

## Technology-Enhanced Classroom Instructions

### Teaching Station with Philips Projector



Our larger technology-enhanced classrooms are equipped with Teaching Stations. This is a combination of a podium and a desktop. One half of the teaching station is a podium area, while the other half is a glass top area through which you can see the computer screen. (The style of these podiums may vary slightly from building to building.)

The Master Power switch, which provides power to all equipment should be located on the left side of the teaching station and should be labeled Master Power. All other equipment should be labeled as well. If you cannot find a master power, look for a switch on the wall or a power strip in the cabinet.

**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://isu1.indstate.edu/ittrain/user/dspClasses.asp#122>.**

## Philips Projector:

There are two types of Philips projectors found on campus. The first projector is thick and black and silver in color. The second Philips Projector is all silver in color.



There are two possible remotes for the Philips projectors.



The first projector remote that goes with the projectors is of oval shape and is quite thick. The “On” switch is on the left side of the remote. The “On” position is labeled with the symbol (I ), and the “Off” position is the symbol (O). Once the remote is on, you may simply click the On/Off button to use the projector.



The second projector remote that goes with the projector is much smaller than the other remote. To turn the projector on, use the “On” button at the top.

### Using the computer:

- Turn on the Master power switch for the system, which should be located directly underneath the keyboard, inside of the cabinet. 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 Philips remote.
- Power up the remote. The **On** switch is on the left side of the remote. The **On** position is labeled with the symbol (I ), and the **Off** position is the symbol (O). *(If you have the smaller of the two Philips' remotes, simply click the **Stand by On Button** at the top of the remote.)*
- Press the **Standby On/Off** Button on the 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, get the remote out of the maroon case in the bottom draw in the equipment cabinet. Turn on the remote and push **Data** on the remote. That will switch the projector to the computer image. *(With the smaller Philips' remote, simply click **Source** to change the projector input source.)*

### 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 directly underneath the keyboard, 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 Philips remote
- Power up the remote. The **On** switch is on the left side of the remote. The **On** position is labeled with the symbol (I ), and the **Off** position is the symbol (O). *(If you have the smaller of the two Philips' remotes, simply click the **Stand by On Button** at the top of the remote.)*
- Press the **Standby On/Off** Button on the remote.
- The projector will then take a few moments to power up.
- Point the remote toward the projector or the screen for the remote to function properly. On the remote, hit the **Video** button twice. The on screen display (upper right hand corner of screen) will say **S-Video**. *(With the smaller Philips remote use the **Source** button to switch the projector to S-Video.)*
- The video switcher should have position 1 (VCR) activated. The LED will be lit when the position is active.
- In the teaching station, 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 Philips remote to change the source from video to computer.
- To watch a video, press the **Video** button twice. (With the smaller Philips' Remote click use the **Source** button.)
- To get the computer image, press the **Data** button. (The Source button on the smaller Philips' remote will change to change from video to computer image.)

### 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**. Turn the remote controls **OFF** and place them in the storage drawer or return the remote to the person who checked it out to you.

## 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

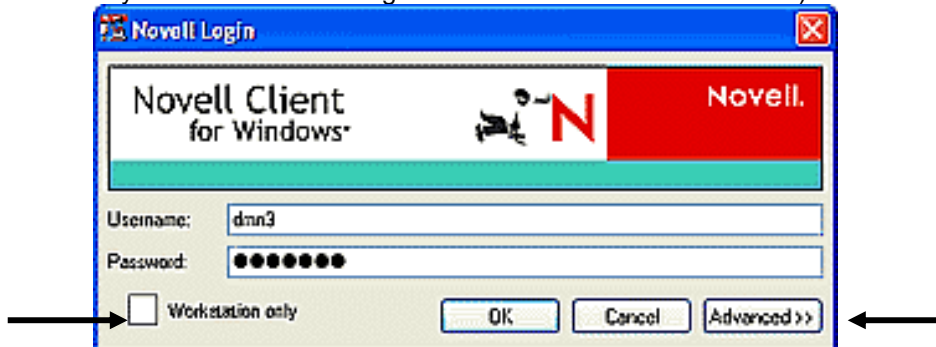
1. Turn on the computer.
2. You will be prompted by a Novell Login window.
3. The name "**User**" will automatically appear in the **Username** space.
4. (You will not need a password, so you can ignore the **Password** space.)
5. The **Workstation only** box will automatically be checked for you.
6.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

