Franklin Hall Instructor Stations

User Guide

THE MEDIA SCHOOL INDIANA UNIVERSITY

How Do I...

Sending Sources (Mac, PC, Laptop, etc.) to the Display

Part 1: Make the Source Active in the Instructor Station Monitor

1. If the touchscreen in the center of the instructor station is dark, tap the screen to wake it up.

2. Select your desired source (Mac, Windows PC, Laptop, etc.) from the options on the left side of the touchscreen. (Figure 1)

> **Note:** If you would like to send your laptop to the display, you will first need to connect it to the instructor station with the provided USB-C cable. Once the laptop is connected, it may take a few moments to show up on the display.

Figure 1: Startup screen with source options indicated by arrows

3. On the next screen, your desired source should be highlighted in green, and your source will be active in the instructor station monitor. This is a great time to make adjustments to your source (closing sensitive email on a laptop, etc.) before sending the source to the large display at the front of the room.

Part 2: Send the Source to the Large Display at the Front of the Room

4. In the middle top of the screen, you will see a button that says, "Send To Display." Tapping this button will send your desired source to the large display at the front of the room. (Figure 2)

5. To change sources, select another source from the options on the left side of the touchscreen. When your desired source is highlighted in green, tap the "Send To Display" button again.

6. To remove all sources from the large display at the front of the room, select the "Blank" option at the left side of the touchscreen and tap the "Send To Display" button.

Figure 2: Source screen with "Laptop" source highlighted in green. The "Send To Display" button is indicated by a red arrow.

Logging into the Instructor Station Computers

To Log into the Mac:

- Select the Mac as the <u>display source</u> for the instructor station monitor.

- Use the **white** keyboard and mouse to log in to the Mac.

- Log in with your IU username and passphrase.

> **Tip:** If you are using the Mac, you may need to tap any button on the keyboard to wake it up. If this does not work, lightly tap (do not hold) the power button on the back of the Mac to wake it up.

To Log into the Windows PC:

- Select the Windows PC as the <u>display source</u> for the instructor station monitor.

- Use the **black** keyboard and mouse to log in to the Windows PC.

- Press Ctrl+Alt+Delete to bring up the username and password fields.

- Log in with your IU username and passphrase.

> **Tip:** On either computer, if your IU username and passphrase don't seem to be working, make sure you have not accidentally typed spaces at the beginning of either one. (This happens more often than you might think.)