

## Technology-Enhanced Classroom Instructions

### Black Cabinet with Panasonic Projector

#### Classrooms with Black Cabinets:



Our smaller technology-enhanced classrooms, due to space limitations, are equipped with tall black cabinets, rather than the larger teaching stations. These cabinets contain all of the same equipment but in a smaller space.

All cabinets will be equipped with a Master Power switch. It may be an off-white power bar or a black power bar with a red switch. Either way, the Master Power should be labeled Master.

The keyboard and mouse are on a pull-out drawer in the center of the cabinet.

At the bottom of the cabinet is a drawer where all remotes will be located.

(The style of these cabinets may vary slightly from building to building.)

**For technical assistance with classroom equipment pick up the telephone on the podium for a direct line to the OIT Help Desk (x2910).**

**If you would like to schedule training on how to use technology-enhanced classroom equipment contact IRTS (Instructional and Research Technology Services) at ext. 2676 or request training at <http://www.indstate.edu/oit/irts/ittrain/index.htm#1on1>.**

## Panasonic Projector:

The Panasonic projectors are thin and silver in color.



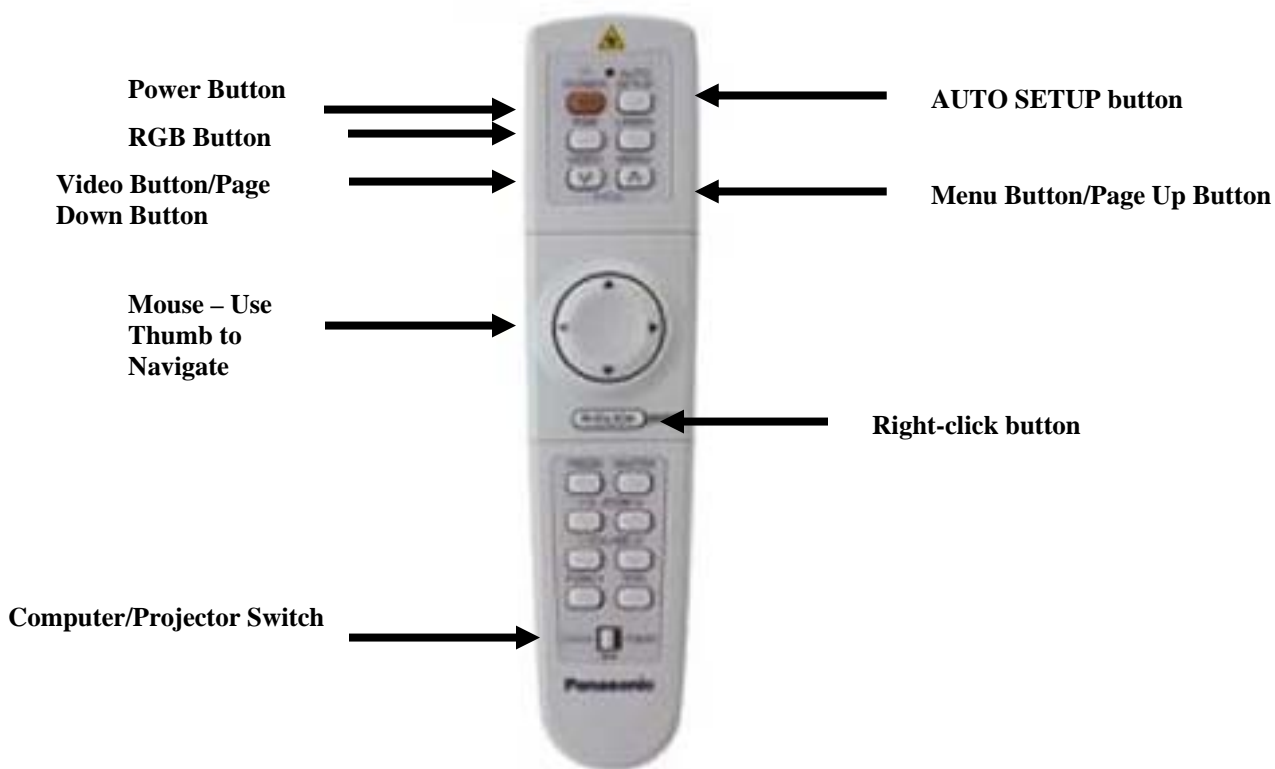
There are two possible remotes for the Panasonic projector.



