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Audio-Visual Services

E-Classroom Troubleshooting Guide

Podium door won't open: The podiums operate using magnetic locks. After you have entered the access code please push the door in before you pull it open.

No Signal: You must select a source from the options on the left of the touch panel screen. (If you're showing a DVD press DVD, if you are using the computer or laptop press Laptop and Computer.)

Input not changing: If you have pressed the appropriate source on the touch panel but the projector does not change over contact an A.V. technician for assistance. A.V. Staff will manually be able to switch it for you.

Laptop won't display: Make sure that the VGA cable found on top of the podium is firmly connected to the laptop. You can trigger the laptop video card by pressing a combination of the Function key (marked by the letters Fn) with the appropriate F key (F5 or F8, keys are labeled with either a picture of two monitors on it, or with the words LCD/CRT). This is a three way toggle; the image will appear only on the laptop, only on the projector or both.

No Audio: There are volume control buttons located to the left of the touch panel screen. These include volume up, volume down and volume mute. Make sure the mute button is off. If you are experiencing audio problems while using the computer there is a speaker icon located on the bottom right hand corner of the monitor. Click on it and make sure that it is turned all the way up.

Projector Warning (Replace Air Filter): *If this warning appears, please notify Audio-Visual Services in the library.* The warning message should disappear within 30 seconds and projection will continue normally.

Detailed instructions on the use of the e-classrooms are available on the Seneca Libraries web site at:

<http://library.senecacollege.ca/Audio-Visual/>