

Smart Classroom Checklists

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Checklists for:

- Computer
 - Playing CDs
 - PowerPoint presentations
 - Visiting Web sites on the Internet
- DVD player
- Elmo
- Laptop connection
- Laserdisc player
- VCR player

Using the Computer

- Turn on PC with power button on front panel
- Unlock drawer with mouse and keyboard
- Select PC on Extron input selector
- Log in with:
 - AVUSER [Enter]
 - No Password

▶▶ Play CDs

- Load CD in CD drive
- Play CD as usual
- Adjust volume with Volume control knob on Extron input selector

▶▶ Show PowerPoint Presentations

- Access your presentation
 - Thumb drive
 - CD
 - Floppy Disk
 - Novell Network
 - Individual W Drive (right click on red N on right in Taskbar)
- Press the ON button on the Extron panel (It will take a while for the unit to warm)
- If necessary, adjust volume with Volume control knob on Extron input selector

▶▶ Visit Web Sites on the Internet

- Select your browser
- Press the ON button on the Extron panel (It will take a while for the unit to warm)
- If necessary, adjust volume with Volume control knob on Extron input selector

Using the DVD player

- Press DVD Power button on DVD player
- Load DVD in DVD player
- Press DVD/VCR Power button on the Extron panel
- Select DVD on Extron Input Selector
- Operate DVD with Extron DVD/VCR Control panel
- Select DVD CC for closed caption on DVDs
- Adjust volume with Volume control knob on Extron input selector

Using the Elmo

- Unlock door and pull out Elmo tray
- Raise the lamps
- Press button to unlock camera arm
- Gently raise camera arm and rotate camera to vertical
- Activate power switch at right-rear corner of Elmo unit
- Select Doc Cam on Extron input selector
- Turn on projector
- Select Main on Elmo Monitor Output
- Select Upper or Base light source
 - Upper** for print items (pictures, magazines, books) or any small objects (specimens)
 - Lower** for transparencies

Connecting a Laptop

- Connect laptop at laptop dock:
 - Power, Video, Audio, & Internet connectors
 - MACs – Use video conversion cable
- Select LAPTOP on Extron input selector
- Operate laptop as normal

Using the Laserdisc Player

The Laserdisc players are only available in Building 16. Please check with the administrative coordinators on using a Laserdisc system.

Using the VCR player

- Press VCR Power button on VCR player
- Load VCR in VCR player
- Press DVD/VCR Power button on the Extron panel
- Select VCR on Extron Input Selector
- Operate VCR with Extron DVD/VCR Control panel (or controls on front of unit)
- Adjust volume with Volume control knob on Extron input selector

Comments

General Smart Classroom Tips

- Please **turn off the projector** when not in use – it is very expensive to replace the bulb
- Use traditional overhead for transparencies to **save the projector bulb's life**
- **Wireless keyboard and mouse** can be **used from any location in room** – don't need to be pointed at computer or screen
- Takes a bit of **practice** to become proficient. Most classrooms are available, open, or unused in the **late afternoons**. Use those times to practice.
- You are strongly encouraged to **practice** using the equipment in the classrooms **BEFORE** your class so you will be prepared for class time with actual students
- **Elmo must be on** to project computer in Remote Control Systems and on AV Carts, not in Extron or Extron-Starboard systems.
- Elmo and Starboard **images can be captured** using software on the computer desktop
- Each classroom has an **E Drive** mapped for storing work. That drive is shared by everyone who uses the computer. Faculty may log onto his or her own account and access their **W Drive**. (To do that, right click on the red N in the bottom right corner of the screen and log in.)
- If input does not work, **select another input** and then reselect the one you desire.

Consider Your Task

What are you planning to use?

- Overheads only
 - Use traditional overhead projector
 - Cost of bulb is \$10
- Otherwise
 - Use Hitachi LCD projection unit
 - Cost of bulb is \$500

Use Equipment Efficiently

- Hitachi LCD Projection Unit
 - Can only be operated by remote
 - Turn on only when ready to use (Remember \$500 bulb cost)
 - You CANNOT quickly turn the unit off and back on again (it must cool down between)
 - Turn off when done—bulb life is 2000 hours
- Sony Amplifier—Theatre System
 - Must be turned on for sound
 - Must be turned on for video
 - Generates the most HEAT
 - Very important to turn this unit off (power button is on the left)
- Elmo
 - Arms must be closed in order
 - Do not force components

Security

- All doors and drawers should be locked when you enter the room
- See your department for keys
- There should be NO student access to the cabinet
- Turn off ALL equipment when finished
- Lock all doors and drawers at the end of class

Smart Classroom Support

- Key to Cabinets:
 - Get from your department
- Immediate Support:
 - Help Desk: x4444 or Intercom (when implemented)
- Batteries: Get from department office
 - Mouse – Rechargeable: make sure to cradle
 - Keyboard – 4 AA
 - Starboard Pen – 1 AAA
- Training:
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