Enhanced Classrooms
A Feature Guide for Faculty, Staff, Students, and Guest Presenters

ALBION COLLEGE INSTRUCTIONAL TECHNOLOGY

September 2003
ADMINISTRATION

GENERAL
This text is designed to provide information on the available enhanced classrooms here at Albion College. In addition, a chapter has been included describing the locations and configuration of the many Multi-Media Carts placed in strategic locations about the campus.

Recommendations for improving the usefulness of these rooms or general comments may be submitted using the form in Appendix A or passed to Instructional Technology at (517) 629-0962.

GETTING HELP
Some of the common problems you might encounter in these rooms are contained in the troubleshooting section of this document and more detailed and specific items in each room’s document. Please consult these suggestions before calling Instructional Technology. Time is critical if you have a live class or event and something is not working as expected.

For non-critical problems, please report these using the icons on the lower right corner of the laptop or computer desktop located in the room you may be using. Log in to the network before using these.

Further help may be obtained from helpdesk@albion.edu or in dire emergencies; you may call Ralph Houghton, Instructional Technologist on his campus cell phone at (517) 740-5439.

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CLASSROOM TECHNOLOGY

INTRODUCTION
Audio Visual equipment on campus was decentralized prior to January 1998 with all departments maintaining responsibility for lamp replacement and general maintenance or repair for carts and display devices. In the summer of 1997, Norris 103 became the first fully integrated enhanced classroom at Albion College.

Since that time, we have added new enhanced classrooms to Norris 103 and, in the process, developed three levels of enhancement – Levels I through III.

LEVEL DESCRIPTIONS
These levels are arbitrary, locally defined descriptions intended to help identify general features in our classroom presentation systems. As new installations are designed and created, faculty, staff, and students will be able to transfer their skills from room to room at increasing comfort levels.

Level I Features
Level I rooms have a ceiling mounted projector, an electrically controlled screen, commonly used devices including a visualizer (document camera), VCR, DVD, and computer along with one or more 35mm slide projectors. The installation features an AMX fully integrated controller which activates room lights, screens, system power for the lectern, and each of the room’s devices. The AMX automatically switches between the computer and the other video devices. AMX controls are in the form of touch pad screens with programmed controls for the devices.

Costs for developing fully integrated rooms are generally in excess of $40,000 depending on features required and installed.

Level II Features
All Level II rooms have a ceiling mounted projector or a cabinet mounted TV for image display. Room screens may be electrically or manually operated independent of the lectern. Room lighting is also manually operated from wall switches.

Level III Features
Level III installations are portable carts which may be moved into a classroom where needed. The most of these carts are equipped with an LCD projector and have one or more of the commonly used display devices included. Several carts have TVs instead of projectors. In addition, several carts in the Foreign Language department have multi-system VCRs for foreign VHS titles.

Costs for developing Level III media carts are generally below $10,000 depending on features required and installed.

EVENT PLANNING FOR PRESENTERS
Identifying your needs as a presenter is critical to a successful event. Consider the things you might need to have available when you make your presentation. Most view these events using rooms described in this publication as being a stand-up presentation with a speaker and an
audience. Events may be designed where people come and go or displayed while guests are coming into an auditorium for a formal speech. This is an event type where only a kiosk type file with photo images and background music may be all that is necessary. Others may be part of a formal semester long class

Needs Assessment
In taking stock of the media needs for your presentation, consider any, all, or none of the following items.

- Part of my presentation has a video tape clip (from German television).
- I will be using a home made DVD with video clips.
- Part of my presentation has overhead transparencies.
- There are a couple of 35mm slides I want to show.
- My entire presentation is 35mm slide based.
- I need to show a web site from my home institution.
- I like to do chalk talks, but I am allergic to some dry erase markers.

Making your Needs Known
Each of these statements carries with it a demand for a specific item of technology. There are probably many more which could be listed. Write down a “brief” presentation plan where you simply jot down statements like these which might give a clue to your real presentation needs. Look at the language used here in describing rooms and their features. Using other language may give you unexpected results. Asking for a “beamer” when you just want a VCR and electronic projector may just result in a trip to a Star Trek set.