**The first remote that goes with these projectors is very thin and small. It is called a Credit Card remote because it is very close to the size of a credit card.**

**The second remote is the Panasonic Computer/Projector Remote found on the next page, with instructions.**

## Directions for the Projector/Computer Remote



### Using the remote for the Projector

- To use the remote for the projector you must first have the switch at the bottom of the remote flipped to the projector.
- Then click on the Power button to turn the projector on or off.
- Click the RGB button to display the computer on the projector screen
- Click the Video button to display a video on the projector screen

### Using the remote for the Computer/Mouse

- To use the remote for the computer/mouse you must first have the switch at the bottom of the remote flipped to the computer side.
- To use the mouse you must point the remote at the small black receiver, which should be located near the computer. If you do not see the receiver, point the remote towards the computer.
- Navigate the mouse by using the button on the center of the remote.
- To click on an object, use the button found on the back of the remote
- To right-click on an object, first click on the right-click button found directly underneath the mouse, then click the button on the back of the remote.

### Using the computer:

- Turn on the Master power switch for the system, which should be located near the keyboard drawer. It will either be a black unit labeled **Master**, or it will be an off-white power bar, labeled **Master**.
- Turn on the computer and computer monitor.
- To get the computer image on screen, use the Panasonic remote.
- Press the red Power button on the Panasonic remote.
- The projector will then take a few moments to power up.
- Pull out keyboard shelf.
- The projector should default to the computer so you will see the computer image when the projector is ready to go and the computer is turned on.
- If the image is not seen, click on the RGB button to get the correct input.

### Computer with Audio:

- To get audio with a computer presentation, press **Computer Audio** on the video switcher. The switcher is located right below the computer keyboard and should be labeled **Audio**. Adjust volume on the audio amplifier as required.

### Using the VCR:

- Turn on the Master power switch for the system, which should be located near the keyboard drawer, inside of the cabinet. It will either be a black unit labeled **Master**, or it will be an off-white power bar, labeled **Master**.
- To get the video image on screen, use the Panasonic remote.
- With the Panasonic projector, you will use the red power button on either remote to power up the projector.
- The projector will then take a few moments to power up.
- Point the remote toward the projector and click the **Video** button. The on screen display (upper right hand corner of screen) will say **S-Video**. The projector is now ready for the video.
- The video switcher should have position 1 (VCR) activated. The LED will be lit when the position is active.
- In the black cabinet, look for the **Audio** label. Then adjust the sound, so that it can be heard throughout the classroom.

### Using both computer and video:

- Use the Panasonic remote.
- To watch a video, press the **Video** button.
- To get the computer image, press the RGB button.

## Login Instructions for Windows XP

If you want to use software that resides on the PC (for example, Microsoft Excel, Word or PowerPoint) or want Internet access, but do **not** need to access an ISU Novell network account, you may use the following:

### Steps for Logging in to the Workstation Only

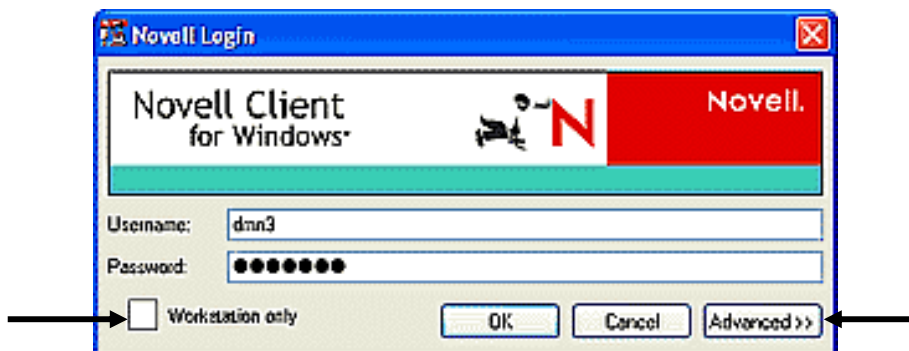
1. Turn on the computer.
2. You will be prompted by a Novell Login window.
3. The name "**User**" will automatically appear in the **Username** space.
4. (You will not need a password, so you can ignore the **Password** space.)
5. The **Workstation only** box will automatically be checked for you.
6. Click the **OK** button to login. (If the **OK** button is highlighted, you may press the **Enter** key on the keyboard instead of using the mouse to click the **OK** button.)



