

Technology-Enhanced Classroom Instructions

Holmstedt 102 and 103



Our larger technology-enhanced classrooms are equipped with Teaching Stations. This is a combination of a podium and computer station. One half of the teaching station is a podium area, while the other half provides space for the computer monitor. This station also includes an added counter space for a Document Camera.

With these teaching stations, the control panel on the upper right hand corner of the podium provides the master power controls, as well as the input to the projector.

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-ready classroom equipment contact IRTS (Instructional and Research Technology Services) at ext. 2676 or request training at <http://isu1.indstate.edu/ittrain/user/dspClasses.asp#122>.

Built in Wall Projector and Screen

The large lecture classrooms in Holmstedt Hall have built-in projector screens. The projector projects from behind the screen.



Controlling the Projector Power and Input

The projector will automatically turn on upon turning the power on for the teaching station, therefore no remote is needed. The input for the projector is controlled by the control panel on the teaching station. For example, by touching the Lectern Computer button on the control panel, the computer will be projected onto the projection screen.



Using the computer:

- Turn on the System power switch for the system, which should be located on the right corner of the teaching station.
- Turn on the computer and computer monitor.
- To get the computer image on screen, simply push the Lectern Computer button on the control panel. (Upon turning on the system power, the computer should be the default input of the projector.)

System Audio:

- To adjust the volume for the computer, VHS, or DVD, use the volume control dial on found behind the computer monitor on the top of the teaching station (shown below)
- 5 on the dial is loud, while 1 and 10 are soft.



Using both computer and video:

- To switch between the computer and VHS/DVD, simply push the corresponding button on the control panel.

Using the VCR/DVD player:

- These classrooms have VCR/DVD combination systems.
- Turn on the System power switch for the system, which should be located on the right corner of the teaching station.
- A remote to operate the VCR/DVD player should be found in the drawer on the bottom left of the teaching station.
- To get the video image on the screen simply push the VCR/DVD button on the control panel.
- On the teaching station, look for the knob found behind the computer monitor to control the sound. Then adjust the sound, so that it can be heard throughout the classroom. With this volume control, 5 is the loudest and going towards 1 and 10 will decrease the volume.

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

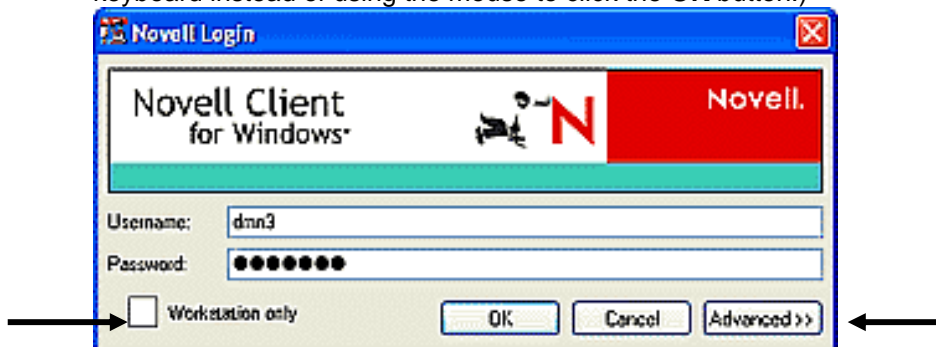
1. Turn on the computer.
2. You will be prompted by a Novell Login window.
3. The name "User" will automatically appear in the **Username** space.
4. (You will not need a password, so you can ignore the **Password** space.)
5. The **Workstation only** box will automatically be checked for you.
6. Click 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

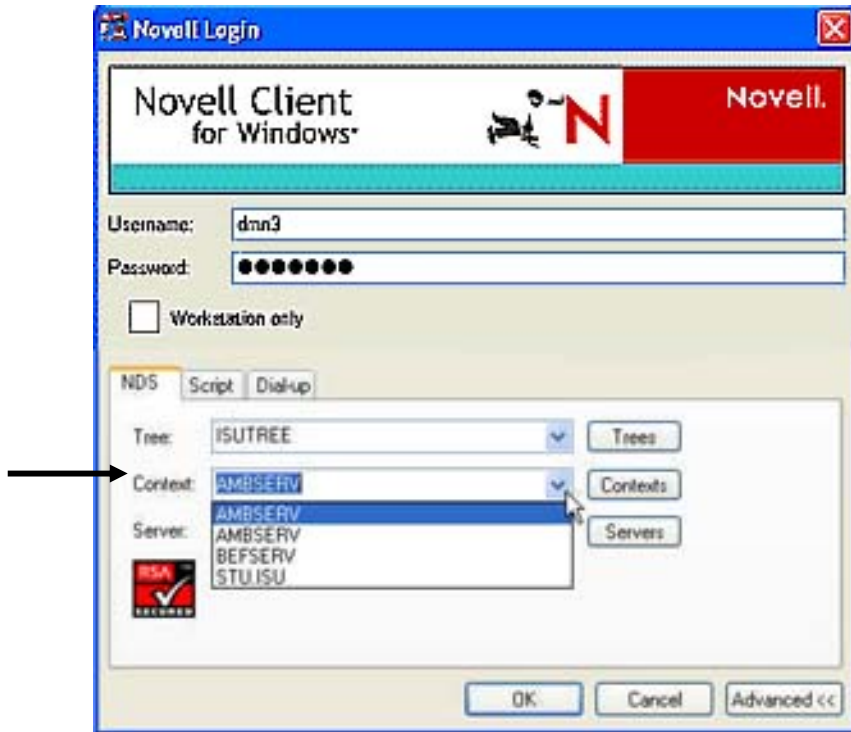
1. Turn on the computer.
2. You will be prompted by a Novell login window.
3. Click the **Workstation only** box (located in the lower left corner of the Novell window) to remove the check mark.
4. Type **your Novell username** in the **Username** space.
5. Type in **your Novell password** in the **Password** 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.



Using the Document Camera (Elmo):

- Simply press the power button on the document camera.
- Press the Document Camera button on the Control Panel as well. (This will make the image from the document camera appear on the projector screen.)
- Use the zoom and focus buttons as appropriate.



Using wireless microphones where available:

- Microphones are found in cabinet or workstation.
- Turn on the receiver (Telex).
- Check audio amp for mic button.
- The transmitter will have a lapel clip mic.
- Both power switches must be turned on: 1 for transmitter and 1 for mic.
- Adjust volume from the master control.
- When finished, turn off both switches on transmitter.

Remote Mouse and 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 on the front of the Teaching Stations 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 the front of the Teaching Stations 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.

Using Notebook Computers

- A notebook computer, PC, or other source can be connected via an HD-15 male to male cable (found in drawer).
- To project the Notebook image on the projector, press the Laptop button on the System Control Panel.

HD - 15
Male-to-
Male Cable
Connection



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.**

Trouble Shooting:



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).