

# Instructional Technology Classroom Documentation For use in Canisius 304

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## Introduction

Welcome to CNS 304. In the following sections, we will briefly describe the major components in CNS 304 and their use. These are instructions that will apply only to CNS 304. However, since there may be minor equipment differences in some of the other “smart” classrooms on campus, the procedures in operating the equipment will be the same.

## The Room

CNS 304 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 a projector, viewing screen, Instructor’s computer, StarPanel, and a Media Console to control the fore mentioned devices.



## Projector and Screens

This room is equipped with one Christie video projector. There is also one electric drop down viewing screen controlled by the media console.



## The Media Console

The media console is the hub for the electronic equipment in the room. It houses the Instructor's computer, VCR, DVD Player, as well as the controls for the sound system for the room.



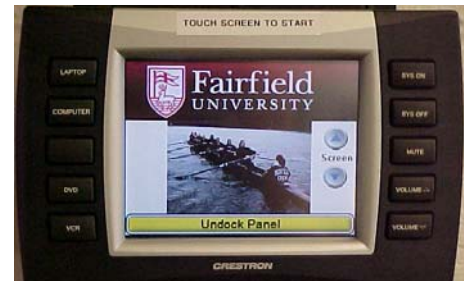
## Wide Screen Plasma Televisions

CNS 304 is equipped with two Pioneer wide screen plasma televisions. These televisions can be used to project any of the equipment in the media console.



## The Removable Wall Panel

The removable wall panel is the device that controls the projectors, electric screen, volume, VCR, DVD player 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 small Dell desktop computer, which is housed in the Media Console. This computer has a flat panel screen and a keyboard and mouse. The computer does have a cd/dvd-rom drive, however it does not have a floppy or zip drive. A USB key can be plugged into the USB ports via a USB extension cable for your convenience located on the top of the media console. This computer has regular University network access, standard University software applications, applications specific to instructors using the room and also has the software that controls the StarPanel.



## The StarPanel

The StarPanel is an interactive flat screen computer monitor in which you can display the Instructor's computer to the screen and perform interactive presentations while using the StarPanel's software functions. The StarPanel is used with a wireless stylus "pen" which acts as a mouse as your input device. The StarPanel allows drawn data to be stored as digital data and it also allows data to be written over digital content such as pictures, movies, slide shows or just about anything shown onto the computer screen. Together, the StarPanel acts as a teaching tool which enhances the classroom experience by increasing instructor and student interaction through the use of technology.



## The Digital Presenter

The Samsung Digital Presenter is a digital overhead audiovisualizer that projects objects placed on the bed of the presenter. This can be used to display transparencies and paper copies of documents. If you are connecting a laptop to the audiovisual system, you will be connecting your laptop through the presenter.



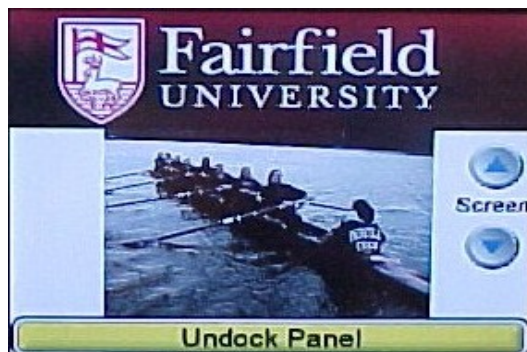
## Using the Room

When you plan to use the equipment in CNS 304, please follow the directions below to properly operate the equipment.

By default, the instructor's computer monitor will be off. In order for it to turn on, you need to turn on the audiovisual equipment.

## Starting your Presentation

1. Locate the "Removable Wall Panel" 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. You will notice up and down buttons for the electric screen. You may lower the screen at this time or it will be done automatically when you select the projector that projects to the electric screen.



Screen "Up" Arrow Button

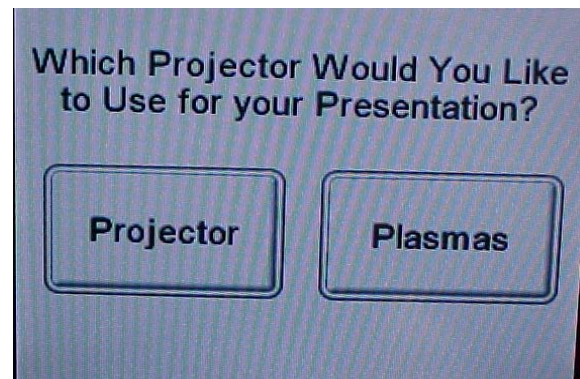
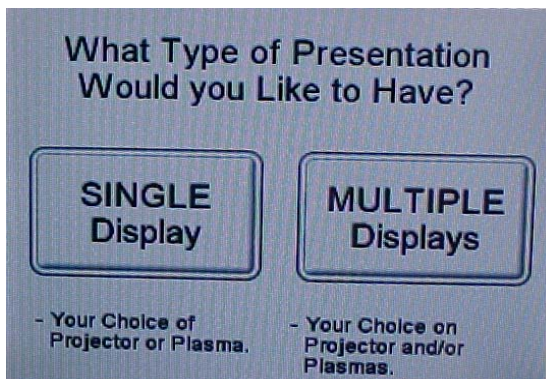
Screen "Down" Arrow Button

