

Instructional Technology Classroom Documentation For use in the “Best” Classroom (DSB 114)

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Introduction

Welcome to the “BEST Classroom.” In the following sections, we will briefly describe the major components in the “BEST Classroom” and their use. These are instructions that will apply only to the “BEST Classroom.” However, since there may be minor equipment differences in some of the other ”smart” classrooms on campus, the general procedures in operating the equipment will be the same.

The Room

The “BEST Classroom” is an enhanced classroom to provide faculty and staff the teaching environment necessary to conduct their work through the use of technology. This room is equipped with two projectors, two viewing screens, Instructor’s computer with dual monitors, and a Media Console to control the fore mentioned devices with DVD, VCR and Cable TV capabilities.



Projectors and Screens

This room is equipped two Christie video projectors with manual pull down viewing screens.



The Media Console

The media console is the hub for the electronic equipment in the room. It houses the VCR/DVD Player as well as the controls for the sound system for the room.



The Removable Wall Panel

The removable wall panel is the device that controls the projectors, volume, VCR/DVD player, Cable TV and how you will show your presentation to the class. With this device, there will be no need to touch or manipulate any of the devices in the Media Console. Everything except for the computer can be controlled from this device which can be detached from the wall and brought to any location within the room to operate the fore mentioned equipment.



The Computer

The instructor's computer is a Dell desktop computer. This computer has two flat panel screens. The computer also has a cd/dvd-rom drive and a floppy and zip drive. A USB key can be plugged into the USB ports located on the front of the computer. This computer has regular University network access, standard University software applications and software specific to the "BEST Classroom."

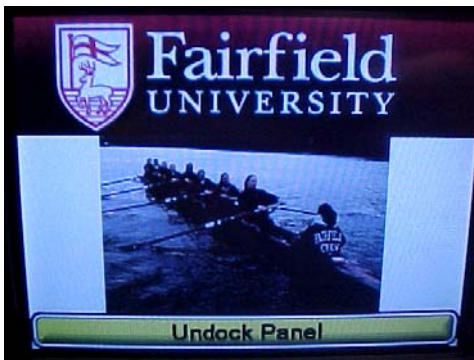


Using the Room

When you plan to use the equipment in the “BEST Classrooms,” please follow the directions below to properly operate the equipment.

Starting your Presentation

1. Locate the “Removable Wall Panel” in the front of the room and if the screen is black (in sleep mode); touch the screen to wake it up. The beginning screen is designated by the Fairfield University logo and a picture of the Crew Team.



← “Undock Panel” Button

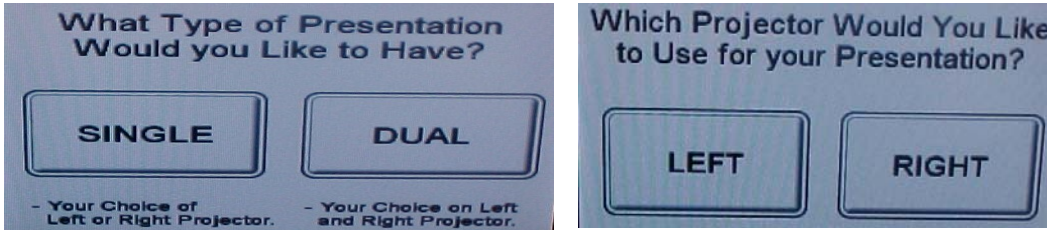
2. You may detach the removable wall panel at any time. Removing the panel will not disrupt any of the equipment when they are in use. To remove the wall panel, touch the “Undock Panel” option on the screen. You will be brought to a numerical keypad screen to enter the code to undock the panel. Enter the code, and then press “Enter.” **Contact Kent Bruder for the code.** The panel will unlock. Do not be alarmed by the unlocking noise, the panel will not fall out of the dock. If the panel does not undock, press the “Clear” button and re-enter the code. You may exit the screen as well by pressing the “Exit” button.



3. Next, Press the “SYS ON” button at the top right hand side of the wall panel.
4. You will be asked “What type of presentation would you like to have?” Select the “Single” or “Dual” option. The “Single” option will allow you to choose the left or right projector while the “Dual” option will allow you to choose the left and right projector. (See next page)



- If choosing the “Single” option, select it, and then select the left or right projector. If you select the “Dual” option, move on to the next step.



- After you select the “left” or “right” option or after you select the “Dual” option, you will be prompted to “select an option from the buttons on the left.” There are five options to select:
 - The “LAPTOP” button will show the image on your laptop.
 - The “PC” button will show the Instructor’s computer.
 - The “DOC CAM” button will show the Document Camera.
 - The “DVD” button will show the DVD player and
 - The “VCR” button will show the VCR player.
- Make your selection by pressing the associated button. The projectors will go through a warming up process and will project the selected image when done.



