

HI-TECH CLASSROOM REFERENCE MANUAL

**AVT-ITL
486-1774
Fall 2008**

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CLASSROOM STYLES

Hi-Tech Classrooms consist of 4 “styles” of rooms, based on the type of control equipment.

- **Push Button:** A push button style room is controlled by a “Switcher” located within the equipment cabinet. Push buttons “switch” from one piece of equipment to another.
- **Plug-In Touch Screen:** A plug-in touch screen unit is located within one of the locked cabinets and must be plugged into the AUX plate to function. The portable touch screen can then operate the equipment.
- **Fixed Touch Screen:** A fixed touch screen style room consists of a fixed, flat panel touch screen, mounted on top of the teaching station which operates the equipment.
- **Tech-Ready:** Our newest style of room, it is a more compact version of the *Fixed* style rooms. Controls for this style of room can be found on the wall mounted control center.

List of Hi-Tech Classrooms

ABBR	Building	Room	Type	VCR
ARJ	Arjona - Humanities	105	Fixed	WF
		115	Fixed	NORM
		119	Fixed	NORM
		139	Tech-Ready	
		143	Fixed	WF
		215	Fixed	WF
		237	Tech-Ready	
		241	Tech-Ready	
		243	Tech-Ready	
		245	Tech-Ready	
		311	Fixed	NORM
		317	Fixed	WF
		403	Tech-Ready	
		405	Tech-Ready	
		407	Tech-Ready	
ARTB	Art Building	106	Fixed*	WF
		107	Fixed*	WF
ATWR	Atwater Laboratory	A001	Fixed*	NORM
BCH	Beach Hall	317	Fixed	WF
BPB	Bio-Physics	130	Fixed	WF
		131	Fixed	WF
BRON	Bronwell	124	Fixed	NORM
CAST	F.L. Castleman	201	Fixed	WF
		204	Tech-Ready	
		206	Tech-Ready	
		212	Fixed	NORM
		212	Fixed	NORM
CHM	Chemistry Building	A120	Plug-In	NORM
		A203	Plug-In	NORM
		T309	Push Button	
CLAS	Liberal Arts & Sciences	102	Tech-Ready	
		103	Tech-Ready	
		105	Fixed	WF
		108	Fixed	WF
		110	Fixed	WF
		163	Fixed	WF
		164	Tech-Ready	
		202	Tech-Ready	
		434	Fixed	WF
CUE	Ctr. For Undergrad. Ed.	122	Fixed	NORM
		134	Fixed	NORM
		318	Fixed	NORM
		320	Fixed	NORM
		321	Fixed	NORM
E II	Engineering II	321	Fixed	WF
		322	Fixed	WF
		323	Fixed	WF
		323	Fixed	WF

* Contains a fixed version of the Plug-in style controllers, see the Plug-in style section for instructions on use.

WF World Format VCR
 NORM Standard Format VCR

ABBR	Building	Room	Type	VCR
FS	Family Studies	25	Push button	WF
		103	Push button	WF
		202	Push button	WF
		216	Push button	NORM
		220	Push button	WF
GAMP	Gampel Pavilion	215	Fixed	NORM
GENT	C.B. Gentry – Education	131	Plug-In	NORM
		201	Push button	NORM
ITE	I.T.E. Building	C80	Fixed	NORM
		125	Fixed	NORM
		127	Fixed	NORM
JONS	Jones Building	229	Fixed	NORM
KNS	Koons Hall	201	Push button	WF
		202	Push button	NORM
		301	Tech-Ready	
		302	Tech-Ready	
LAF	Lafayette Dorm.	C110	Fixed	WF
MONT	H.R. Monteith -	101	Fixed	NORM
	Social Sciences	115	Fixed	WF
		143	Fixed	WF
		213	Tech-Ready	
		221	Fixed	WF
		233	Tech-Ready	
		303	Fixed	WF
		315	Fixed	NORM
		319	Tech-Ready	
		441	Tech-Ready	
MSB	Math Science Building	215	Push button	NORM
		311	Push button	NORM
		319	Push button	NORM
		403	Push button	NORM
		407	Push button	WF
		411	Push button	NORM
PB	Physics Building	36	Fixed	WF
		38	Fixed	WF
PBB	Pharmacy Building	129	Fixed	NORM
		131	Fixed	NORM
PCSB	D.C. Phillips – Comm Sci	139	Push button	WF
		142	Push button	WF
RH	Ratcliffe Hicks	101	Tech-Ready	
		201	Push button	WF
RR	Ryan Refectory	204	Fixed	
SCHN	Andre Schenker	55	Fixed	WF
STRS	Storrs Hall	1	Fixed	WF
		2	Fixed	WF
		11	Fixed	WF

* Contains a fixed version of the Plug-in style controllers, see the Plug-in style section for instructions on use.

WF World Format VCR
NORM Standard Format VCR

ABBR	Building	Room	Type	VCR
TLS	Torrey Life Sciences	154	Fixed	WF
		301	Push button	WF
UTEB	United Tech. Building	150	Plug-In	NORM
		175	Plug-In	NORM
WGC	Whetton Grad. Center	200	Push button	WF
WITE	George White - Animal Ind.	209	Push button	NORM
YNG	W.B. Young	100	Plug-In	NORM
		233	Push button	WF
		305	Fixed	WF
		327	Push button	WF
		332	Tech-Ready	

* Contains a fixed version of the Plug-in style controllers, see the Plug-in style section for instructions on use.

WF World Format VCR
 NORM Standard Format VCR

(Rooms coming soon: Beach Hall 302, Chemistry T112, and Chemistry T215)

TRAINING & GENERAL INFORMATION

Training

Training sessions are offered each semester, during the last 3 days of the week prior to the start of classes. AVT-ITL contacts faculty and staff by both email and university mailing lists indicating where and when training will be held as well as the contact information needed to sign up for the session.. This information is also available on the AVT-ITL web site: www.itl.uconn.edu/avtechnology.

All faculty are strongly encouraged to attend training sessions. During training sessions the capabilities of each “style” of Hi-Tech Classroom is explained and questions are answered.

Classroom Help

Hi-Tech Classroom Help Line **486-1774**.

AVT-ITL technicians Help Line hours:

Monday - Thursday 7:30AM to 9:00PM.
Friday 7:30AM to 5:00PM.