"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” button on the screen. You will be brought to a numerical keypad screen to enter the code to undock the panel. Enter the code (3506), and then press “Enter.” 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 “Multiple” displays option. The “Single” option will allow you to choose the projector or televisions while the “Multiple” option will allow you to choose both the projector and televisions.
5. If choosing the “Single” option, select it, and then select the “Projector” or “Plasma” button. If you select the “projector”, the electric screen will automatically lower for you. If you select the “Multiple” option, the electric screen will also automatically lower.



6. Then, after the system warms up, you will be prompted to “select an option from the buttons on the left.” There are four options to select:
  - The “LAPTOP” button will show the image on your laptop and/or the Samsung digital presenter.
  - The “Computer” button will turn on and show the Instructor’s computer.
  - The “DVD” button will show the DVD player.
  - The “VCR” button will show the VCR player.



7. Make your selection by pressing the associated button. If you chose the projector, the projector will go through a warming up process and will project the selected image when done.
8. If you have selected the multiple displays option, to project to another display:
  - Simply select what you would like to project (Laptop, Computer, VCR, DVD)
  - Select where you want to project (Projector or Plasma)

Now you will be projecting to multiple displays.

### Presenting from the Instructor's computer

1. Follow the "Starting Your Presentation" instructions. When on step 6, choose the "Computer" to display the Instructor's station. The "Now Displaying Computer" screen will now appear on the removable wall panel.
2. Select which display you want to project to. Select either Projector or Plasma. When done, the Instructor's computer image will now appear from the selected projector(s).



### Presenting from a Laptop

1. Before starting your presentation, you must connect your laptop via the VGA cable to the Samsung Digital Presenter on the instructors' desk. One end of the cable will be plugged into the Digital Presenter, 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.
2. 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 or plasma TV 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".
3. The "Now Displaying Laptop" screen will now appear on the removable wall panel and the Laptop image will appear from the selected display.



**NOTE:** Since the laptop connection goes through the Digital Presenter, you have to set the Digital Presenter to display your laptop. To do so:

1. Turn on the Digital Presenter via the power button on the bottom left side of the device.
2. Press the “INT/EXT” button until your laptop image appears. (There are three settings for the Digital Presenter (Presenter, Laptop, and Blank) and pressing the “INT/EXT” button will scroll through all settings)

### Presenting from the Samsung Digital Presenter

1. Turn on the Samsung Digital Presenter via the power button on the bottom left side of the device.
2. Follow the “Starting Your Presentation” instructions. When on step 6, choose the “Laptop” button to display the digital presenter image.
3. Select the “INT/EXT” button on the digital presenter until the image from the presenter is displayed. There are three settings for the presenter (Presenter, Laptop, and Blank) and pressing the “INT/EXT” button will scroll through all settings.



### NOTE:

- To change the lighting on the presenter to properly display overheads or other documents, press the “Lamp” button on the presenter. There are three lighting modes (Off, All Lights, Backlight only). Pressing the “Lamp” button will scroll through all settings.
- You can also “Zoom” and “Rotate” your document via the other function buttons on the presenter.

### 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.
2. Select which display you want to project to. Select either Projector or Plasma. When done, the Instructor’s computer image will now appear from the selected projector(s).



3. In the upper right hand corner of the screen, you will see a button for “more controls.” See right picture. This button allows you to toggle back and forth between controls. Place the DVD into the player. The DVD will automatically start. Use the controls to play the DVD.



### 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. Select which display you want to project to. Select either Projector or Plasma. When done, the Instructor’s computer image will now appear from the selected projector(s).
3. The VCR will prompt you on the wall panel to insert a tape if there is no tape present. Place a tape into the VCR and use the controls to play the VCR.

