

AMHERST COLLEGE CLASSROOM TECHNOLOGY SUPPORT  
CLASSROOM EQUIPMENT GUIDE

FAYERWEATHER CLASSROOMS



CLASSROOM TECHNOLOGY EMERGENCY  
HOT LINE  
**542-5069**

[HTTPS://WWW.AMHERST.EDU/IT/ATS](https://www.amherst.edu/it/ats)

ACADEMIC TECHNOLOGY SERVICES  
SEELEY MUDD

## ACADEMIC TECHNOLOGY SERVICES

Technology Classroom support provides the Amherst College community with a variety of tools and services to help faculty, staff, and students integrate technology into the educational process. Services include:

- Support for technology classrooms
- Multimedia equipment loans
- Equipment and classroom demonstrations

For more information please visit  
<http://www.amherst.edu/it/facilities/classrooms/index.html>

The Technology Classroom Group is located on the first floor of Seeley Mudd.  
General technology questions can be answered through the Desktop Computing Services Help Desk line at 542-2526.  
Emergency classroom issues can be answered through 542-5069.



X5069

## FAYERWEATHER TECHNOLOGY CLASSROOMS

To activate the A/V equipment:

1) Locate and unlock media cabinet. Cabinets are located at the back of each room

2) Locate **MASTER POWER** switch on rack

3) Turn Master Power on. Switch will turn **RED** when in **ON** state

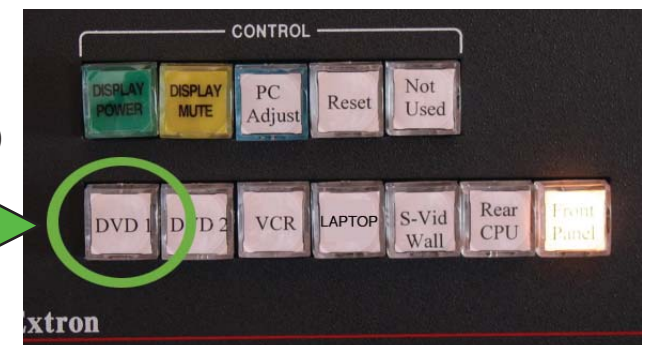
4) To turn on the projector locate the **GREEN DISPLAY POWER** button

5) Press and hold down the **GREEN** button until the read-out says **RELEASE PWR**. **GREEN** button will flash as the projector warms up

6) Choose desired **SOURCE**: Press in button for the source you would like to use

- DVD1
- DVD2
- VCR
- Lectern PC (rear CPU)

Source



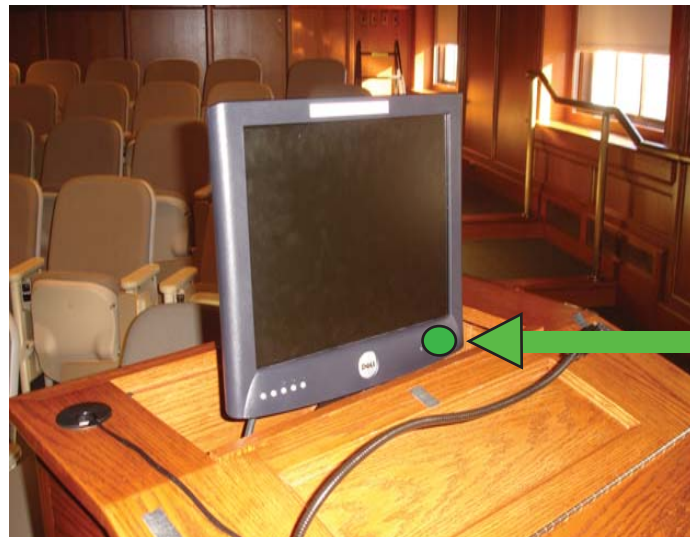
## COMPUTER USE FAYERWEATHER 115

- 1) To use the computer provided, lift the flap on the top of the podium
- 2) Raise the monitor up and gently pull forward
- 3) The keyboard and mouse are located in the top drawer of the podium. Pull out and log in



