

HI-TECH CLASSROOM REFERENCE MANUAL:

Push Button Rooms

**AVT-ITL
486-1774
Fall 2009**

CLASSROOM STYLES

Hi-Tech Classrooms consist of 3 “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.
- **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.

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.

**New as of this year (2009), training videos will be located at the AVT website. These videos will be added to the website as they are completed.

All faculty are strongly encouraged to attend training sessions.

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 (CUE). 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.

**New as of this year (2009), some classrooms will no longer require keys to access equipment in the teaching stations. Call 486-2686 to find out if you do not need to sign out 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.

***Important:** The classroom computers are not considered secure and as such should be utilized with awareness. It is highly recommended that individuals not utilize websites that require personal/private information to access them. We suggest that materials and resources be brought in on USB keys and that the key be taken with you when you leave.*

System Interface Controls

System Startup

1. Unlock the equipment cabinets to expose equipment rack.
2. Turn Master Power switch to ON position. This switch is usually located in the upper-most area of the rack.
3. Press and hold the **RED** projector power button for 2 seconds, it will start flashing. This will begin the warm-up process for the projector.

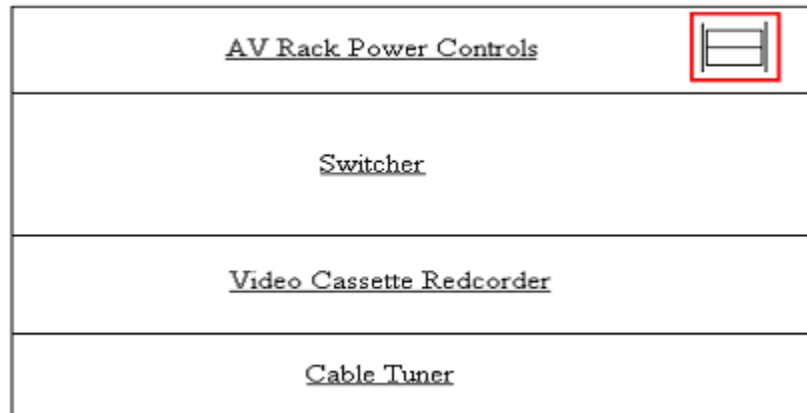


Figure 1: Basic example of a Push Button control system rack configuration.

Note: Please allow 10 – 20 seconds for all the various components of the system to wake up before selecting a source. Selecting a source too quickly can lead to an inability to see the chosen source; though a simple fix for this is to select the source again.

Control System Overview (Switcher)

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

Note: These rooms are set up in such a way that whichever source is selected will be automatically sent to the preview monitor and the projector upon selection. In some instances if this does not occur, please select another source and then select the original option; this tends to resolve the issue.

The set of white buttons are **Source Buttons**. Pressing the pertinent source button will set the system to be accessing that source.

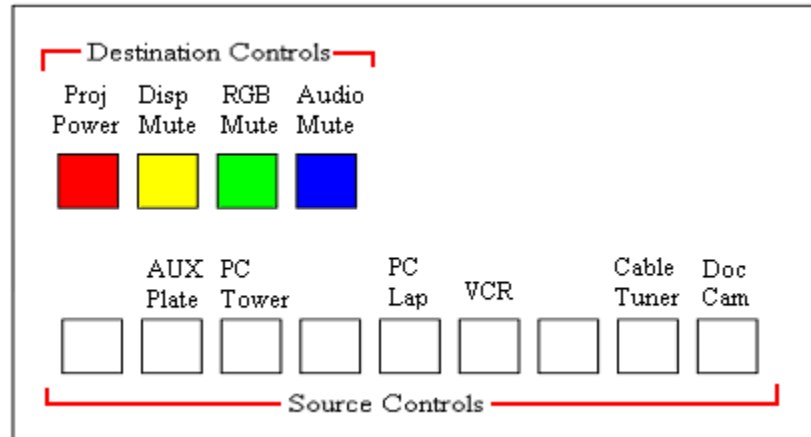


Figure 2: Control system interface (a.k.a switcher)

PREVIEW MONITOR

Overview

The Push Button style 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. 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 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.
3. To switch back to an RGB signal for computer, press the button again.

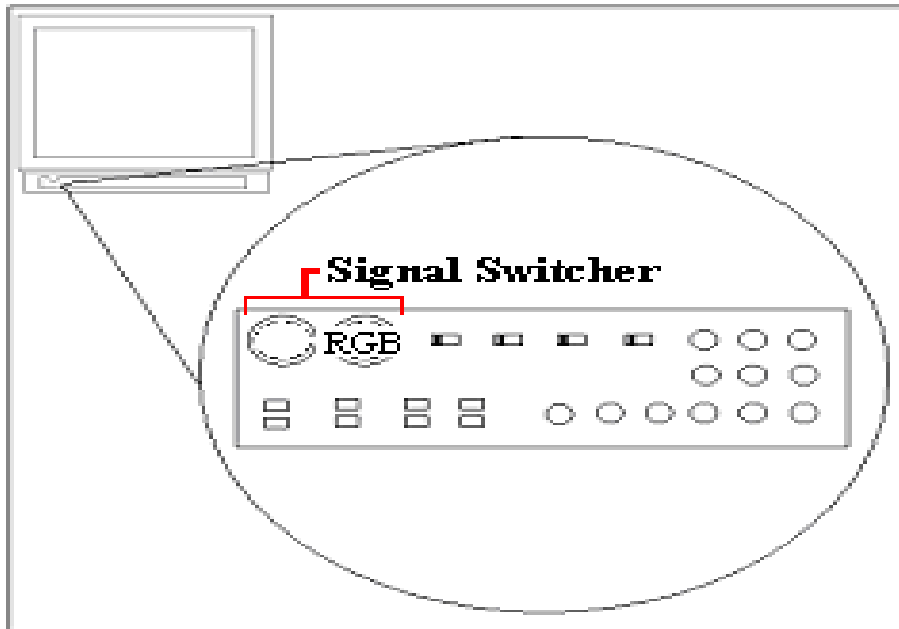


Figure 3: Preview monitor signal switching buttons.

Additional Information

***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**.*

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 2*).
2. Raise the projection screen.
3. Turn the master power switch OFF.