Most problems in the Hi-Tech Classrooms can be solved over the phone, so the better the user understands the equipment and how it works, the quicker and more efficient problem identification and resolution will be.

Please note that in some cases equipment must be replaced, eliminating immediate resolution to a problem.

Classroom Keys

In most cases keys to unlock the equipment cabinets may be obtained through AVT-ITL, from the main office located in room 333 in the Center for Undergraduate Education Building. Issued keys allow access to cabinets located within the teaching station and unlock rear projection booths in classrooms that have them. These keys are building specific and **DO NOT** unlock the doors leading into the classroom itself. Use of multiple Hi-Tech Classrooms in separate buildings will require multiple keys.

*Please return signed out keys to AVT-ITL’s main office prior to the end of the semester. Report stolen or lost keys to AVT-ITL’s main office at **486-2686**.*

Security

The safekeeping of equipment in UConn’s Hi-Tech Classrooms is everyone’s responsibility. Please do your part:

- Lock all equipment cabinets at the end of class.
- Close and secure windows and doors when you are the last to leave the classroom.

Help us prevent “crimes of opportunity” by eliminating those situations.

PUSH BUTTON CLASSROOM

Common Equipment

- Push Button Switcher
- Desktop PC
- Laptop Computer
- Preview Monitor
- CD/DVD Player
- Video Cassette Recorder (VCR)
- Cable TV Tuner
- Document Camera
- Slide Projector
- Video Projector

Operating Instructions

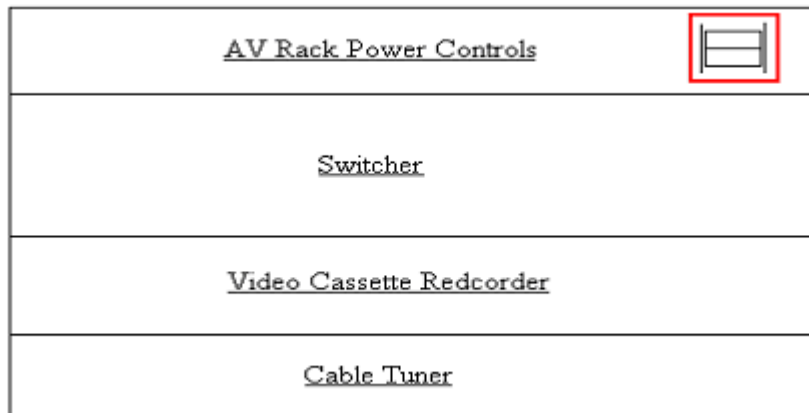
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System Start-Up

1. Unlock the equipment cabinets to expose equipment rack.
2. Turn Master Power switch to ON position. This switch is located at the upper-most area of the rack (*Figure 1-1*).

Note: The projector or light settings must be controlled via their specific wall or teaching station switches.

Figure 1-1: Push Button Style: Master Power Button



Control System Overview

The “switcher” provides the user with 2 sets of buttons; one row of white buttons and 4 multicolored buttons (*Figure 1-2*).

The multicolor buttons:

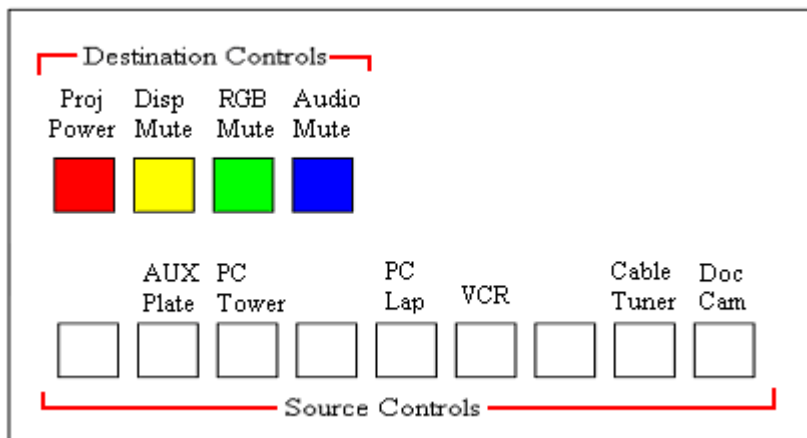
- **Red** controls power to the projector.
- **Yellow** controls the video signal going to the projector
 - Pressing this button will *MUTE* the *IMAGE* coming out of the projector
- **Green** controls the RGB signal going to the projector
 - Pressing this button will *MUTE* the *IMAGE* coming out of the projector
- **Blue** controls the audio signal
 - Pressing this button will *MUTE* the *AUDIO* coming out of the projector

To turn on the projector, press and hold the Red button for 2 seconds. When it begins to flash, the projector is powering up.

The set of white buttons are **Source Buttons**. Pressing the button will open that equipment’s control panel. Each source will be described in their specific sections.

Note: To adjust the audio levels in these rooms, locate the audio amplifier at the bottom of the AV rack (this piece of equipment has numerous knobs on it). Adjust the Master Volume ONLY. Always leave the amplifier power ON.

Figure 1-2: Push Button Style: “Control Buttons”



System Shut-Down

1. When finished using the projector, press and hold the RED button for 2 seconds. It will begin to flash, signifying the projector is shutting down (*Figure 1-2*).
2. Raise the projection screen.
3. Turn the master power switch OFF after the RED button stops blinking (*Figure 1-1, page 7*).

PLUG-IN TOUCH SCREEN CLASSROOM

Common Equipment

- Plug-In Touch Screen
- Desktop PC
- Laptop Computer
- CD/DVD Player
- Video Cassette Recorder (VCR)
- Cable TV Tuner
- Document Camera
- Slide Projector
- Video Projector

Operating Instructions

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System Start-Up

1. Unlock the necessary equipment cabinets exposing the equipment racks.
2. Remove the Plug-in Touch Screen from its cabinet and plug it into the proper Aux Plate connector (*Figure 2-1, page 17*).
3. Touch the screen to turn the system ON. **Please note that if Lighting and Projection Screen are not options on the main menu of the Plug-in Touch Screen, they must be controlled via their specific wall or teaching station plates.**
4. Refer to page 18 for further instructions on the use of the Plug-in Touch Screen.