This publication describes various rooms at Albion College which probably have all you need for your presentation. Each room provides a form of projection, a connected computer capable of playing DVD titles, a VCR (a few are PAL multi-system capable), some have DVD players for USA Region 1 titles only, most have a visualizer or document camera which is capable of showing a couple of 35 mm slides and overhead transparencies as well as books or other objects such as a calculator with a graphic display or a map hanging on a wall. All installations are capable of having guest digital cameras or audio devices connected.

SCHEDULING THE ROOMS
Classroom space is prescheduled through the Registrar’s office. All other scheduling, unless noted, is done by Karen Hiatt at the Kellogg Center. During the summer months, scheduling is provided through Dining and Hospitality. Contact Pat Miller at Dining and Hospitality for information and scheduling. Use the “brief” presentation plan considered above to make your needs known to schedulers who may refer you to others on campus to schedule your requirements.
LEVEL I ROOMS

LOCATIONS

Norris 103

- Computers
  - PC, Windows 2000
  - Macintosh, OS 8.2
- Guest Laptops
- LCD Projector
- Laser Disk
- Visualizer
- VCR
- Audio Cassette
  - Instead of TUNER
- AMX Integrated Switcher
- Wall Speakers
- RF Remote Point Mouse
- Electric Screen
- Wireless Microphone

Seating capacity:  50 (variable)
BOBBITT 113

- Computer
  - Laptop, Windows XP
- Guest Laptop
- Guest Video
- LCD Projector
- Laser Disk
- Visualizer
- VCR
- DVD
- AMX Integrated Switcher
- Wall Speakers
- RF Remotepoint Mouse
- Electric Screen
- Wireless Microphone

Seating capacity: 100

This room also has two 35mm slide projectors and a separate AMX remote control unit which operates the screen, lights, slide projectors and VCR. This control does not work with the DVD unit.

OLIN 112

- Computer
  - Tower, Windows XP
- Guest Laptop
- Guest Video
- LCD Projector
- Laser Disk
- Visualizer
- VCR
- Dual Audio Cassette
- AMX Integrated Switcher
- Wall Speakers
- RF Remotepoint Mouse
- Electric Screen
- 3M Electronic Whiteboard

Seating capacity: 60 (variable)
LEVEL II ROOMS

LOCATIONS

ROBINSON 404

- Computer
  - Laptop, Windows XP
- Guest Laptop
- Guest Video
- LCD Projector
- Visualizer
- VCR
- Audio Cassette/CD Player
- SP Control Panel w/video device switcher
- Wall Speakers
- RF RemotePoint Mouse
- Electric Screen

Seating Capacity: 50

Turn power on in the left bay only, right should stay on. Turn on projector from the SP panel on the desktop, left side.
MUDD 210

- Computer
  - Laptop, Windows XP
- LCD Projector
- Visualizer
- VCR
- DVD
- Laser Disk
- Audio Cassette
- Manual 2-Level Switcher
- Wall Speakers
- RF Remotepoint Mouse
- Manual Screen

Seating capacity: 30 – 60 (room divider)

The projector wall switch hides in the corner right of the screen and behind the lectern cart.

MUDD LAB

- Computer
  - Tower, Windows XP
- No Guest Laptop
- No Guest Video
- LCD Projector
- No Visualizer
- No VCR
- PC only – no switcher
- Plug-in Speakers
- RF Remotepoint Mouse
- Manual Screen

Seating capacity: 24

Reservations for this room are made through reservations@albion.edu for scheduling by IT User Services. Please identify any special needs.
HERRICK 506

- Computer
  - Laptop, Windows XP
- No Guest Laptop
- No Guest Video
- LCD Projector
- No Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- Wall Speakers
- RF Remotepoint Mouse
- Electric Screen

Seating capacity: 24

There are two light switches for this room outside the door. For best results, turn the fluorescent lights off and the rear ceiling lamps on.

