

Technology-Ready Classroom Instructions

Technology 105

Classrooms with Teaching Stations:



Our larger technology-ready classrooms are equipped with Teaching Stations. This is a combination of a podium and a computer equipment cabinet. One half of the teaching station is a podium area, while the other half provides space for the computer monitor. The pc is stored in the cabinet space below the podium and then a drawer above the cabinet holds the keyboard and mouse. This particular model also has a drawer on the left side of the cabinet which houses the surface for materials to be placed, when projecting them using the ceiling mounted document camera.

With this teaching station, the control panel on the upper right hand corner of the podium controls the output of the projectors. It is a small touch screen where the instructor can select what input to provide for the two projectors provided in the classroom.

For technical assistance with classroom equipment contact the Classroom Equipment Hotline in Audiovisual Services at ext. **2690.**

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://www.indstate.edu/oit/irts/ittrain/index.htm#1on1>.

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

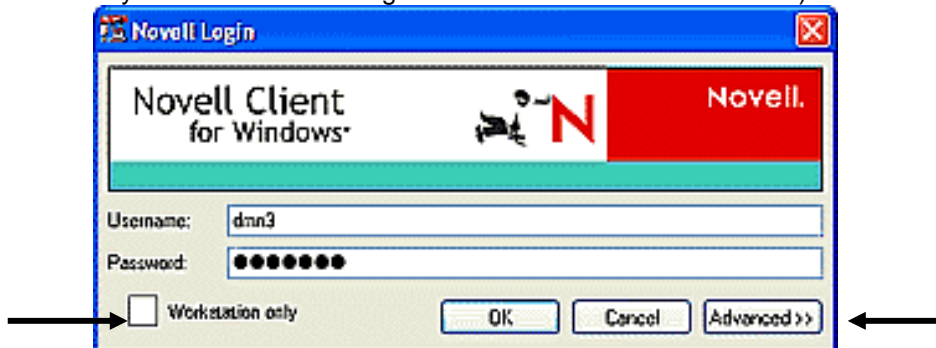
1. Turn on the computer.
2. You will be prompted by a Novell Login window.
3. The name "User" will automatically appear in the **Username** space.
4. (You will not need a password, so you can ignore the **Password** space.)
5. The **Workstation only** box will automatically be checked for you.
6. Click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

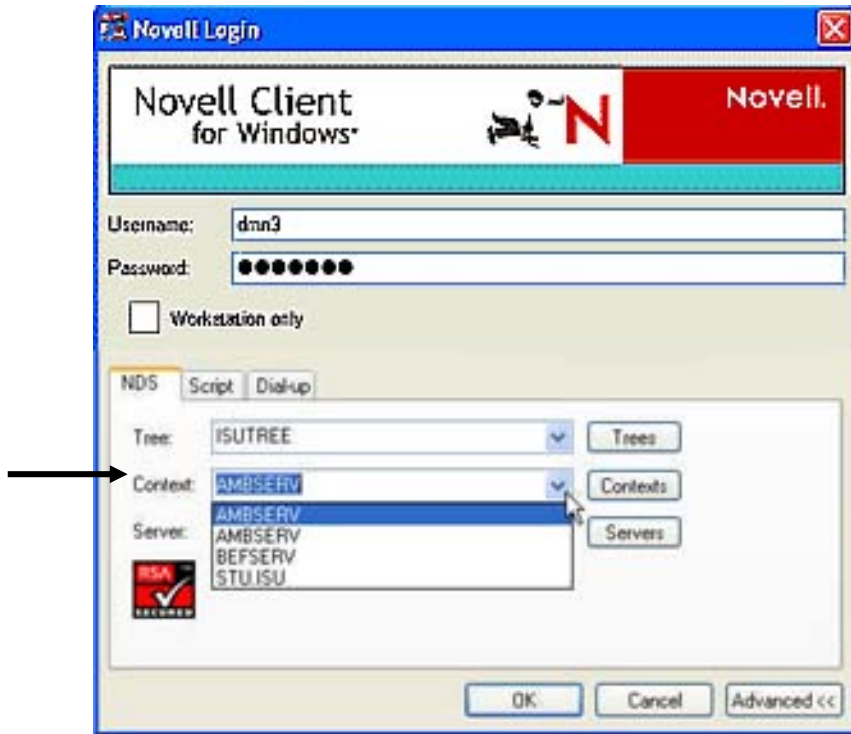
1. Turn on the computer.
2. You will be prompted by a Novell login window.
3. Click the **Workstation only** box (located in the lower left corner of the Novell window) to remove the check mark.
4. Type **your Novell username** in the **Username** space.
5. Type in **your Novell password** in the **Password**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



Dual Projectors

Technology 105 is equipped with two projectors, one on each side of the room. Each projector is controlled by the touch screen control panel found on the teaching station.

- To power on the control panel, push the silver button on the right side of the panel.
- To control the projectors, simply click the input you would like to be displayed and then touch the button for the projector you would like it to be displayed on. The projectors are labeled “Left Projector” and “Right Projector”.
- Along the left column of the screen are touch-buttons for inputs: “Laptop”, “Computer”, “VCR/DVD”, and “Document Camera”.
- Volume controls are found along the right.
- To shutdown the system, simply touch the “Shutdown” button on the bottom left of the control screen.



Directions for using the Technology-Ready Classrooms:

Using the VCR/DVD player:

- These classrooms have VCR/DVD combination systems, found in the cabinet under the teaching station.
- A remote to operate the VCR/DVD player will be found in the drawer on the left of the teaching station with the base for the Document Camera.
- To get the VCR/DVD image on the screen simply touch the VCR/DVD button on the control panel and then touch the corresponding projector button(s).

Using the computer:

- Turn on the power for the computer, which should be located in the main cabinet of the teaching station.
- To get the computer image on screen, simply touch the “Computer” button on the touch screen and then the corresponding projector button(s).

Using the document camera:

- Pull out the drawer on the left side of the teaching station.
- Place the material you wish to project on the white mat found in the drawer.
- A remote for the ceiling-mounted camera should also be located in the drawer.
- Simply press power on the remote.
- To project the image from the document camera, touch the “Document Camera” button on the control panel and then touch the button for the corresponding projector(s).
- Once you have chosen to project the document camera, you can focus, zoom, and adjust the light with the control panel.

Document Camera pictures shown on next page.

Document Camera Images

Ceiling Mounted Document Camera



Control Panel for Document Camera



Mat for Ceiling Mounted Document Camera



Computer with Audio:

- To adjust the volume, use the touch buttons on the right side of the control panel.

Using both computer and video:

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

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.

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 control panel by touching Shutdown in the bottom left corner of the screen.

Trouble Shooting:

- **Make sure everything is powered on.**

Using Notebook Computers

- A notebook computer, PC, or other source can be connected via an HD-15 male to male cable, plugged into the top of the teaching station.
- To project the Notebook image on the projector, touch the Laptop button on the System Control Panel and the button for the corresponding projector(s).



Technical Assistance:

For technical assistance with any classroom equipment contact the Classroom Equipment Hotline in Audiovisual Services at ext. 2690.

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