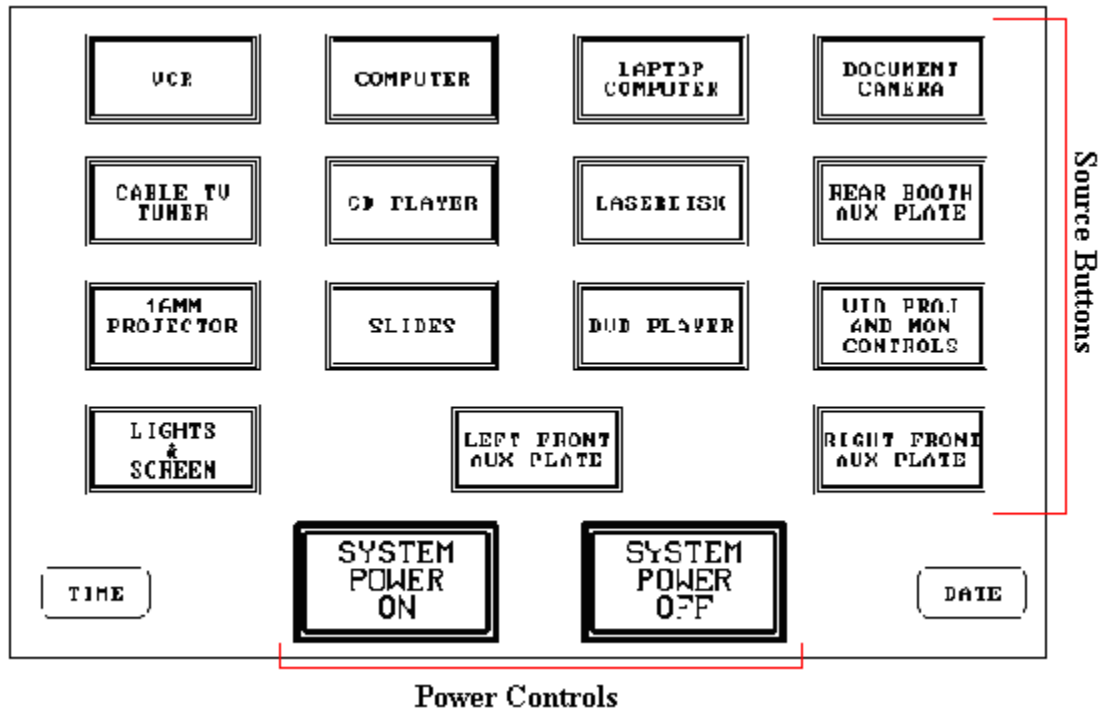
Control System Overview

The Main Menu display of the Plug-in Touch Screen (*Figure 1-3, page 10*) shows three different items: **Time and Date**, **Power Controls**, and **Source Buttons**.

Power Controls appearing at the bottom center of the Main Menu control the majority of the equipment in the room. Shutting the system power off will return all equipment to its “off” state.

Source Buttons select sources such as the *Document Camera*, *VCR* and *Computer*. Pressing the button will open that equipment’s control panel. Each source will be described in their specific sections.

Figure 1-3: Main Menu: Control Screen



System Shut-Down

1. Select the **MAIN MENU** option from the upper-left hand corner of the Touch Screen.
2. Select **SYSTEM POWER OFF**.
3. Unplug the Plug-in Touch Screen from the Aux Plate.
4. Return the Plug-in Touch Screen unit to cabinet.
5. Lock all cabinets.

FIXED TOUCH SCREEN CLASSROOM

Common Equipment

- Desktop PC
- Laptop Computer
- CD/DVD Player
- Video Cassette Recorder (VCR)
- Cable TV Tuner
- Document Camera
- Slide Projector
- Video Projector

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System Startup

1. Unlock equipment cabinets to expose the equipment racks.
2. Touch the Fixed Touch Screen anywhere on the screen; this will “wake” the system up. Touching the screen a second time will turn the system ON.

Control System Overview

The main menu of the Fixed Style Touch Screen system (*Figure 1-4, page 12*) shows the icons for controlling the room and the devices; they are located around the outer edge (left and top portions) and consist of: **Power Controls, Lighting Controls, Mic Volume, Program Volume, Time, Source Buttons, and Destination Controls.**

The **Power Controls** button gives the option to power the system down. The **Lighting Controls** give 4 optional preset lighting scenes: *Full On, Slide, Video* and *Full Off*. Both the *Full On* and *Full Off* settings are self-explanatory, while the *Slide* and *Video* settings dim the lights appropriately for use of that equipment.

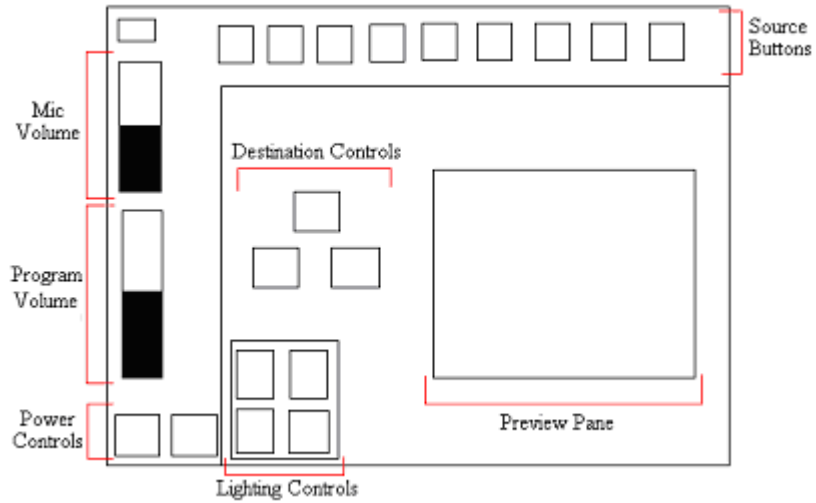
Mic Volume affects the volume level of the microphone.

Program Volume affects the volume level of the audio source selected.

Source Buttons along the upper most portion of the viewable window, select sources such as the *Document Camera, VCR* and *Cable TV Tuner*. Pressing the button will open that equipment’s control panel. Once a source has been selected, it must be sent to the necessary destinations, this is done by pressing the necessary **Destination Control** button.

Preview Pane displays whatever source has been selected. To make this view full screen, press the **Preview Pane**. To revert back to the **Preview Pane**, press anywhere on the screen.

