At Stockton University, all classrooms and teaching labs are equipped with multimedia equipment to enhance teaching and learning. Every one of our Electronic Classrooms comes equipped with projectors, electronic drop-down screens, high performance computers and multifunction audio visual control equipment. Inside the podium or credenza is a computer with Internet access, an interface for connecting a laptop, a document camera (overhead projector) and in some rooms an Apple TV is offered for wireless presentation from iOS devices. Priority support is always available by contacting the ITS Help Desk (x4309) using the phone near the podium or equipment credenza location.

**Using the keypad to control the equipment**

The common 16-button Keypad layout found in most classrooms. All classrooms will have the noted devices; some 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

**Non-Keypad Controls**
If you do not see a keypad on the podium, the controls for the equipment are controlled through the pen/touch monitor. Look in the bottom center of the screen for a translucent block that reads *Return to Control*. This will bring the AV controls up on the monitor and allow you to turn the equipment on and off along with changing input sources.
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, a VGA for display and Stereo mini-jack for sound, a wired network connection for internet access, and some classrooms are now also equipped with an HDMI digital video connection. After hooking up the VGA (or other video) cable, set your laptop to the mirrored display 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 need an adapter for your laptop, please contact the ITS Help Desk (x4309) using the phone near the podium or equipment credenza location**

USB Flash Key / Thumb Drive Access
To access files from your USB thumb drive, plug the thumb drive into the USB Port on the top of the lectern or directly into the computer itself. Your drive will show up in My Computer.

Document Camera Operation
To use the document camera, unlock and open the side podium drawer using your Stockton issued podium key and select the “Doc Cam” button on the Keypad or touch panel. 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. Always remember to lock the drawer when finished. **If you need a new or replacement podium key, please contact the ITS Help Desk at x4309.**

Please remember, priority support is always available by contacting the ITS Help Desk (x4309) using the phone near the podium or equipment credenza location.

More information about Stockton’s electronic classrooms and their operation can be found at its.stockton.edu