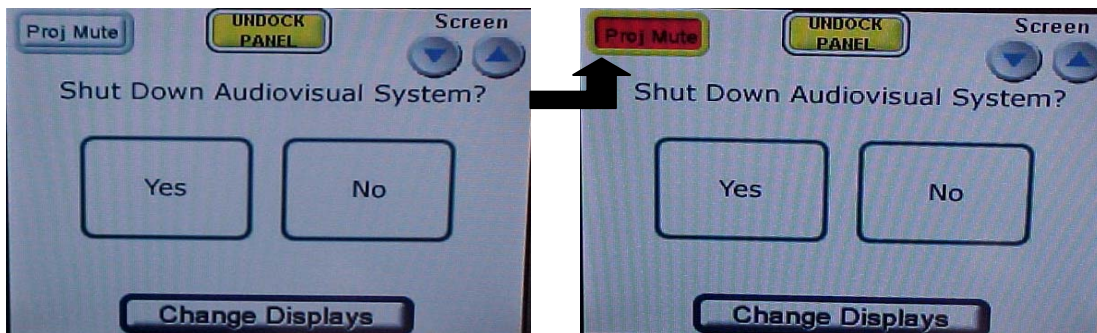


### Muting The Projector

During your presentation through the projector to the front of the class, you may want to raise the electric screen and turn off the projector image to write on the whiteboard.

To do so:

1. Select the “SYS OFF” button.
2. Select the “Proj Mute” button on the top left of the screen. This option will turn off the image from the projector. It will not turn off the projector, only its image. You will also notice that the “Proj Mute” button will turn red indicating that the projector image is off.
3. Raise the electric screen via the up and down arrows on the wall panel screen.

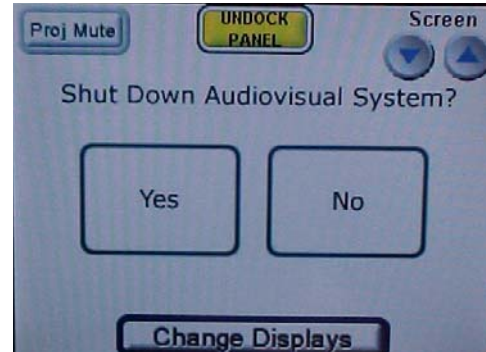


To bring the projector image back:

1. Raise the screen via the up arrow.
2. Select the red "Proj Mute" button. The button will turn white. You will now be back to projecting your image without interruption.

## Ending your Presentation

1. To turn off the projector 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 will go into a cool down mode and the electric screen will automatically rise back into the ceiling. 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 to recharge in the dock. Remember to take out any DVD or VCR tape that you have used.



## The Laptops

Laptops for CNS 304 are stored in 2 carts. These carts are locked and keys will be distributed only to faculty who use the room for the semester. Keys will be returned to CNS after the semester is over. These laptops use wireless internet access, have university supplied software and specific software for faculty using the room. There is a printer that all laptops and the instructor can print to. There are power adapters in the student tables for the laptops to connect to.



## Wireless Internet Access



CNS 304 has public wireless Internet access for faculty, staff and student laptop users. To connect to the wireless internet service, please follow these instructions.

### The Public Wireless Setup

The goal of the wireless network setup is to have secure network access for students and separate secure access for Faculty and Staff.

## Connecting to the CNS 304 Wireless Network

**For Students using Windows XP** to configure their wireless connection: *if you have enabled another program to configure your wireless connection, use that software.*

1. Open “My Network Places.”
2. Click on “View Network Connections” in the Network Tasks Pane.
3. Double click on your Wireless Network Connection.
4. Click on “View Wireless Networks.”
5. In the “Choose a Wireless Network” window, select the “FFLDU” network and click “Connect.”
6. Close the “Wireless Connection Window.”
7. Open your internet browser. Click “Yes” to the “Security Alert” window that will appear.
8. You will be automatically redirected to the “Fairfield University Wireless Networking Service” webpage.
9. Follow the instructions on the page and login using your **Stagweb** User ID and Password.

**For Faculty and Staff using Windows XP** - You **must** use the wireless utility associated with your wireless network card to configure this connection.

1. Open your wireless network card software.
2. Click the option that allows you to add a network to your profile.
3. Add the network name (SSID) “FACSTAFF” to your wireless profile.
  - The “FACSTAFF” network name (SSID) will be the same network name for all classrooms with Cisco wireless network access.
4. After adding the network name, connect to the “FACSTAFF” network using the connect option and then close your wireless network card software.
5. Open your internet browser. Click “Yes” to the “Security Alert” window that will appear.

6. You will be automatically redirected to the “Fairfield University Wireless Networking Service” webpage.
7. Follow the instructions on the page and login using your **Network/E-mail** Username and Password.

**For Students using MAC OS 10.x** to configure their wireless connection.

1. Click on the airport status icon in your menu bar. (If you have no icon in your menu bar, open “System Preferences”, select the “Network” preference, select the “Airport” connection and on the “Airport” tab, check the “Show Airport status in menu bar” box.)
2. Select the “FFLDU” network in the network list.
3. Open your internet browser. Click “Yes” or “Continue” to the “Security Alert” window that will appear.
4. You will be automatically redirected to the “Fairfield University Wireless Networking Service” webpage.
5. Follow the instructions on the page and login using your **Stagweb** User ID and Password.