NORRIS 109

- Computer
  - Tower, Windows XP
- Guest Laptop
- LCD Projector
- Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- Wall Speakers
- RF Remotepoint Mouse
- Manual Screen

Seating capacity: 32 (15 tables – may vary)
NORRIS 101

• Computer
  • Laptop, Windows XP
• Guest Laptop
• Guest Video
• LCD Projector
• Visualizer
• VCR
• DVD
• SP Control Panel Switcher
• Wall Speakers
• RF RemotePoint Mouse
• Electric Screen

Seating capacity: 450

This room also has a 35mm projector with remote cable on the floor behind the lectern. The audio amplifier for this room must be turned on in the projection room. Call Campus Safety at 629-1234 to open the doors – call them to re-lock the room after your event.

FERGUSON G28

• Computer
  • Laptop, Windows XP
• Guest Laptop
• Guest Video
• LCD Projector
• Visualizer
• VCR
• DVD
• SP Control Panel Switcher
• Wall Speakers
• RF RemotePoint Mouse & Keyboard
• Electric Screen

Seating capacity: 24

Reservations for this room are made through reservations@albion.edu for scheduling by IT User Services. Please identify any special needs.
FERGUSON 111

- Computer
  - Laptop, Windows XP
- Guest Laptop
- Guest Video
- LCD Projector
- No Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- Wall Speakers
- RF Remotepoint Mouse & Keyboard
- Electric Screen

Seating capacity: 14

FERGUSON 204

- Computer
  - Laptop, Windows XP
- Guest Laptop
- Guest Video
- Plasma Display
- No Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- Wall Speakers
- RF Remotepoint Mouse & Keyboard

Seating capacity: 12

This room is reserved for presidential and administration special conferences.
FERGUSON 230

- Computer
  - Laptop, Windows XP
- Guest Laptop
- Guest Video
- LCD Projector
- Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- Wall Speakers
- RF Remotepoint Mouse & Keyboard
- Electric Screen

Seating capacity: 24

The switches for the lights and screen are on the wall near the projector. You may need to close the side window blinds to increase image brightness.

KC ALUMNI CONFERENCE ROOM

- Computer
  - Laptop, Windows XP
- Guest Laptop
- Guest Video
- LCD Projector
- Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- Wall Speakers
- RF Remotepoint Mouse & Keyboard
- Manual Screen

Seating capacity: 24

Use extreme care lowering the screen to avoid damage to the wall plaques. The shipping guards have been left in place on the lower part of the screen. Please do not remove these.

This room is not normally scheduled for classroom use. Contact Karen Hiatt at the Kellogg Center to schedule your non-class events.
OBSERVATORY

- Computer
  - Laptop, Windows XP
- No Guest Laptop
- No Guest Video
- LCD Projector
- Visualizer
- VCR
- DVD
- SP Control Panel Switcher
- PC and TV Speakers
- RF Remotepoint Mouse & Keyboard

Seating capacity: 16

GOODRICH 145

- No Computer
- No Guest Laptop
- No Guest Video
- LCD Projector
- No Visualizer
- VCR
- DVD
- Audio Cassette/CD
- Wall Speakers
- Electric Screen

Seating capacity: 45
VULGAMORE 204

- No Computer
- CRT Projector
- Visualizer
- VCR
- No DVD
- Dual Audio Cassette
- SP Control Panel Switcher
- Wall Speakers
- RF RemotePoint Mouse
- Manual Screen

Seating capacity: 35

VARSITY LOUNGE

- Computer
  - Laptop, Windows XP
- (Future) Guest Laptop
- (Future) Guest Video
- LCD Projector
- (Future) Visualizer
- VCR (Athletic Type)
- DVD
- Audio Switcher
- Wall Speakers
- RF RemotePoint Mouse & Keyboard
- Electric Screen

Seating capacity: 35
ROB LAB

• Computer
  • Tower PC, Windows XP
• No Guest Laptop
• No Guest Video
• LCD Projector
• No Visualizer
• No VCR
• No DVD
• No switcher necessary
• No Speakers
• RF Remotepoint Mouse
• Manual Screen

Seating capacity: 24

Reservations for this room are made through reservations@albion.edu for scheduling by IT User Services. Please identify any special needs.
LEVEL III MULTI-MEDIA CARTS

INTRODUCTION
Independent multi-media carts with LCD projectors were designed as an inexpensive alternative to the higher priced enhanced rooms. While they are highly useful, there are many times they just do not fit a given room, especially the smaller seminar rooms. For these cases, there is a wide selection of sign-out equipment which may provide the AV support need for occasional needs.