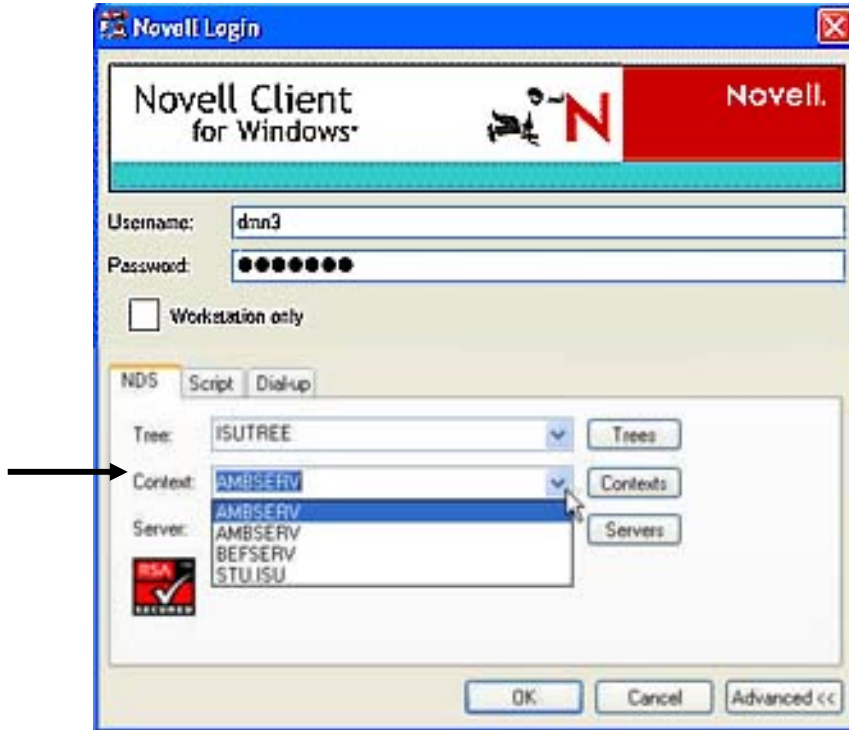
1. Turn on the computer.
2. You will be prompted by a Novell login window.
3. Click the **Workstation only** box (located in the lower left corner of the Novell window) to remove the check mark.
4. Type **your Novell username** in the **Username** space.
5. Type in **your Novell password** in the **Password**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

- In our newer technology-ready 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.



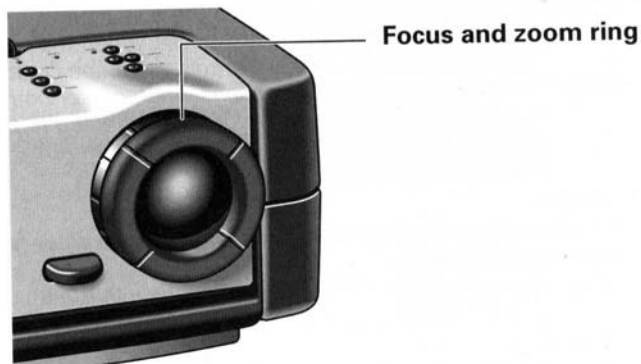
## RemotePoint RF (Remote Mouse and Laser Pointer)



Also in our newer technology-ready 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.

## 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.



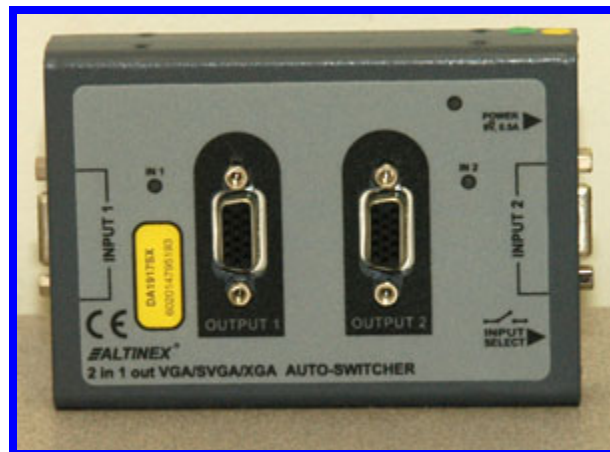
### All other Rooms:

- 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.**

## 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).