Presenting from a Laptop

- Before starting your presentation, you must connect your laptop via the VGA and Audio cable (if you need sound) to the multimedia system. The cable is stored in the Media Console drawer. One end of the cables will be plugged into the VGA wall connection located under the dry erase board, and the other end will plug into the VGA port on your laptop.
IMPORTANT- for MAC users, you must use a VGA dongle to connect to the VGA cable.



Wall Plug



To Your Laptop

- When done, follow the “Starting Your Presentation” instructions. When on step 6, choose the “LAPTOP” button to display your laptop. **IMPORTANT**- You may have to adjust your laptop’s resolution to account for the change of the projector screen size. PC’s users may have to press “F8” or the function button associated with your external display to display their image through the VGA port on their laptop. Mac users may need to press “F7”.



- The “Now Displaying Laptop” screen will now appear on the removable wall panel and the Laptop image will appear from the selected projector(s).

Presenting from the Instructor’s computer

- Make sure that the Instructor’s computer is turned on. Then, follow the “Starting Your Presentation” instructions. When on step 6, choose the “PC” button to display the Instructor’s station. The “Now Displaying PC” screen will now appear on the removable wall panel. The Instructor’s computer image will now appear from the selected projector(s).



- Optional Presentation Modes for the PC
When the PC is being presented, you have two other options to control your presentation.

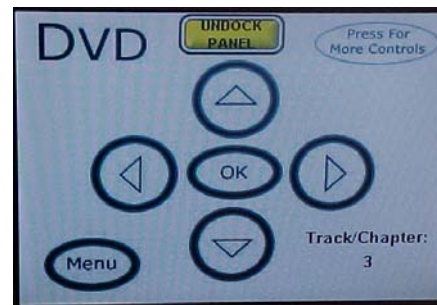


- At any time, if presenting to one or two of the projectors at the same time, you can hide what is displaying to the viewing screen(s) by pressing the “Display Hide” button on the wall panel. This mode “hides” the image to the projector(s) without turning off the projector. To have the image reappear, press the “Display Show” button.
- If you are using both monitors on the instructors station and wish to project both of them, press the “Dual Monitor” button on the wall panel. By default, the left monitor will display to the left projector and the right monitor will display to the right projector. If you do not have the right projector on at the time you choose “Dual Monitor,” the projector will automatically turn on for you.

Note: You will not be able to send the right monitor image to the left projector or display the right monitor image to both projectors at the same time. You can however send the left monitor to both projectors via the “Change Displays” option. (See Frequently Asked Questions and Troubleshooting)

Presenting from the DVD player

1. To start, follow the “Starting Your Presentation” instructions. When on step 6, choose the “DVD” button to display the DVD image. The DVD control screen will now appear on the removable wall panel. Place the DVD into the player. The DVD will automatically start. Use the controls to play the DVD.
2. In the upper right hand corner of the screen, you will see a button for “more controls.” See picture at right. This button allows you to toggle back and forth between more DVD controls. Use these controls to navigate through DVD menus.



Presenting from the VCR player

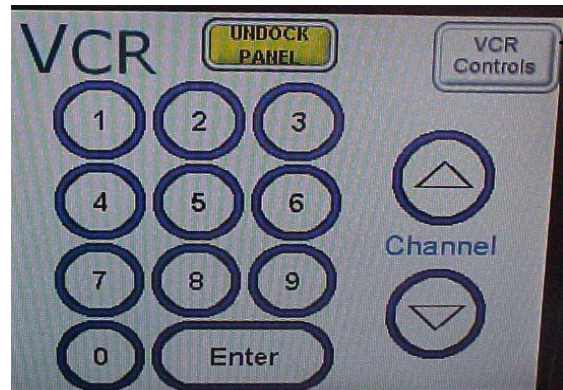
1. To start, follow the “Starting Your Presentation” instructions. When on step 6, choose the “VCR” button to display the VCR image. The VCR control screen will now appear on the removable wall panel.
2. Place a tape into the VCR and use the controls to play the VCR.



Note: When selecting this option, the Cable TV will turn on by default. The Cable TV image may display as well as the sound. This will go away when you begin to play a tape.