Figure 1-4: Fixed Touch Screen: Main Menu



System Shutdown

1. Press the “button” marked OFF in the boxed area labeled SYSTEM POWER located on the lower-left.
2. A shutdown confirmation screen will appear. Select YES to shut the system down or NO to move back to the main menu.
3. Lock all cabinets.

TECH-READY CLASSROOM

Common Equipment

- Desktop PC
- Laptop Computer

Operating Instructions

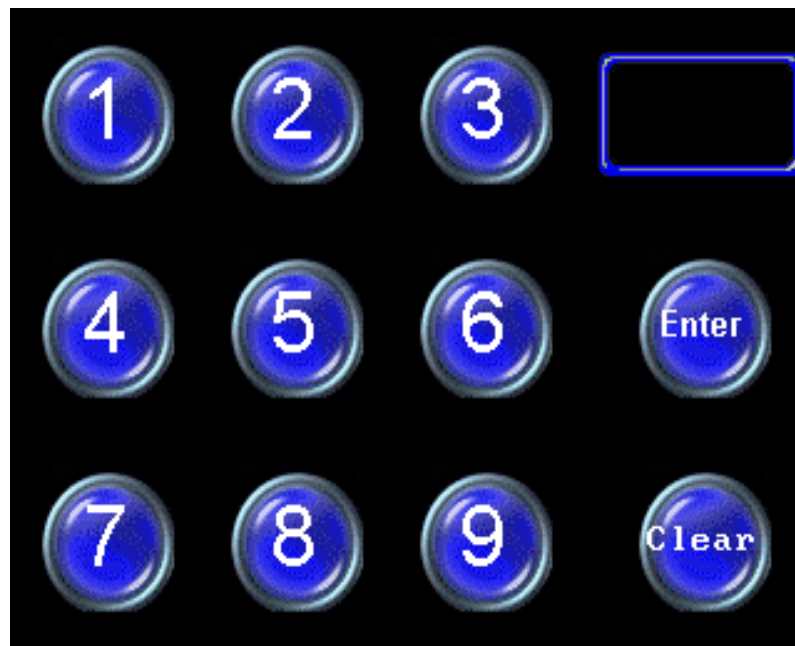
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System Startup

1. Touching the Fixed Touch Screen anywhere will “wake” the system up and bring up the welcome screen.
2. Touching the screen a second time will bring up the password page (*see Figure 1-5*). Type in the password and touch the ENTER button in order to both power on and access the system. *Please contact your department head for the system password.*

Note: Please be prepared to allow the system a 2 to 3 minute warm-up period before being able to use the system.

Figure 1-5: Password Page



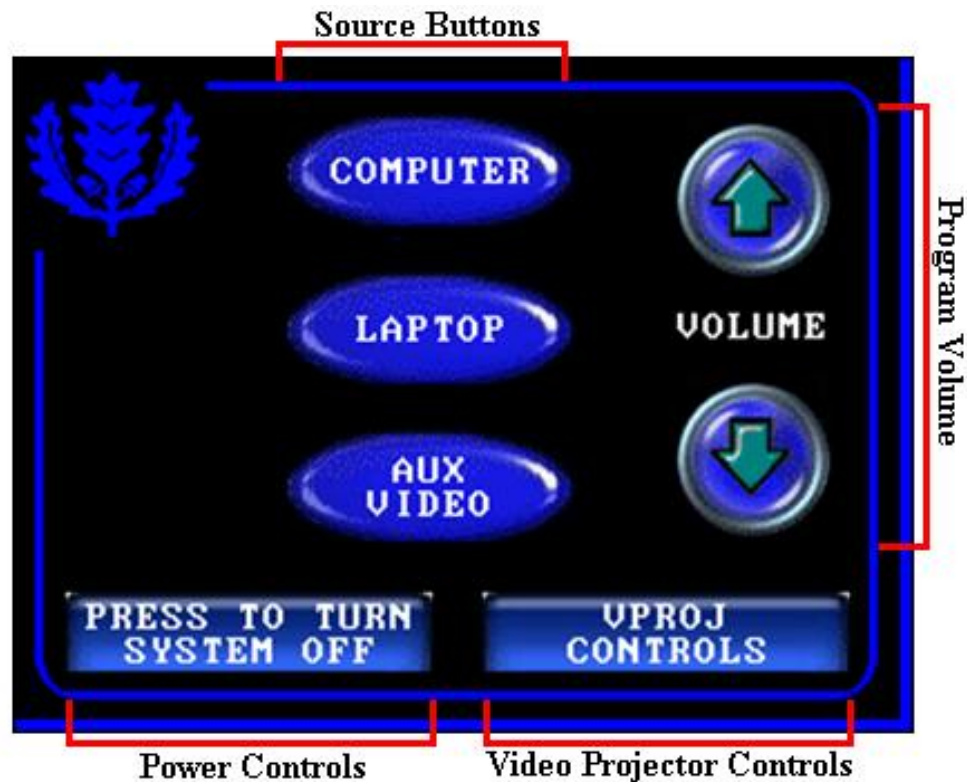
Control System Overview

The main menu of the Tech-Ready Fixed Touch Screen system (*Figure 1-6*) shows the icons for controlling the devices provided in the room and consist of: **System Power Controls**, **Video Projector Controls**, **Program Volume**, and **Source Buttons**.

The **Power Controls** button gives the option to power the system down. **Program Volume** affects the volume level of the audio source selected.

Source Buttons select sources such as the *Laptop* or *Computer*. Pressing the button will open that equipment's control panel. Each source will be described in their specific sections. **Video Projector Controls** provide a way to manually interact with the video projector provided in the room.

Figure 1-6: Tech-Ready Touch Screen: Main Menu



System Shutdown

1. Touch the button labeled "Press to Turn System Off". This button is located in the lower left-hand portion of the touch screen.

Note: If the system was unintentionally powered down, please allow 3 minutes for the system to cool down before attempting to turn it on again.

ROOMS WITH SPECIAL EQUIPMENT

Young 100

Whiteboards

- These whiteboards function like any other marker boards (use dry erase markers only!), except that they are moved electronically. Locate the manual button next to the board and press to reverse the positions of the boards.

