

# Instructional Technology Classroom Documentation For use in “Smart” Classrooms

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## Introduction

Welcome to the “Smart Classroom.” In the following sections, we will briefly describe the major components in the “Smart Classroom” and their use. These are generic instructions that will apply to all “Smart Classrooms.” However, since there may be minor equipment differences in some of the classrooms, the procedures in operating the equipment will be the same.

## The Room

The “Smart Classroom” is an enhanced classroom to provide faculty and staff the teaching environment necessary to conduct their work through the use of technology. Each room is equipped with a projector, viewing screen, Instructor’s computer, StarBoard, and a Media Console to control the fore mentioned devices.



## Projectors and Screens

Each room is equipped with one or two Christie video projectors. There will also be 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.



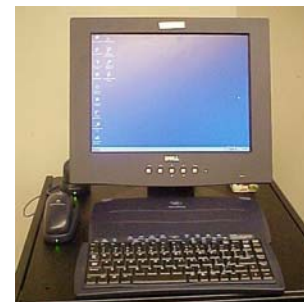
## The Removable Wall Panel

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.



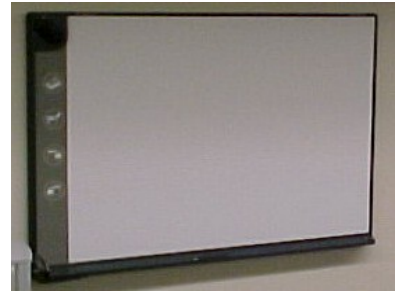
## The Computer

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 wireless keyboard and mouse, which are located on top of the media console. 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 located on the side of the monitor. This computer has regular University network access, standard University software applications and also has the software that controls the StarBoard.



## The StarBoard

The StarBoard is an interactive white board in which you can display the Instructor's computer to the board and control the Instructor's computer remotely while using the StarBoard's software functions. The StarBoard is used with a wireless "pen" which acts as a mouse as your input device. However, even though the StarBoard is a white board, you can not write on it using dry erase markers. Together, the StarBoard acts as a teaching tool which enhances the classroom experience by increasing instructor and student interaction through the use of technology.

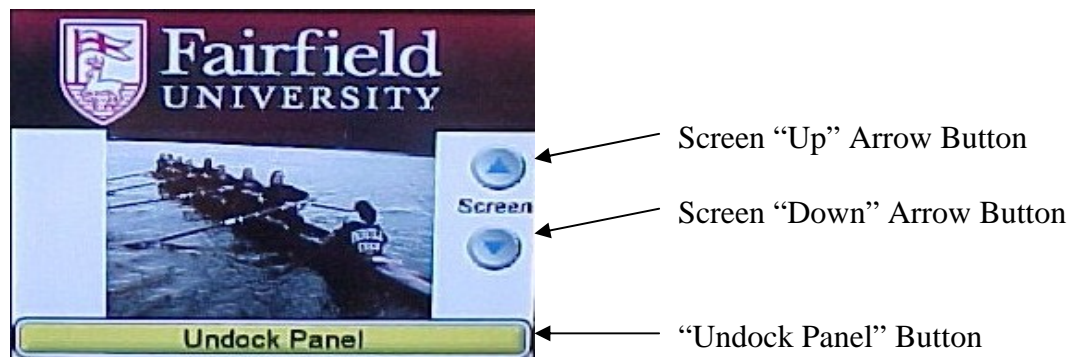


## Using the Room

When you plan to use the equipment in the "Smart Classrooms," please follow the directions below to properly operate the 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.

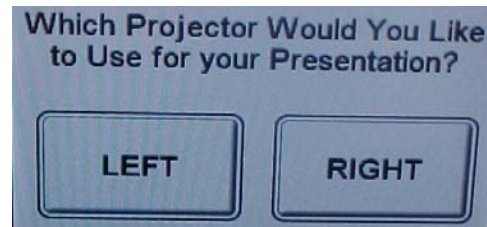
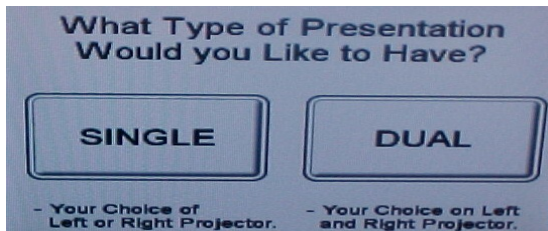


2. You may detach the removable wall panel at any time. Removing the panel will not disrupt any of the equipment when they are in use. To remove the wall panel, touch the "Undock Panel" option on the screen. You will be brought to a numerical keypad screen to enter the code to undock the panel. Enter the code (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 “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.
5. If choosing the “Single” option, select it, and then select the left or right projector. Choose the projector accordingly if using the electric screen or the StarBoard. If you select the projector with the electric screen, the screen will automatically lower for you. If you select the “Dual” option, move on to the next step.