### Computer Troubleshooting

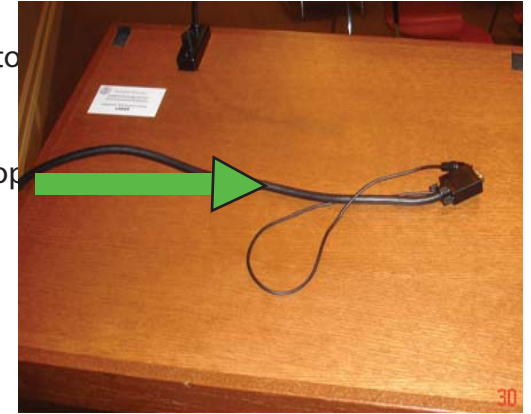
- 1) If monitor is black:
  - Confirm the monitor power button is green
  - Confirm computer is on
  - Confirm **LECTERN PC SOURCE** is selected (see "Getting Started")



Monitor Power Button

## LAPTOP USE FAYERWEATHER 115

- 1) Locate the **VGA** and **AUDIO** cable from lectern to connect to the laptop.
- 2) Connect both cables to laptop
- 3) Select the **LAPTOP SOURCE** (see "Getting Started")



Laptop Audio



Laptop VGA



### Computer Troubleshooting

- 1) If laptop will not display:
  - Confirm the **LAPTOP SOURCE** is selected (see "Getting Started")
  - Confirm **VGA** cable is securely connected to the laptop
  - Locate the **FUNCTION** on your laptop that activates dual displays (**FNC + F7** or **FNC + F5**)



## COMPUTER USE FAYERWEATHER 113, 117, & 217

- 1) The CPU in Fayerweather 113, 117, & 217 is located in the back of the room
- 2) Select the **REAR CPU SOURCE** (see "Getting Started")
- 3) Locate **WIRELESS MOUSE** and **KEYBOARD** in the cabinet. The wireless mouse and KB will work in the front of the room
- 4) Log in to computer with Amherst username & password or "guest" with no password



### Computer Troubleshooting

- 1) If computer will not project:
  - Confirm the **REAR CPU** is selected (see "Getting Started")
  - Confirm computer is turned **ON**
- 2) If mouse and keyboard will not work:
  - Use the **MOUSE BASESTATION** and press the **CONNECT** button
  - As the button blinks press the **CONNECT** button on the bottom of the **MOUSE** and **KEYBOARD**



Keyboard Connect Button



## LAPTOP USE FAYERWEATHER 113, 117, & 217

- 1) Locate the **VGA** and **AUDIO** cables in the front of the room connected to the **WALLMOUNT**
- 2) Connect the cables to the VGA and AUDIO ports on your laptop.
- 3) Select **LAPTOP SOURCE** (see "Getting Started")

Wall Mount



Laptop Audio



Laptop VGA

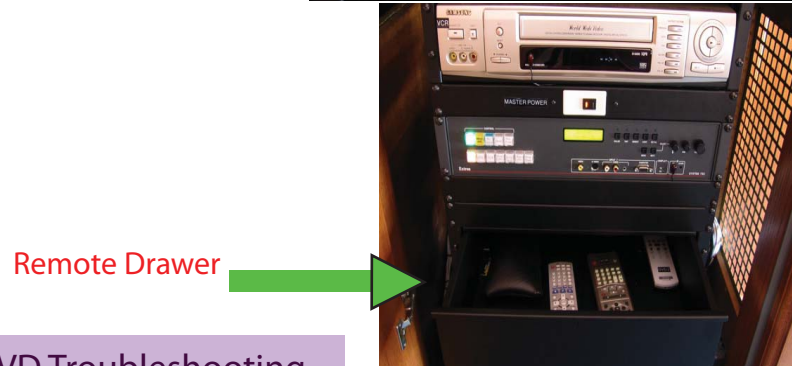
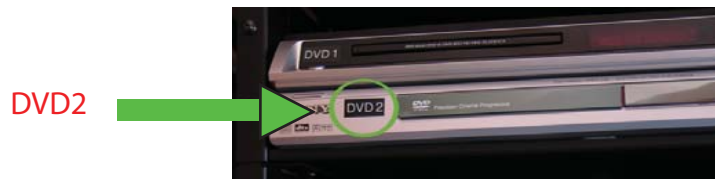


