Important things to know about Sterling 2301, 2425, 3425

Monitors

- When you turn on the AV system, it defaults to Pod Input mode. This means that a laptop computer plugged into a pod will be displayed on that pod’s monitor.
- The 6 monitors will display a GREEN light in the lower right corner, indicating they are ON.

Connecting laptop computers at the pods

- At each pod, there is a HDMI digital and VGA analog video cable. Both may be plugged in at the same time, the HDMI digital cable has priority.
- Laptop computers, especially Macs, can have a variety of different video connections on them. If the laptop computer does not have a HDMI or VGA connection, the user will need to provide an adapter. We do not provide adapters. The DoIT tech store sells adapters.
- Connecting a laptop computer to the AV system for the first time may be challenging and time consuming. We recommend dedicating a good portion of an early class session to students hooking up and testing their laptop computers.
- Whenever possible, please use the HDMI digital connection. It will be of higher quality, and more reliable than the VGA analog connection.

Audio

- Each pod can have an audio stream played on that pod’s monitor, or through the room speakers. The HDMI digital cable carries both video and audio. For the VGA cable, the attached audio cable must be plugged into the computer’s headphone jack. To adjust each pod’s monitor volume, touch Monitor Volume Controls on the touch panel.
- To play an audio stream in the room, it must be associated with a video stream. Simply plugging an iPod into an audio cable will NOT work. To play audio from an iPod, plug a laptop computer into the VGA video jack, then plug the iPod into the VGA audio jack.

Wireless Touch Panel

- These rooms have a wireless touch panel, to allow you to control the AV system while moving around the room. To undock the wireless touch panel, press the raised button on the bottom of the dock.
- The wireless touch panel has a small stylus attached, to aid in pressing small buttons. Please be sure to return the stylus when done using it.
- The wireless touch panel must be returned to the dock before shutting down the AV system. The touch panels will remind you if it is out of the dock. This is to prevent the theft or misplacing of the wireless touch panel.

AV Support

Connecting all the student’s laptops to the AV system can be challenging. Please read and understand the Laptop Computer Troubleshooting guide. When a student is having a problem connecting their laptop computer, please go through the troubleshooting guide first. If, after trying everything on the troubleshooting guide, you are still having the problem, then call the AV help desk by picking up the phone on the side of the podium.
**White Boards**

- Each pod should have a supply of whiteboard markers and erasers. If you need more markers or erasers, please contact Kim Todd, 262-4414. Do NOT call the AV Help Desk; we do not have whiteboard markers or erasers.
- The markers in the room are for the hanging whiteboards only. Do not use the markers on the projection screen, chalkboard, walls, monitors, etc.

**Furniture**

- At each pod, the tables and chairs are movable, the center base is not. Please do not try to move the center base of each pod.
- At the end of each class, please return the tables, chairs and marker boards to their normal configuration.

**Miscellaneous**

- There is a slight delay on the video displayed in the video window of the main touch panel.

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