Slide Projector

- The slide projector is located in the lower-right portion of the teaching station rack. Pull the slide projector out and power it up. Insert the slide tray. **DO NOT PUSH LOADED PROJECTOR BACK IN, LEAVE IT OUT.** Select slides option on the portable touch screen and choose a destination.
- **DO NOT TOUCH** the slide projector's joystick. This is for color correction and may adversely affect the projected image.
- Projection Room light must be turned off, to prevent washing out the projected images.
- Equipment Rack in the Projection Room *MUST* be left on.

Chemistry A120

Control System

- The control system for this room mimics a Plug-In Touch screen style of room except that the functions for controlling the monitors, projector, and screen must be selected individually (i.e. to turn the projector on, the projector power button must be selected).

Whiteboards

- The controls for the whiteboards can be found on the non-control side of the teaching podium. There is a separate set of controls for each of the three screens and a stop button that will halt the movement of any of them.

Chemistry A203

Video Projectors

- This room is unlike any other in that it has 2 video projectors and 2 projection screen.
- The Sony Projector (Gray color) displays images on the screen located directly above the whiteboards.
- The Philips Video Projector (Black color) displays on a screen located to the right of the teaching station.

Art Building 106 & 107

Slide Projectors

- Both of these rooms contain 2 separate slide projectors, this allows side-by-side comparisons of slides. Both are controlled via the Fixed Touch Screen.

AUX PLATE

Overview

The AUX Plate is a rectangular, mounted plate located in an obvious spot on the teaching station. The plate consists of multiple jacks tied into the AV system which allows additional pieces of equipment, supplied by the user, to be utilized in the Hi-Tech Classroom. All AUX Plates are fundamentally the same, though the jacks may vary according to room. Most AUX Plates will consist of: a **Video Jack**, an **RCA Audio Jack** (in some cases 2), a **Microphone Jack** and an **AMX/Control Jack** (*Figures 2-1 and 2-2, page 17*).

Please note that some rooms may contain multiple AUX Plates which are referred to based on their physical location in the room. Ex.: if there are two plates on either side of the teaching station, they will be referred to as the **Left AUX Plate** and the **Right AUX Plate**. Each may contain the same or different types of jacks, however, all lead to the AV system.

Video Jack

The Video Jack allows a VCR, DVD or other video device to feed video to the classroom.

Audio Jack

Depending on the room, the AUX Plate may contain either 1 or 2 of these connectors. These jacks allow STAT a separate source for audio (i.e. a cassette player) and feed the audio to the room speakers. These connectors are used in conjunction with VCRs or other equipment as well. The cables used are referred to as RCA Cables.

Microphone Jack

In the vast majority of Hi-Tech rooms, there is a microphone jack located on the AUX Plate but a few rooms have it located on a panel within the AV rack. Note that the Microphone Jack has three pins (the Control/AMX Jack has four). The lapel-style microphone can be found on either the desk or in one of the cabinets in the teachings station.

Important: *To remove the microphone after use, depress the silver locking tab at the base of the plug (see Figure 2-1, page 17) and pull the microphone plug out at the same time.*

AMX/Control Jack

All Portable Touch Screen classrooms contain a jack within the AUX Plate that is designed to accept only the adapter from the Touch Screen unit itself. This jack is labeled as AMX or Control and has four pins (while the MIC Jack has three).

Utilizing the AUX Plate

Of the four optional jacks on the AUX Plate, the Microphone and AMX/Control Jacks never need be selected. They are always “ON,” and are automatically recognized when the Microphone or AMX/Control Unit is plugged in. Video or Audio jacks need to be selected for use within the system.

Figure 2-1: AUX Plate

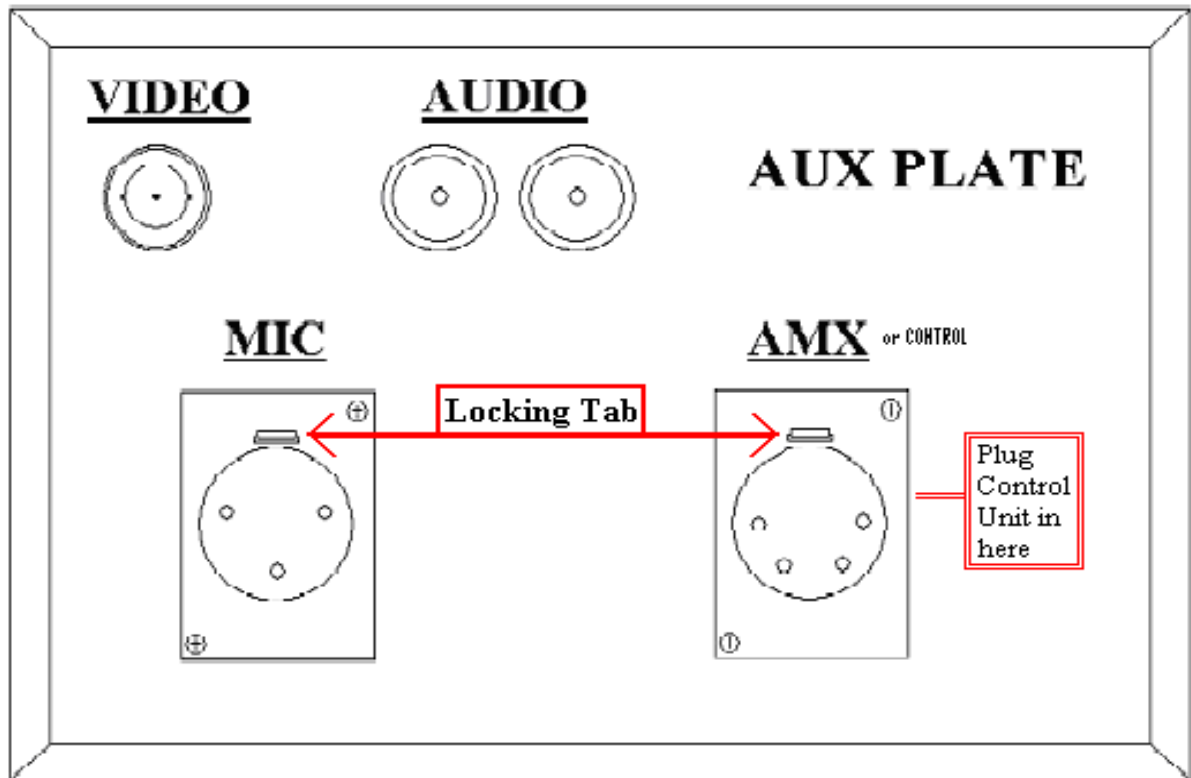
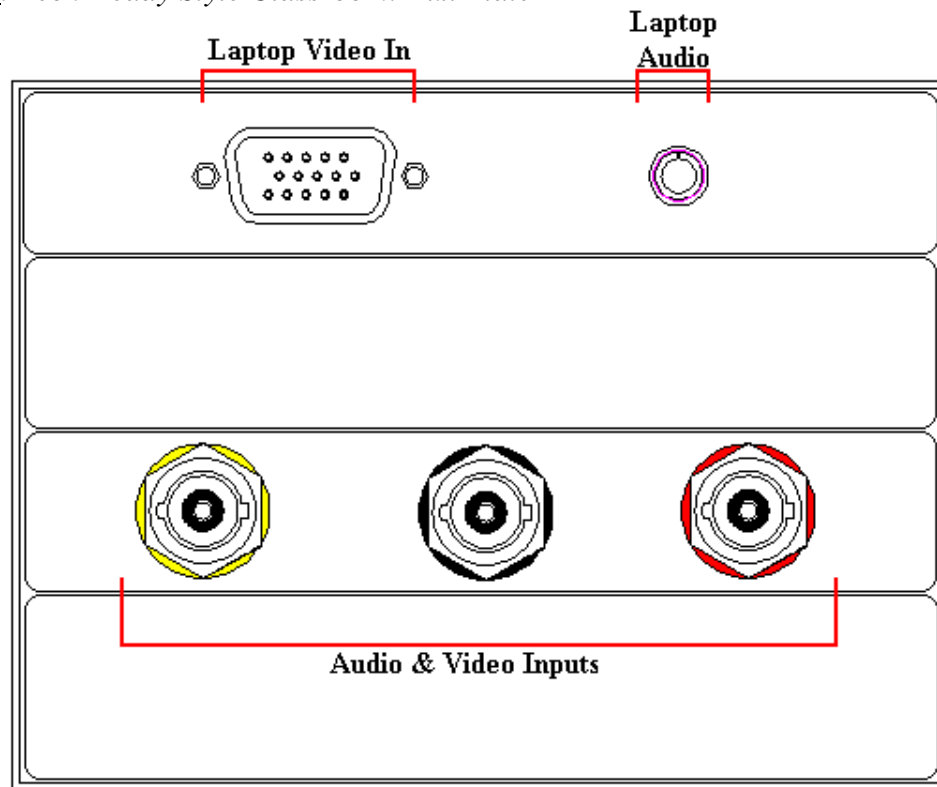