LOCATIONS
CARTS IN LARGE ROOMS

Media carts are often used as back up units for classrooms where components are under repair or otherwise inoperative.

CARTS IN SMALL ROOMS

Multi-Media carts are difficult to position in some small rooms like the one on the top right. In some cases when just VCR tapes are needed, a simple TV cart is all that is required.

As an alternative, a sign-out pool projector, laptop or VCR deck may be used as well. These options make presentation equipment available in nearly any room on campus.
CARTS IN NON-INSTRUCTIONAL ROOMS

Meetings and conferences often use flip charts for brainstorming sessions. Media carts enhance the process by projecting the flip chart while under development allowing all participants to view the results of a discussion as it unfolds.

It is a simple matter to change to alternative media such as a prepared presentation or a VCR/DVD title. The option of creating DVDs with special content is becoming more readily available with the advent of DVD burners. Always test these in the equipment you will be using.

ALTERNATIVE APPROACHES

There have been occasions where specially designed installations are warranted. Usually, they are fixed installations, not meant to be moved. These spaces are not normally open for scheduling, but are intended to provide you with ideas for future planning.

These are two examples from the Gerstacker Institute. On the left is a portable wooden display with a flat screen LCD monitor mounted in back, viewed from the front. It has a wireless/wired laptop connected to it. The setup has a wireless mouse. This may be configured with a self running PowerPoint kiosk file or poster board style materials supported by a standard PowerPoint presentation.

The one on the right is a permanent installation including a laptop, VCR, and DVD player connected to a multi-media TV. The laptop is operated with an RF Remotepoint mouse and keyboard set.
FEATURES

INTRODUCTION
Each room above is listed with just a list of the components and features contained in it. This section discusses common features such as the computers used, DVD and VCR players, as well as the visualizers (document cameras) commonly found in our enhanced rooms. More detailed instructions and commentary are included in individual room booklets.

ROOM LIGHTING
Room lighting in Level I rooms may be controlled from the AMX touch panel on the lectern. This includes incandescent and fluorescent lights. In these rooms, fluorescent lights have been blocked for control (Olin 112 and Norris 103). Bobbitt Auditorium has 6 different zones of lights having separate controls on the AMX menu for lights. Each of these rooms has a manual light control mounted near the doors. Each Level I room has four presets for lighting so the presenter does not have to adjust all 4-6 zones of lighting. The diagram on the right indicates the actual function of each preset. Preset 1 (always the top button) is full room lights. Preset 2 is set for 35mm slide projection, preset 3 is usually a bit more light than preset 2 and preset 4 is normally just the side lights alone.

The individual zone controls are on the lights menu along with a set of preset buttons, a volume control, and a button to raise or lower the screen.

Level II and III rooms have manually controlled lighting from wall mounted switches in each room.

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SCREENS

Room screens are of a wide variety. All of the Level I rooms have electric screens which may be raised or lowered from the AMX touch panel.

From left to right, the screens are in Norris 103 (tab tensioned), Bobbitt 113, and Olin 112. The screen in Bobbitt 113 does not have a blocking mechanism so you must watch the screen as it is lowered and press the STOP button when it reaches the line about 18” above the floor. Also, the Bobbitt screen interferes with the door behind the lectern. Use care in accessing the room behind the stage with the screen down.

Classroom Portable Screens

There are a variety of portable screens available on campus. Normal classroom portable screens are of the types which hang from hooks above the blackboards. Some are fixed mounts and others may be moved. These screens are controlled by Facilities Operations – contact Sue Clark for information about these. A few screens have to be specially installed such as the one in Upper Baldwin. It is important to have advanced notice to have them properly installed.

Other portable Screens

There are other portable screens. Some are tripod type, some are newer, lightweight screens, and we have one large format 9 x 12’ screen capable of front and rear projection.
There are two tripod type screens in the Instructional Technology sign-out pool. We also hold and schedule the CPO large format screen. The smaller portable screen shown above belongs to Dining and Hospitality and is for use with the media cart there and other functions. Contact Pat Miller at Dining and Hospitality to schedule this screen. As you may see in the pictures on the right, Dining and Hospitality’s screen is light enough to be placed on a window ledge or on a table top in addition to being a free standing floor screen.