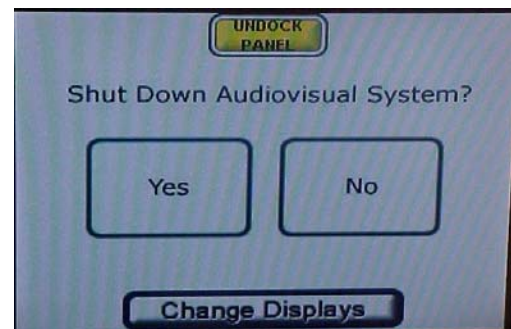
Presenting using Cable TV

1. To start, follow the “Starting Your Presentation” instructions. When on step 6, choose the “VCR” button to display the VCR image. The VCR control screen will now appear on the removable wall panel.
2. Press the “Tuner Controls” button on the top right side of the panel to show the tuner controls.
3. The cable television channels will now be projected through the projector(s). Navigate through the channels by pressing the channel up or down arrow or by pressing the channel number directly and pressing “Enter.” You can toggle back to the VCR controls by pressing the “VCR Controls” button on the top right side of the panel.



Ending your Presentation

1. To turn off the projector(s) as well as raise the electric screen, select the “SYS OFF” button on the right hand side of the removable wall panel. Select the “YES” option if you wish to shut down the audiovisual system. The projector(s) will go into a cool down mode and the wall panel will go back to the start screen.
2. If you have removed the wall panel, place it back into the dock with the bottom part of the panel first. Then push the side or top of the panel to the back of the dock until the panel locks into place. **The panel must be replaced in the dock to recharge.** Remember to take out any DVD or VCR tape that you have used.



Frequently Asked Questions and Troubleshooting

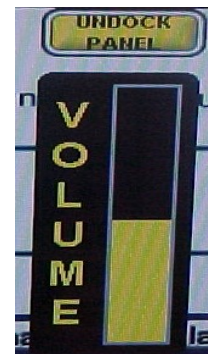
- The image on the screens seems misaligned or is cutoff, what do I do?

→ When presenting from any of the 5 presentation modes, you will notice a button on the bottom right hand side of the wall panel screen named “Proj Auto Adj.” This button will automatically align the projector image for you.



- When can I undock the wall panel?

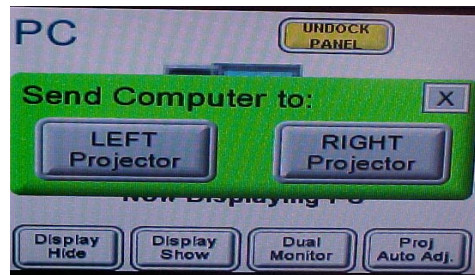
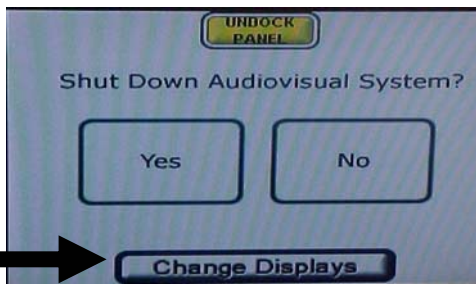
→ You can undock the panel at any time when the yellow “Undock Panel” button is visible and it will not disrupt any of the media equipment if they are in use.



- You can adjust the volume of the media console by using the “VOLUME” buttons on the right side of the removable wall panel.

- Can I swap images between projectors?

→ Yes. To do so, select the “SYS OFF” button on the wall panel. On the bottom of the screen, there will be a “Change Displays” button. Select this button and the green screen below will appear. From any of the 5 presentation modes, you can now send the current image to another projector.



- Since there are two projectors, can I project two devices at the same time? (Say the computer and DVD player?)

→ Yes. To do so, start a “Dual” presentation and select one of the five presentation modes to one of the projectors. When the presentation has begun, select the second device on the wall panel that you wish to project. You will be prompted to send that device to the left or right projector. Select the appropriate projector and you will now have both devices being displayed.

- If projecting two devices, to swap between device controls on the wall panel, just press the appropriate button on the left hand side. You will be prompted if you wish to send that device to the left or right projector. Select the projector you wish to project to, even though it may be the same projector. This must be done to gain control of the sound for that device.



- How do I use the dual monitors on the Instructor's station?
 - When you open a window of a program, restore down the window and then click and drag the window all the way over to the right monitor. You can now maximize the window to make its position permanent.
 - To bring a window back to the left monitor, you must restore it down to window mode and drag it back to the left monitor.

Note:

 - If you have two windows open on both monitors, only one will be active at any one time. You must click on the window to make it active.
 - You can minimize a window on the right monitor, but it will be minimized to the task bar on the left monitor.

“Who to Contact...”

- For classroom documentation and training:
Contact Kent Bruder at x3308.
- For equipment issues (computer, media console, projectors, drop down screen, removable wall panel, StarBoard):
Contact AMES at x2593.