Figure 2-2: Tech-Ready Style Classroom: Aux Plate



Accessing the AUX Plate:

Push Button Classroom

To use this feature, press the button labeled “AUX” from the row of white Source Buttons (*Figure 1-2, page 8*).

Plug-In Touch Screen Classroom

Touch the button labeled “AUX” from the main menu window (*Figure 1-3, page 10*).

Note: if there are multiple AUX Plates in the room (as seen in Figure 1-3, page 10), be sure to select the proper one. Once selected, a new page will appear, usually with 2 to 3 destination selections. Select the appropriate destination.

Fixed Touch Screen Classroom

Touch the button labeled “AUX” from the upper set of source buttons (*Figure 1-4, page 12*).

Tech-Ready Classroom

Touch the button labeled “AUX Video” on the main menu (*Figure 1-6, page 14*).

Note: The Tech-Ready style of classroom combines both the AUX and the laptop connections into one plate to conserve space.

DESKTOP PC

Overview

The Hi-Tech Classrooms currently offer a PC for use by faculty. There are 4 types of machines, all running one standard image with a standard set of software installed.

Note: If physical access to the pc is required, a key will need to be signed out.

Accessing the PC:

Push Button Classroom

Press the button labeled “Tower/PC” or “Computer” from the row of white Source Buttons (*Figure 1-2, page 8*).

Plug-In Touch Screen Classroom

Select the button labeled “Computer” from the main menu view (*Figure 1-3, page 10*).

Fixed Touch Screen Classroom

Touch the button labeled “Computer” from the upper set of source buttons (*Figure 1-4, page 12*).

Tech-Ready Classroom

Touch the button labeled “Computer” from the main menu window (*Figure 1-6, page 14*).

Additional Information

PC Image

The PCs that are provided in the Hi-Tech Classrooms all have identically installed images and software packages. To log onto the machine, follow the on-screen directions provided. The image installed on each machine provides 2+ GB of storage for teaching materials however, this is not a safe storage area as any user can clean it out.

It is highly recommended faculty visit the Hi-Tech Classroom portion of the AVT-ITL web site (ITL.uconn.edu/avtechnology), as documentation and other important posting can be found there. The images provided on the PCs are updated yearly (generally during the month of August), which means that software versions will stay consistent throughout the Fall and Spring semester for a given school year.

Note: The individual user is responsible for knowing how to utilize the software provided.

USB PORT

In some cases, the USB ports on the PC tower may be difficult to access, so an extension cord for the USB port has been conveniently bundled with the Laptop Computer cables that rest on the top of the teaching station. The Tech-Ready style of classroom affords the user direct access to the face of the PC, so USB extensions are not necessary. The PC can be found poking out of one side of the Tech-Ready Box.

LAPTOP COMPUTER PORT

Overview

The Hi-Tech Classrooms offer laptop connections for both PC and MAC. These cables can be found resting on top of the teaching station and include a video and an audio cable. Some rooms provide only one pair of cables anticipating as the newer Macintosh laptops utilize an adapter converts the video connection type from the laptop into a 15-pin HD plug.

Note: The AV department is not responsible for providing those “dongles” required by the Macintosh laptops.

Steps for connecting a laptop are as follows:

1. Locate the **PC Connection Cables** found on the teaching desktop.

Note: If in a Tech-Ready room, the connections can be found on the AUX Plate. The individual user is responsible for providing the connection cables required (15-pin VGA Cable for video and a 1/8” Mini for audio).

2. Attach appropriate cables to the laptop, plugging the audio cable into the headphones port if audio is desired. If the PC is not turned ON, now would be the time to do so.
3. “Port out” the laptop. **Required Resolution: 1024 x 768 AT 60HZ.**

Note: Frequently Macintoshes will have much higher resolution rates set, please be sure that the resolution, please verify the setting before use.