The large format screen was purchased by CPO for special events. This screen may be reserved through reservations@albion.edu and is normally set up by Instructional Technology personnel. Those reserving the screen and wishing to set it up themselves, should request training. It requires two people to raise it while only one is needed to recover the screen. Setup takes about ½ - ¾ hour and recovering takes about 20 minutes. There are many ways to use this screen.

**DEVICE SWITCHING**

All projectors have two types of images – DATA and VIDEO. The Level I rooms integrate projector and device selection switching in a seamless manner, transparent to the presenter. Level II and Level III installations require one or two switching operations.
Level I Image Switching: AMX Touch Pads

Level I systems are the easiest to work with. All of the switching is done with one touch. AMX touch pads consist of a series of menu screens accessed by the buttons along the left side of the opening screen. These menus are used to control the room lights, screen, and adjust audio volume. Each device has its own menu screen. These menu screens may change from time to time, but the general functions remain the same.
Level II and III Image Switching

Device selection and projection in Level II and III systems requires at least two separate actions, one to switch the projector image type and one to select the device image and audio. In several cases, this requires audio switching at the amplifier. Individual room documentation describes the steps needed for that room.

Projector Image Type Switching

Images are switched using the projector’s remote control VIDEO or COMPUTER buttons. You may have both the laptop and any or all of the video devices running. You must manually select these depending on what you are using. It is easy to switch between them on the fly.

Audio/Video Source Switching

Audio switching from source to source is accomplished using the pre-amplifier as described below. The four sources are arranged in the same manner as the media cart switchers and other Level 2 classrooms using the SP Control panel. Buttons representing sources from left to right are:

- Source 1  Visualizer (not in every room or cart)
- Source 2  VCR
- Source 3  Guest Video Port or DVD
- Source 4  Laptop computer audio
PROJECTORS
The ceiling mounted projector for most of the rooms on campus are LCD or DLP type high luminosity projectors. Several rooms have the older CRT projectors – Kresge Dance Studio and Vulgamore 204 for example.

LCD Projectors
Most of our media carts and rooms have one of these projectors: InFocus LP435Z, Proxima 6150, and Proxima LX-2.

Large Venue Projectors
There are two of these projectors on campus assigned to Norris 101 and Rob 404. These two rooms have theatre seating and one requires a long range lens. The 2200 lumen lamps bring the best performance to these rooms for most media.

Micro Projectors
We have three models of this type of projector on campus: the Optoma EZ Pro 735, 737, and 755. The 737 is a 1500 lumen, 2000:1 contrast ratio projector which out performs the 755, a 2000 lumen, 400:1 contrast ratio projector.
VCR AND DVD PLAYERS
All other major system components other than the projector, screen, and speakers are located in the cabinet in the far corner. The box for the wireless keyboard is in the secretary’s office.
VCR/DVD Players
VCR/DVD players are standard consumer grade devices. We are shifting to DVD/VCR combination units, but there are many rooms with one or both separate units. A couple of rooms have 3-5 disk DVD players where more than one title may be inserted in the player. All rooms have a computer with a DVD player integrated into it. DVD disks created on a computer burner may not work in some of the laptop DVD players, but should work ok in the regular players.

COMPUTERS
All levels include a laptop or tower computer and have network connections. Most of the media cart installations have a laptop with selectable wired or wireless network connections. All are configured with an open desktop. This means when you turn the computer on, it boots up to a desktop which has active internet connections, but not access to network drives or the Groupwise email client. There is ample room on all systems for storing PowerPoint and other presentation files. You may activate Groupwise with or without your network login. Groupwise requires a separate login action.

Login/Logoff Network Drives
Should you need access to your network (G:, H:, and P:) drives, click on the Novell icon on the desktop. Login with your campus username and password. When you are finished with the system and there is a following presenter or class, go to START | SHUTDOWN – and select Restart. This resets the open desktop and gives a clean access to the following presenter.