### Computer Troubleshooting

- 1) If laptop will not display:
  - Confirm the **LAPTOP SOURCE** is selected (see "Getting Started")
  - Confirm **VGA** cable is securely connected to the laptop
  - Locate the **FUNCTION KEY** on your laptop that activates dual displays (**FNC + F7** or **FNC + F5**)

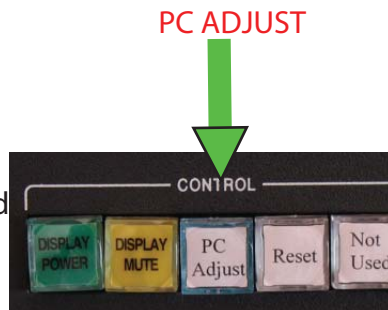
## DVD USE

- 1) Select the **DVD SOURCE** (see "Getting Started")
- 2) Turn on DVD1 player for American DVD's
- 3) For DVD's purchased abroad use DVD2
- 4) DVD remotes are in drawer. Point remotes toward rack



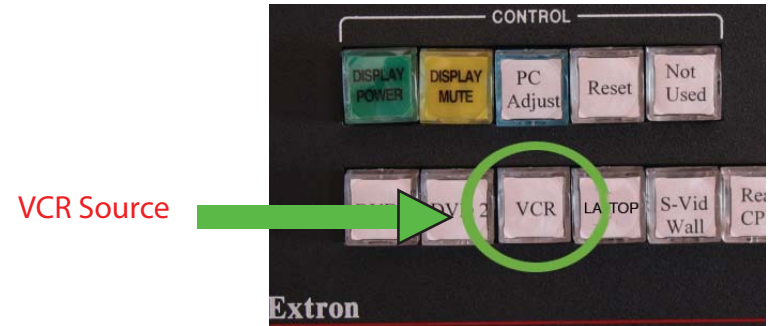
### DVD Troubleshooting

- 1) If projection screen is blue  
-Confirm the correct **SOURCE** is selected (see "Getting Started")
- 2) If projected image is not centered  
press the **PC ADJUST** button



## VCR USE

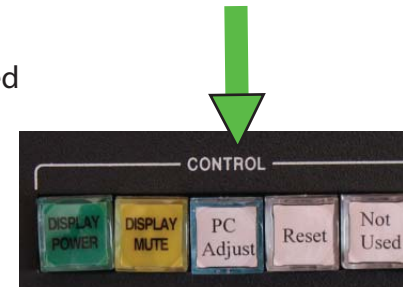
- 1) Select the **VCR SOURCE** (see "Getting Started")
- 2) Turn on VCR player



### VCR Troubleshooting

- 1) If projection screen is blue  
-Confirm the correct **SOURCE** is selected (see "Getting Started")
- 2) If projected image is not centered  
press the **PC ADJUST** button

PC ADJUST



## SYSTEM SHUTDOWN

Always turn system off when you are done:

1) Press and hold **GREEN** power button until read-out says **RELEASE**



2) Remove any discs from DVD player and VHS from VCR

3) Shut off Master power

4) Close and lock cabinet

5) Log out of computer



## BASIC TROUBLESHOOTING

No Display:

- Confirm Master Power is ON
- Confirm correct source is selected
- Confirm Computer is on

No Sound:

- Confirm volume is up

Image not centered:

- Use the PC Adjust button



PC ADJUST



Volume Control

For Emergencies that could not be solved with the use of this booklet, call 413-542-5069 or X5069