Cubby on the top of the lectern. There are cables inside, their format varying depending on what room you may be in. There will always be a VGA for display and Stereo mini-jack for sound. Most spaces have a wired network connection for internet access as well. Recently renovated are now also equipped with an HDMI digital video connection as well. After hooking up the VGA (or other video) cable, set your laptop to the LCD option (FN + F8 on most Windows-based laptop models). When setting up audio, plug the mini-jack into your headphone port (Except when using HDMI connections- the audio and video both are carried over on the same cable.). The network will automatically assign an IP address to give you Internet Access. If you have an Apple device, an additional adapter will be required to connect the video cable (Computer Services does not provide this accessory).

FOR ALL ROOM SUPPORT, CALL EXTENSION #4309
USB Flash Key / Thumb Drive Access

To access files from your USB thumb drive, plug it into the USB Port on the top of the lectern. Your drive will show up in My Computer. If preferred, the lectern PC is generally accessible with USB ports on the front.

Document Camera Operation

To use the document camera, select the “Doc Cam” button on the Starboard LCD Display or Keypad. Turn on the device by pressing the power button on the rear of the Document Camera. Focus and Zoom controls are located on the front of the Document Camera head.

Carefully unfold the arm(s) and please return to the folded position when finished.

FOR ALL ROOM SUPPORT, CALL EXTENSION #4309