Logging off as you would on a normal computer lab or office computer behaves differently and results in following presenters being unable to log in themselves.

Tower Computers
Several of our classrooms still have tower computers. These were all upgraded to at least a 1.2 ghz computer several years ago and are open desktop.
**Laptop**

We have a mixture of Toshiba laptop models on campus. We are gradually replacing all of the Toshiba 4260 laptops which were on the first 20 media carts. They are being replaced by Toshiba 2400 or 4600 laptops with selectable wired and wireless network connections and faster DVD players.

While this laptop is equipped with both wired and wireless network connections, the wireless reception in Herrick 506 is insufficient for wireless operation. The laptop is configured for a wired network connection.

**AUDIO**

All Level I rooms with AMX controllers and Level II rooms with SP Control Panels have an amplifier integrated into the system and volume control is done by buttons on the controllers. Individual room documentation describes the specific steps for controlling audio.

**Audio Switcher and Amplifier**

Some rooms are equipped with a pair of devices which amplify audio and route the sound to speakers located near the screens. Audio is automatically switched with the video signal in rooms with the SP Control panel. The Varsity Lounge and Herrick 506 are rooms where the presenter must manually select the audio.

The audio switcher is actually a pre-amplifier with a source selection mechanism. There are bass, treble, and L/R balance controls. The source device audio is selected by means of the right most knob of a set of four in the center of the pre-amplifier (top box). This knob may be turned in either direction and rotates through the four lights immediately to the right of the knob. The large knob on the right is the volume control.
The four source numbers are configured as follows:

1. Visualizer audio (future)
2. VCR/DVD audio
3. Guest Video Port audio (if present)
4. Laptop computer audio

Alternatively, the switcher remote control may be used some distance from the cabinet and audio sources switched with the four numbered buttons on it.

The audio is amplified by the zone amplifier unit and sent to the speakers from there. This amplifier auto-senses the source audio coming from the switcher and activates as needed.
REMOTEPOINT RF AND WIRELESS KEYBOARD

Nearly all enhanced installations have an RF Remotepoint wireless mouse installed, freeing presenters from the lectern. A few rooms have been equipped with the RF Combo which contains a wireless keyboard as well as remote mouse.

After classroom electronic equipment has been started and the computer turned on, the wireless mouse or keyboard may be used as soon as the computer finishes booting up. Detailed instructions for using and programming the wireless mouse and keyboard are contained in an appendix to this publication.

The unit operates on a channel from 1 through 8. This means that all three devices must be set to the same channel: the mouse, keyboard, and transmitter. The Communications media cart has an RF pointer as well and is on a different channel.

Key Features

The mouse has the following key features:

- Four numbered programmable buttons
- Left mouse click trigger (under the remote mouse)
- Forward and back arrow buttons
- Mouse joystick
- Red laser pointer button

The trigger button underneath is the same as a left mouse click. It advances slides in Powerpoint or performs other normal left mouse button functions. It is the same as the forward button on top.

The mouse and keyboard may be used up to 100 feet from the computer with fresh batteries installed.

Button Functions

The wireless keyboard has the same function buttons as the Remotepoint RF mouse. There are four colored programmable buttons coded in function keys F6 to F9. They are same as the mouse buttons and are activated as follows:

- Button 1 F6 Albion Standard Tool Bar
  - Oval highlight tool
  - Ticker with Comm/Theatre welcome message
  - Checkmark tool
• Button 2 F7 Reveal tool
  • If pressed by mistake, makes you think the projector is off.
• Button 3 F8 F5 (starts an open PowerPoint presentation)
• Button 4 F9 ESC key (ends a PowerPoint presentation)

These function keys are activated by pressing the FN key located on the lower left corner of the wireless keyboard. Once activated, press the back button in the upper left corner of the keyboard.

OTHER FEATURES

Remote Controls
There are many different brands and models of DVD, VCR, laptops, projectors, and visualizers, each with their own remote control units. For the most part, the only remotes you will need to identify and use as necessary are these.

