ALBION COLLEGE

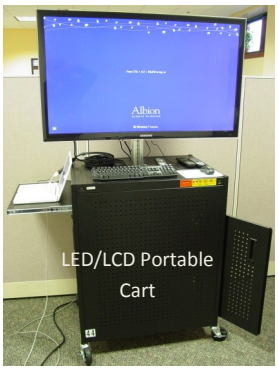
A Guide To Albion College Presentation Systems

An overview of the different presentation technologies available on Albion College's Campus.

Enhanced Classrooms

All presentation rooms at Albion College are integrated with installed lecterns and fixed overhead projectors. All rooms have presenter's wireless mouse units installed. Presenters are assigned rooms by Admissions department coordinating staff.

Electronically Enhanced Classrooms



- SP Control Panel or Pixie Pro
- VCR (most rooms)
- DVD (some BluRay, some International.
- PC computers with front USB ports
- Guest ports: HDMI, VGA, AV
- Wall mounted speaker system
- NetProj and WiDi available some rooms

Rooms have manual controls for lights and screens. Switching between devices is done through the Control Panel. A few rooms have LCD/LED TV carts.

Typical Presentation Room

Installed PC Computers

- Windows 7, 64 bit version and 2 to 4gb of memory, Windows 10 summer 2017
- Windows Office 2013 installed

Portable Media Carts (backup units)

- Manual Controls
- Windows 7 PC computer
- VCR/DVD Player
- Speaker System

.Bring your Mac Laptop (if desired)

Things to bring:

- Android or iOS device and power accessories
- VGA or HDMI adapter—not all rooms have HDMI. All have VGA connections.
- Connect to lecterns or carts first. Then power up your device.

Things to Consider:

- Always add PC file extension types (e.g., .ppt, .mp3, .wav) to Mac created files.
  - Newer versions of MS Office for Macs automatically add .PPTX
- Contact your admissions representative to send in an advanced copy of your presentation for testing if desired.

Requesting Technology Information

Request special support requirements through your Admissions representative.

Things to Consider:

- It is recommended that you send an electronic copy of your files prior to the date of presentation so it can be tested on our systems.
- Do you have any special needs for sensitive control of lighting or room to move around?
- When burning homemade DVDs, always use the DVD-R format—it works best.
- Prezi is FREE, but depends on the internet. On rare occasions, our fiber optic cables providing internet to the campus have been severed by local farmers.
- Size of room. Presentation evaluators will be sitting close to the front of the room. You will have adequate room to move between any extra displays you bring and the projection screen. The RF Remote mouse allows you to move away from the lectern.

Small Seminar Room

For More Information

Contact Instructional Technology & Media Services by email: Insttech@albion.edu or call Instructional Technology at: (517) 629-0962

Or visit these sites for more information:

Information Technology & Media Services website: http://www.albion.edu/it/

Enhanced Classrooms: http://campus.albion.edu/instructionaltechnology/techrooms/

- **Wireless remote presenter controls are available in all rooms.**
- **Take a few minutes before starting presentations to become familiar with their operation.**
- **You may bring your own USB remote control—there are two to four front USB ports on each PC.**

Good Things to Know

The safest method to present on campus systems is to bring your presentations and any audio or video files used together in the same folder as your presentation ON A FLASH DRIVE!

Tips for Presenters

For those using technology, first and foremost—plan on using a ***USB Flask Drive*** as your primary device. Bring your laptops as a backup.

Mac owners need to save their presentations with a .pptx extension. Macs read their extensions internally, PCs need the extensions. Albion College is a PC campus, however most other systems may be connected to our lecterns and media carts with the appropriate adapters.

Ninty eight percent of our systems and carts have VGA connecting cables. Some rooms have HDMI projectors and a few are configured with HDMI guest ports.

Presenter's remotes are present on all, however they may not be disconnected and used with guest systems. Please plan on bringing your own if needed.

USB Ports

Each lectern or cart has 2-4 USB ports on the PC and two on the side of lectern monitors.

Guest Device Ports

There are several different types of guest ports available—these are two.

The switching system in the room selects the device you are using.

MacBook Pro Adapters

Mini DisplayPort to VGA Adapter – MB572Z/A

AKA Thunderbolt

Overview

Every Mac with a Mini DisplayPort allows you to connect an external display or projector using an adapter. You can use an external display as your main workspace or to extend your desktop, or you can work in mirrored mode with a projector so you can view what your audience sees.

Use the Mini DisplayPort to VGA Adapter to connect your Mac to a standard analog monitor, projector, or LCD that uses a VGA connector or cable. Review the documentation or check with the manufacturer of your monitor to make sure you're choosing the right adapter.

Compatible only with Mac computers with Mini DisplayPort.

Thunderbolt to VGA-HDMI

Those using Macs need to connect the cables before starting the computer. This insures your Mac detects the connected system and properly mirrors the images.

iPad-iPhone Adapters

Lightning to HDMI

Lightning to VGA

30 Pin to VGA

Instructional Technology & Media Services

Instructional Technology & Media Services is dedicated to assisting and empowering faculty, staff and students with their academic technology needs. The department provides support for uses of technology to enhance teaching, learning, and research through software training, preparing instructional materials, providing web support, and offering classroom instruction. Instructional Technology & Media Services integrates technology resources with teaching and learning methods, to better enhance the level of academia at Albion College.

Information Technology

Instructional Technology & Media Services

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