If you need to **access an ISU Novell network account**, you may use the following:

### Steps for Logging in to the ISU Novell Network

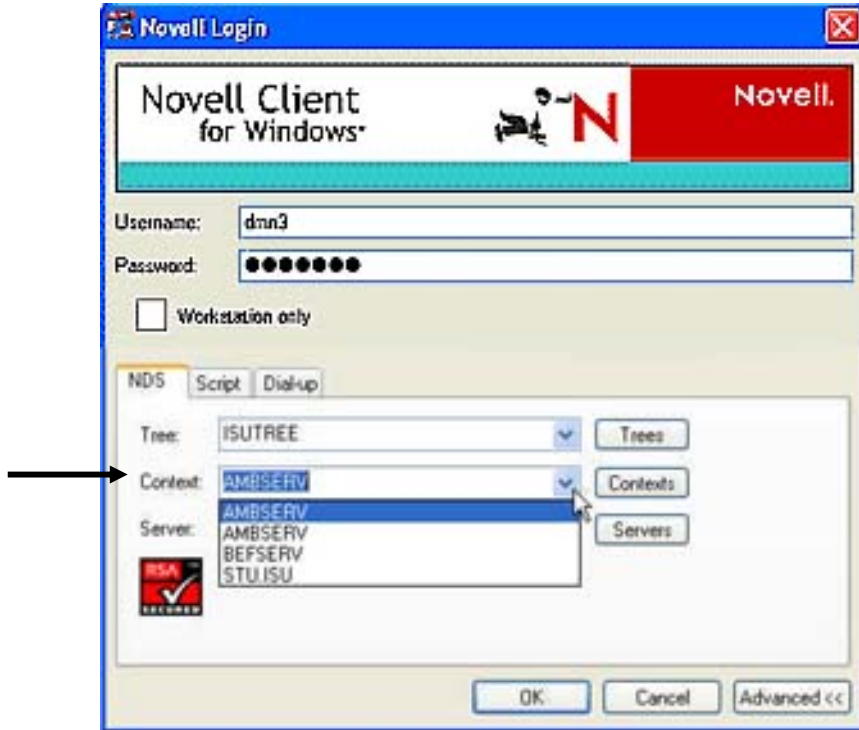
1. Turn on the computer.
2. You will be prompted by a Novell login window.
3. Click the **Workstation only** box (located in the lower left corner of the Novell window) to remove the check mark.
4. Type **your Novell username** in the **Username** space.
5. Type in **your Novell password** in the **Password** space. (As a security feature, your password will not appear in readable form on the screen.) Remember that to the system, there is a difference between **UPPERCASE** and **lowercase** characters.
6. Click the **OK** button to login. (If the **OK** button is highlighted, you may press the **Enter** key on the keyboard instead of using the mouse to click the **OK** button.)



If the steps above do not log you in to the network, you may need to **change the context** for the machine which you are currently using:

## Steps for Changing the Network Context for a PC

1. Click the **Advanced >>** button.
2. Click the **Context** button so a drop-down list appears.
3. Click the context item that applies to your Novell network account from the drop-down list.
4. Click the **OK** button.



## Remote Mouse & Keyboard:

- In our newer Technology-Enhanced Classrooms, we have added Remote Keyboard and Mouse combination. You may feel free to move about the classroom with this keyboard. If you find that the keyboard is not working, it may be due to low batteries. Another common problem is a disruption of the infrared signal. Mounted in or on the black cabinet, is a small round infrared receiving device. If a person is standing or sitting in front of this device, it may hinder reception of the keyboard and mouse.