As pictured here, the one on the left is the remote control for the LCD projector. The center control is for the audio switcher (pre-amplifier – top box). The one on the right is the Remotepoint RF wireless mouse. You should only need the projector remote to blank (MUTE) the screen or to select the video source.
The audio switcher remote has four buttons to directly switch the four sources, a pair of volume control buttons, and OFF/MUTE/ON buttons at the top.

**OVERHEAD PROJECTOR**
An overhead transparency projector may be used for this room in lieu of a visualizer.

**ROOM LIGHTS**
The fluorescent lights are controlled from a switch outside the door and the overhead electrical outlets for temporary incandescent lights by the switch immediately to the left of the one by the door.
TROUBLESHOOTING

INTRODUCTION
There seems to be no end to possibilities for things to go wrong with classroom technology. Here are a few of them for this room. As more are encountered, they will be added to this section. In an emergency, please call Ralph Houghton, Instructional Technologist at cell (517) 740-5439. Be ready to provide the following information.

- What is not working?
- When is it not working?
- Other things?
- Have you checked cables?

Cable Check
- Is there a USB connector for the wireless devices plugged into the back of the laptop?
- Is the VGA cable connected to the VGA port on the laptop (output) and the VGA IN port on the back of the projector? Make sure it is not in the port labeled MONITOR.
- Is the yellow cable connected to the small black box behind the laptop?
- Is the network cable connected to the laptop and at the wall plate?
- Is my guest video device connected properly at both ends?
  - Yellow to yellow
  - Red to red
  - White to white
- Are there any cables disconnected from the rear of the projector?

No VCR sound
Turn the source select knob on the audio switcher or use the remote control source buttons to select source number 2. It is also possible that someone has disconnected a cable – call Instructional Technology (0962) or email insttech@albion.edu to correct.

No laptop sound
Same as above, but select source number 4.
The LCD projector doesn’t display an image.
There are several possibilities for the image not appearing on the screen.

1. Projector is not on. Turn on the wall switch
2. Source not selected. Press COMPUTER or VIDEO key on projector remote. The projector will synchronize the active source.
3. LCD projector mute is on. Press STANDBY button on projector remote.
4. Somebody may have disconnected the cable from the laptop to use a guest computer and not returned the cable to the room computer. Plug the cable back in.
5. Button 2 has been pressed on Remotepoint RF or wireless keyboard. Press the BACK button on the Remotepoint RF or the keyboard.

No matter what I do, the image appears scrambled.
This often happens when the AUTO IMAGE or AUTO RESIZE options in the menu have been turned off. We believe power spikes or static electricity spontaneously alter these settings at times. Use the projector remote, press the MENU button and select IMAGE. Use the large gray mouse button to navigate the menu left or right and up and down, then use the trigger to turn these options on.

The Remotepoint RF or keyboard mouse doesn’t move smoothly.
It is possible for fluorescent lights or other RF sources to interfere with mouse operations. You may also find your mouse scooting across the screen in a uniform direction.

The solution is to reset the frequency and select one of the other 7 channels. All three devices must be reset to the new channel. We recommend you start with channel 8.

**Setting the Frequency**
This may be necessary for several other reasons. Among them, the mouse may have been dropped or the batteries in the mouse or keyboard have depleted.
The instructions for doing this are printed next to the switch in both the receiver and the keyboard units. For the receiver and keyboard, this is simple. There is a four-element switch shown here with the table of settings for both of them. Set the switches as required. For example, you decide to use frequency 8. Remove the batteries from the keyboard unit – the switch is underneath them. Set the switches as shown for frequency 8. The switch for the receiver is on the back edge. The table for the receiver is printed on the bottom of the device. You have to set the receiver, keyboard and pointer to the same settings.

The remote pointer does not have a bank of switches and requires manipulation of the buttons to make the change. The instructions are printed on the inside of the battery compartment cover. Press the left and right buttons above the mouse button and hold them down for 10 seconds. The lights then flash. For frequency settings 1, 2, 3, or 4, just press the number on the keypad. For frequencies 5, 6, 7, and 8, press the left and right buttons above the mouse button and hold them down for 10 seconds. When the lights flash, press the laser button, then select button ‘1’ for frequency 5, ‘2’ for 6, ‘3’ for 7, and ‘4’ for 8. The pointer retains this setting until the batteries drain or are removed.