Accessing the Laptop:

*Note: In all rooms (sans the Tech-Ready style) **Laptop Connection Cables** will be situated near the monitor on the teaching station. In the case of the Tech-Ready style of classroom, the laptop hook-ups can be found on the AUX plate below the Tech-Ready wall box (Figure 2-2, page 17).*

Push Button Classroom

Press the button labeled “Laptop” from the row of white Source Buttons (Figure 1-2, page 8).

Plug-in Touch Screen Classroom

Select the button labeled “Laptop” from the main menu view (Figure 1-3, page 10).

Fixed Touch Screen Classroom

Touch the button labeled “Laptop” from the upper set of source buttons (Figure 1-4, page 12).

Tech-Ready Classroom

Touch the button labeled “Laptop” from the set of source buttons (Figure 1-6, page 14).

PREVIEW MONITOR

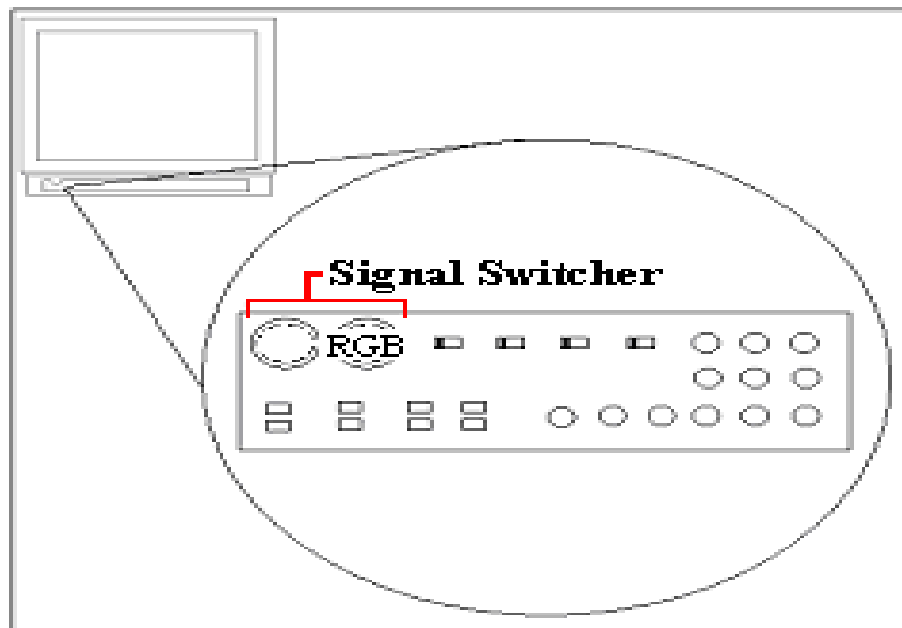
Overview

The Push Button and Plug-In styles of Hi-Tech Classrooms have regular PC screens which are set into the Teaching Station counter top and are used to “preview” the selected source. These monitors are required so that the user can switch the signal type (RGB vs. Video) being shown depending on what type of source has been selected.

Signal Switching

1. Make sure the Preview Monitor is *ON*. The power switch is the large button located on the right-hand side of the front of the monitor (which is usually hidden as the monitor is set into the Teaching Station counter top).
2. In Plug-In Style rooms, select the Preview Monitor as the destination for the source.
3. Unless you are using the PC or a laptop, the monitor needs to be set to receive and preview the Video type of signal. Do this by locating and pressing the RGB Multi button. A signal light will light up signifying the monitor is now set for video. The button is located in the control panel of the monitor itself, covered by a door on the lower center area of the monitor (*Figure 2-3*).
 - a. Some doors contain cutout areas which expose the button, some do not.
 - b. If the panel does not have a cut-out, then locate the button that is second from the left on the top row, this is the RGB Multi button.
4. To switch back to an RGB signal for computer, press the button again.

Figure 2-3: Front panel view of the Preview Monitor



CD/DVD PLAYER

Overview

Many of the Hi-Tech Classrooms are equipped with standalone DVD players that can also play audio CDs. In addition to this, all of the computers in the classrooms come standard with a CD/DVD ROM drive and the necessary software to play both DVD Videos and CD Audio.

IMPORTANT: *Due to DMCA regulations, DVDs that are not of a Region 1 Coding will not be able to play in the Hi-Tech Classrooms. We do apologize for the inconvenience; however, this is due to the current laws protecting copyrighted materials.*

Accessing the CD/ DVD Player

Push Button Classroom

Locate the CD/DVD player within the AV rack and verify that the power is on to the unit. Eject the disc tray via the eject button on the front of the unit and insert the disc. Press the button labeled “CD/DVD” from the row of white Source Buttons (*Figure 1-2, page 8*).

Note: *The unit is controlled via the buttons provided on the face of the piece of equipment.*

Note: *If no image appears on the preview monitor, verify that it has been properly set to view this signal type (see page 22).*

Plug-In Touch Screen Classroom

Locate the CD/DVD player within the AV rack and verify that the power is on to the unit. Eject the disc tray via the eject button on the front of the unit and insert the disc. Select the button labeled “Laptop” from the main menu view (*Figure 1-3, page 10*). Controls for the system will appear when the source is chosen.

Fixed Touch Screen Classroom

Locate the CD/DVD player within the AV rack and verify that the power is on to the unit. Eject the disc tray via the eject button on the front of the unit and insert the disc. Touch the button labeled “Laptop” from the upper set of source buttons (*Figure 1-4, page 12*). Controls for the system will appear when the source is chosen.

Tech-Ready Classroom

The only CD/DVD player available in this style of room is found within the computer that is provided inside the wall mounted box.

VIDEO CASSETTE RECORDER (VCR)

Overview

Presently, there are two types of VCRs located in Hi-Tech Classrooms: *Standard Format* VCRs and *World Format* VCRs. The *Standard Format* VCR will only play USA format videos (NTSC). The *World Format* VCR will play all video formats (NTSC, PAL, M-PAL, N-PAL, SECAM, and MESECAM). Please note that the majority of the World Format VCR has a face that flips open to expose both the VHS tape input area and the VCR controls.

Accessing the VCR

Push Button Classroom

Make sure VCR power is ON. Insert the VHS tape and select VCR from the row of white Source Buttons (*Figure 1-2, page 8*).