6. 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 four options to select:
  - The “LAPTOP” button will show the image on your laptop.
  - The “WHTBOARD” button will show the Instructor’s computer.
  - The “DVD” button will show the DVD player and
  - The “VCR” button will show the VCR player.
7. 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

1. Before starting your presentation, you must connect your laptop via the VGA and Audio cable (if you need sound) to the multimedia system. One end of the cables will be plugged into the wall, 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 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 projector(s).



Wall Plug



To Your Laptop



## Presenting from the Instructor’s computer or to present using the StarBoard

1. Make sure that the Instructor’s computer is turned on. Then, follow the “Starting Your Presentation” instructions. When on step 6, choose the “WHTBOARD” to display the Instructor’s station. The “Now Displaying Whiteboard” screen will now appear on the removable wall panel. The Instructor’s computer image will now appear from the selected projector(s).
- If projecting to the StarBoard, please refer to the StarBoard documentation for instruction.



## 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.



- 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.



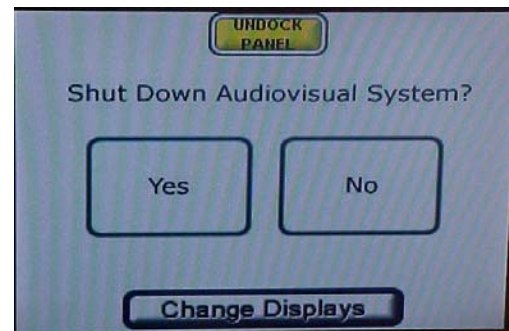
### Presenting from the VCR player

- 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.
- 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.



### Ending your Presentation

- 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 electric screen will automatically rise back into the ceiling. The wall panel will go back to the start screen.
- 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.



## Wireless Internet Access



Designated “Smart Classrooms” will have 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. Current public wireless network are installed in BNWGR22 and CNS305. (More are to come!) The Lower Level of the Library, which includes the ITC and CAE classrooms, also has public wireless access, but the network is not yet segregated for Faculty and Staff access. However, Faculty and Staff can join the wireless network by following the designated instructions, which is the same for students. Instructions for PC and Mac users are provided below and posted in the respective rooms.

## Connecting to the “BNWGR22” or “CNS305” Wireless Networks

**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 “BNWGR22” or “CNS305” 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 “BNWGR22” or “CNS305” 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.

## Connecting to the Library Lower Level Wireless Network

**For Faculty, Staff, and 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, Staff, and Students using MAC OS 10.x** to configure their wireless connection.

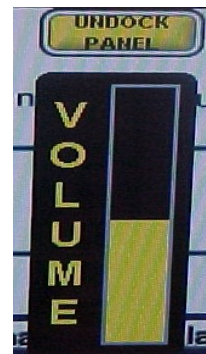
1. Click on the airport status icon in your menu bar. (If you have no icon in your menu bar, open “System Preferences”, select the “Network” preference, select the “Airport” connection and on the “Airport” tab, check the “Show Airport status in menu bar” box.)
2. Select the “FFLDU” network in the network 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.

## Frequently Asked Questions and Troubleshooting

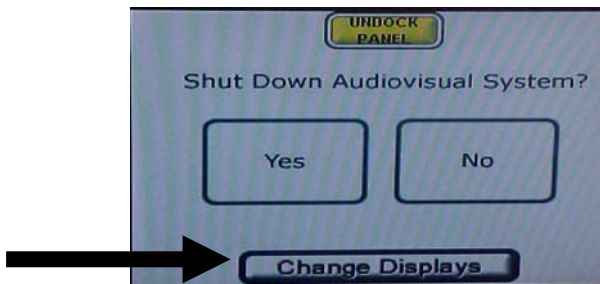
- The image on the screen or Starboard seems misaligned or is cutoff, what do I do?
  - When presenting from any of the 4 presentation modes, you will notice a button on the bottom right hand side of the wall panel screen named “Proj Auto Adj.” This button will automatically align the projector image 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.



- 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 4 presentation modes, you can now send the current image to another projector.



- If 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 four 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. Since you do not want to do this, just hit the “X” button to exit that screen.



### “Who to Contact...”

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