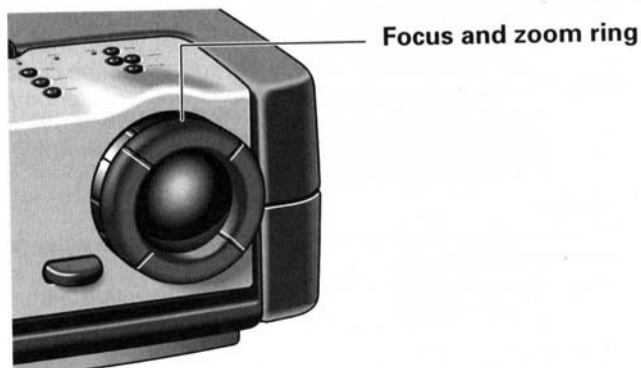
## RemotePoint RF (Remote Mouse and Laser Pointer)



Also in our newer Technology-Enhanced Classrooms, we have added a Remote Mouse and Laser Pointer. You may feel free to move about the classroom with this remote. Mounted on or in the black cabinet is a small round infrared receiving device, which receives the signals from the remote. If a person is standing or sitting in front of this device, it may hinder reception of the remote.

### Adjusting the Focus and Size of the Image:

- Use the **Focus** ring and **Zoom** ring to adjust the focus and size of the image.



### Image Upside Down:

- Turn on the projector remote.
- Press **MENU** (The menu bar appears on the screen.)
- Use Cursor Control (trackball) to select **MISC** in the menu bar.
- Use Cursor Control to select **VERT. MIRROR** from the sub menu.
- Press - or -- to activate the **VERT. MIRROR** item.
- Use Cursor Control to select **CEILING** in the action window.
- Press - or -- to confirm and store the selection.
- Press **MENU** to exit.

## Using Notebook Computers in Tech Rooms

### John T. Myers Technology Center and Rooms with Wall Mounted Cabinets:

- These rooms have one computer input, the Altinex panel in the cabinet. A notebook computer, PC, or other source can be connected via an HD-15 male to male cable (found in drawer).



- Audio Visual Services will also be installing Extron wall mount interfaces in the Technology Center, usually below the screen. This will give the instructors an additional computer interface. If desired, they can switch from the wall mount interface to the original interface in the cabinet. The switch will be in the cabinet.



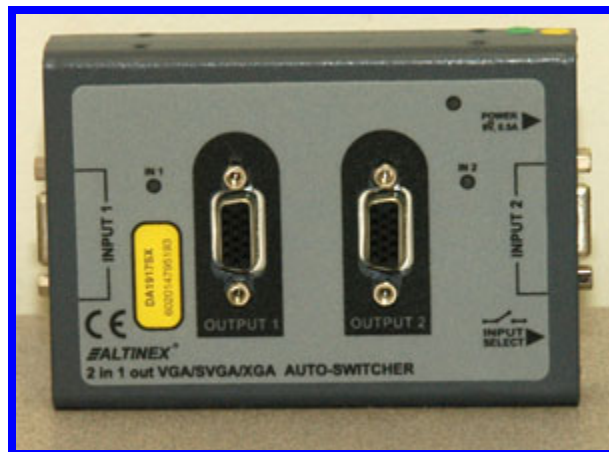
### All other Rooms:

- Rooms are equipped with Altinex interfaces in the cabinets and workstations. These rooms also have an auto switch installed that can detect a signal and lock on to that source. One input is connected to the PC, and the other is connected to the Altinex panel.

Altinex



Auto Switch



- In a few cases the panel was omitted, but a notebook computer or other source can be connected directly to the switch. In these rooms a manual bypass switch is available in most cases. They are either on the side of the monitor, or the raised portion of the workstation. Once again the instructor can alternate between two sources.

### Auto Switch



### Manual Bypass Switch



**All necessary cables will be found in the drawers of the cabinet or workstation.**

### **Shutdown:**

- Remember to eject CD's, disks, and/or videotape before powering down. Always shutdown the computer using the Windows Shutdown mode, the computer will automatically power off when the shutdown mode is finished.
- Power down the system by using the Master Power Panel – **do not turn off individual components**. Place remote controls in the storage drawer and lock the cabinet before leaving.

### **Technical Assistance:**



### **Telephones for Technical Assistance:**

All technology-enhanced classrooms are equipped with telephones. These phones are set to automatically dial the OIT Help Desk (ext. 2910).