Note: If no image appears on the preview monitor, verify that it has been properly set to view this signal type (see page 22).

Plug-In Touch Screen Classroom

Make sure VCR power is ON. Insert the VHS tape and select VCR from the Source Buttons on the main menu (*Figure 1-3, page 10*). Controls for the VCR will be provided on the touch screen itself.

Fixed Touch Screen Classroom

Make sure VCR power is ON. Insert the VHS tape and select VCR from the Source Buttons on the top of the main screen (*Figure 1-4, page 12*). Controls for the VCR will be provided on the touch screen itself.

Tech-Ready Classroom

This style of classroom does not contain a VCR. If one is needed it will need to be brought in by the individual requiring it, along with all necessary cabling.

CABLE TV TUNER

Overview

The majority of classrooms (sans the Tech-Ready Classrooms) have a Cable TV Tuner which allows HuskyVision to be accessed. Please contact AVT-ITL (486-1774) with any inquiries into the Cable TV capabilities of any classroom.

Accessing the Cable Tuner

In a **Push Button** style room, control the **Cable TV Tuner** via the controls located on the device. In a **Plug-in** or **Fixed Touch Screen** style room, find controls for the **Cable TV Tuner** on the touch screen itself.

Push Button Classroom

Select the button labeled “Tuner” from the row of white source buttons (*Figure 1-2, page 8*). Locate the cable TV tuner within the AV rack. Channel selection can then be controlled via the channel up and channel down buttons on the face of the cable tuner itself; the channel is displayed a window on the unit itself.

Note: If no image appears on the preview monitor, verify that it has been properly set to view this signal type (see page 22).

Plug-in Touch Screen Classroom

Select the button labeled “Cable TV Tuner” from the main menu view (*Figure 1-3, page 10*). Controls for the system and channel display will appear when the source is chosen.

Fixed Touch Screen Classroom

Touch the button labeled “Tuner” from the upper set of source buttons (*Figure 1-4, page 12*). Controls for the system and channel display will appear when the source is chosen.

Tech-Ready Classroom

This style of classroom does not provide this feature.

DOCUMENT CAMERA

Overview

The document cameras provided in the Hi-Tech Classrooms are cable of projecting both transparencies and standard documents, i.e. they have both base lighting and upper lighting settings that can be changed by buttons located at the front of the machine. An additional feature of the newer digital models is the *Freeze* button. This option allows the user to take a “snap-shot” of a document and continue to project that image until the button is pushed a second time, at which point the image returns to whatever the camera is viewing. All models of the document cameras have both focus & zoom capabilities located on the front control panel.

Accessing the Document Camera

Push Button Classroom

Select the button labeled “DOC” or “DOC CAM” from the row of white source buttons (*Figure 1-2, page 8*). Controls for the unit are found on the front of the Document Camera.

Note: If no image appears on the preview monitor, verify that it has been properly set to view this signal type (see page 22).

Plug-in Touch Screen Classroom

Select the button labeled “Document Camera” from the main menu view (*Figure 1-3, page 10*). Controls for the unit are found on the front of the Document Camera.

Fixed Touch Screen Classroom

Touch the button labeled “Tuner” from the upper set of source buttons (*Figure 1-4, page 12*). Controls for the unit are found on the front of the Document Camera.

TIPS:

- *It is best to use a 26 or higher font size when creating documents for use on these systems, this will ensure that individuals farther away from the projection screen will be able to see the words clearly.*
- *Printing in landscape format will allow the whole sheet to fit into the viewing frame of the camera; portrait tends to have the bottom 1/5 cut out of the viewable area.*
- *To focus the older models of document cameras (the ones with white housings), zoom all the way in on a bit of writing and then press the auto focus button. The camera will now be in focus at all zoom levels.*

SLIDE PROJECTOR

Overview

Some Hi-Tech classrooms are equipped with **Slide Projectors**. Projectors may be found in a *Projector Cabinet* or in a *Projection Booth* located in the rear of the Hi-Tech classroom. *Projection Booth* projectors are FIXED while projectors located in the *Projector Cabinets* are MOBILE, and must be removed and placed atop the cabinet itself.

Using Slide Projector

Push Button Style

Plug 5-pin *Remote Connector Cable* into the rear of the projector. This cable may be either inside the cabinet or routed outside the cabinet. Load *Slide Carousel Tray* into projector. Manually turn the projector ON. Projector may now be controlled through a remote control located in a Teaching Station Drawer.

Plug-in Style

Load *Slide Carousel Tray* onto projector. Utilizing the slides button on the main page (*Figure 1-3, page 10*), turn the projector power ON and utilizes the controls afforded on that page.

Fixed Touch Screen Style

Verify that the *Projection Booth Equipment Rack Master Power Switch* is ON. Load the *Slide Carousel Tray* onto the projector. Access the Slide Projector via the upper set of source buttons (*Figure 1-4, page 12*), then turn the power ON. Controls for the slide projector are provided on on the touch screen.

VIDEO PROJECTOR

Overview

Each Hi-Tech Classroom is equipped with a Video Projector controlled via the AV Rack within the teaching station. In most cases, sans the Push Button style of room, the video projector is set to automatically power itself up the first time a source is sent to it. Directions for powering up the video projector in a Push Button style room can be found in the “Control System Overview” area of the Push Button Style section (*see pages 7 and 8*).

In all cases, there are ways to “Mute” or stop the projector from displaying the source without actually shutting it down. Using this technique during class will allow you access to the whiteboard/chalkboard without having to shut the projector off and wait for it to cool down and then warm back up.

Controlling the Video Projector

Push Button Style

To turn on the video projector push and hold (for 2 seconds) the RED button (*Figure 1-1, page 7*). To mute the video or audio signal going to the projector, press the corresponding colored button (*refer to pages 7 and 8*).

Plug-In Style

The video projector is set to automatically power itself up the first time a source is sent to it. To mute the video going to the projector access the “VProj and Mon Controls” button on the main menu (*Figure 1-3, page 10*), then select “Mute” or “Standby” (whichever is present). Muting the audio is done via the program volume controls on the source page.

Fixed Touch Screen Style

The video projector is set to automatically power itself up the first time a source is sent to it. To mute the video going to the projector access the “VProj and Mon Controls” button from the upper set of source buttons (*Figure 1-4, page 12*), then select “Mute”. Muting the audio is done via the program volume controls.