**Something is moving the mouse cursor – not me!!**

There is another RemotePoint mouse on the same channel operating close enough to affect your system. If the media cart for the department is within 100 feet from Herrick 506, it could affect the one in this room.

The solution is the same as the above – for one or the other.
I keep getting a pop up menu instead of going back a slide in PowerPoint.
All systems are set to have the back key show the previous slide in a PowerPoint presentation. Occasionally this is altered by presenters who prefer to use the menu method and they forget to return the program to its original configuration.

Setting the Back Button
As shipped, the arrow button pointing left activates the PowerPoint mouse pop-up navigation dialog box. Installations on Albion College campus have been set so the white arrow button which points to the left actually backs the presentation by one slide. If the unit has reverted to the default configuration, it may be changed so the pointer forces the PowerPoint presentation to the previous slide using the following two-step process.

- First, click on the RF icon on the Windows taskbar – lower right part of the screen. This is a blue and white icon. Select FILE, PREFERENCES and make sure the “Force Previous Slide on Rt-Click” line is checked.

- Then in Powerpoint, go to TOOLS, OPTIONS, VIEW and uncheck the two buttons that say “Show pop-up menus”, then check OK.
QUICK START CHECKLISTS

INTRODUCTION
Each room has its own startup and shutdown quick checklists similar to the one here for Herrick 506. If you follow none of these except one, ALWAYS perform Step 1 in the shutdown for Level II rooms with the SP Control panel. Level I rooms are shut down by the POWER OFF screen button as the last step before leaving the room and turning off the lights.

SYSTEM STARTUP
1. Room lights – ON (as needed).
2. Screen – DOWN (right wall switch - stop just above the chalk tray).
3. System power switch (large red button, upper right on rack) – ON.
4. Video source:
   a. Laptop – ON as needed.
   b. VCR – ON as needed.
   c. Select with LCD projector remote – SOURCE.
5. Projector – ON (left wall switch).
6. Appropriate media – INSERT.
7. Audio source on switcher (4 lights) – SELECT (from left).
   a. 1st from left – Visualizer audio (not present).
   b. 2nd – VCR/DVD audio.
   c. 3rd – SPARE (empty).
   d. 4th – Laptop audio.
8. Guest computer (if needed) – PLACE.
   a. Sound cable – CONNECT.
   b. VGA cable – CONNECT.
   c. Network cable – CONNECT.
10. Lights – OFF (overhead incandescent lights may be left on).
11. Display device – SELECT.
12. Proceed with your presentation or class using desired remotes.
   a. Remotepoint RF mouse
   b. Wireless keyboard – box in cabinet
   c. VCR – wireless remote available

SYSTEM SHUTDOWN
1. LCD projector – OFF.
2. Appropriate media – REMOVE.
3. Screen - UP.
4. Laptop computer – OFF (if used).
5. Guest laptop computer - POWER DOWN & REMOVE
   a. Sound cable – RECONNECT to permanent laptop
   b. VGA cable – RECONNECT to permanent laptop.
   c. Network cable – RECONNECT to permanent laptop.
6. System power switch (large red button, upper right on rack) – OFF.
8. Room lights – AS NEEDED.

PROBLEMS NOTED:
Any chronic, long lasting problems associated with the room are listed here with work-around steps.
INSTRUCTIONAL TECHNOLOGY

ENHANCED CLASSROOM FEEDBACK SHEET

Please use this sheet to provide us some information on what you found useful about this enhanced classroom and what you believe could be improved. Please circle the rating for the following on a scale of 1 to 5 with 1 representing the least satisfaction, 5 - the highest satisfaction, and 3 indicating just satisfied. Zero indicated “Did not use or evaluate”.

<table>
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<th>Rating</th>
<th>Projector</th>
<th>Audio</th>
<th>Screen</th>
<th>Computer</th>
<th>VCR/DVD</th>
<th>Visualizer</th>
<th>RF Wireless Remotes</th>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Comments:

What did you like most about the enhanced facilities?

What did you like least?

Please add any other comments about what you feel could be improved (use back).