**For Faculty and Staff using MAC OS 10.x** to configure your wireless connection.

1. Click on the airport status icon in your menu bar. (If you have no icon in your menu bar, open “System Preferences”, select the “Network” preference, select the “Airport” connection and on the “Airport” tab, check the “Show Airport status in menu bar” box.)
2. Select the “Other...” option in the network list.
3. When the “Closed Network” box appears, enter network name “FACSTAFF” and click “OK.” No password is needed.
  - The “FACSTAFF” network name (SSID) will be the same network name for all classrooms with Cisco wireless network access.
4. Open your internet browser. Click “Yes” or “Continue” to the “Security Alert” window that will appear.
5. You will be automatically redirected to the “Fairfield University Wireless Networking Service” webpage.
6. Follow the instructions on the page and login using your **Network/E-mail** Username and Password.

Note:

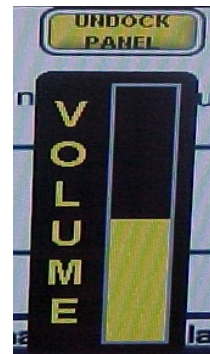
- The Laptops reserved for the room will connect to a separate network called “CNS 304.”
- Students bringing in their own laptops and connecting to the FFLDU wireless network will only have internet access. They will not have access to Fairfield University network resources (servers, printers, etc.)

## Frequently Asked Questions and Troubleshooting

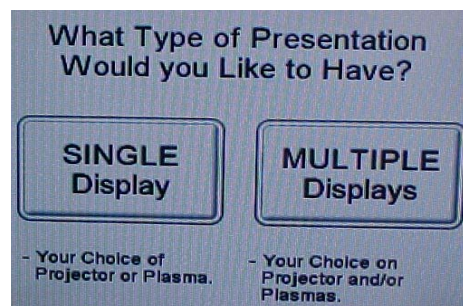
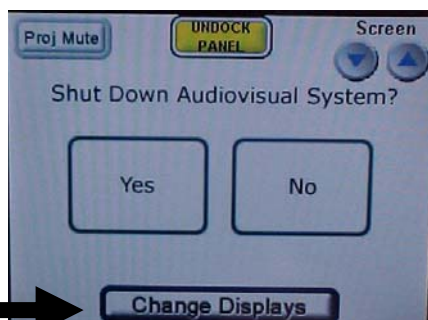
- The image on the electric screen seems misaligned or is cutoff, what do I do?
  - When presenting from any of the 4 presentation modes, you will notice a button on the bottom right hand side of the wall panel screen named “Proj Auto Adj.” This button will automatically align the projector image for 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.
- You can also mute the sound in the room via the “MUTE” button on the right side of the removable wall panel.



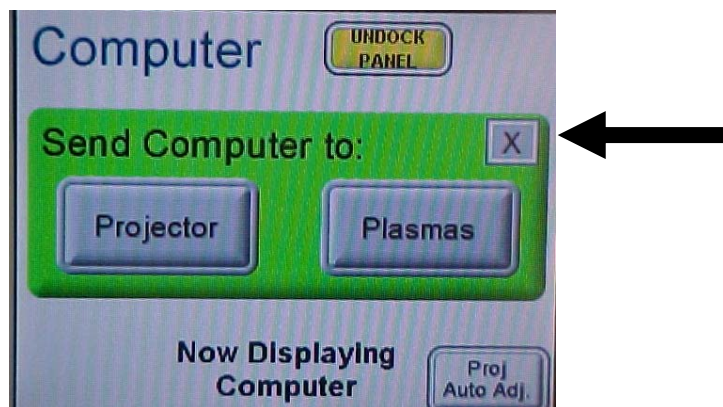
- Can I swap images between the projector and televisions?
  - Yes. To do so, select the “SYS OFF” button on the wall panel. On the bottom of the screen, there will be a “Change Displays” button. Select this button and the “What type of presentation would you like to have” screen will appear. Select “Single” or “Multiple” displays and then choose where you would like to display the image. Then select from any of the 4 presentation modes.



- How do I project to multiple displays if I started in single display mode?
  1. Select the “SYS OFF” button.
  2. Select the “Change Displays” button
  3. Select the “Multiple Displays” button
  4. Select the second item you want to display (Laptop, Computer, DVD, VCR)
  5. Select “Projector” or “Plasma”

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 projector or plasmas. Since you do not want to do this, just hit the “X” button to exit that screen. You will now be at the controls for the selected device.



### “Who to Contact...”

- For classroom documentation and training:  
Contact Jeff Potocki at x4069.
- For equipment issues (computer, media console, projectors, drop down screen, televisions, removable wall panel, StarPanel):  
Contact AMES at x2593.