

**TECHNOLOGY CLASSROOMS  
AT THE UNIVERSITY OF MARYLAND**

# Operation Manual

The Technology Classrooms have been designed to have a common look and feel. Although you will find minor variations in equipment and configurations, the information in this Operation Manual should be specific enough for you to take advantage of the basic capabilities of the room.

## QUICK REFERENCE GUIDE

### How do I reserve a Technology Classroom?

Scheduling is handled through the normal room scheduling procedure established by the campus Scheduling Office (x4-8243). Faculty who need the special capability available in the Technology Classrooms, should contact their department or college room scheduling person.

### Where do I get help if I have a problem?

If you teach in a Technology Classroom located in *Art/Soc, Bio/Psych, Jimenez, Key, Lefrak, Marie Mount, Skinner, Susquehanna, and Tydings*, a pilot project is underway that provides a central point of contact for any problems with the room (x4-8522). For more information on the classroom support pilot project, go to <http://www.pilot.umd.edu>.

If you teach in a Technology Classroom located in *Architecture, Cambridge Community Center, Chemistry, Computer & Space Sciences, Engineering, HHP, HJPatterson, JM Patterson, Plant Sciences, or Van Munching*, call the Technology Classroom Support Hotline (x5-2500), your college's Campus Computing Associate (CCA), or your local coordinator. Also check the WWW (<http://www.inform.umd.edu/TechClassrooms/>).

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If you need help incorporating computer technology into your instruction, call your college's CCA.

### How do the card key locks work?

AV equipment closets and projection booths are equipped with card key locks which operate using a University ID card. Prior to the start of the semester, a list of faculty assigned to teach in the rooms is provided by the Scheduling Office and the locks are programmed with their ID numbers. Since TA's often aren't included on this list, faculty may submit the names, ID numbers, and courses directly to the Technology Classroom Support office (x5-2500 or [TechClassrooms@umail.umd.edu](mailto:TechClassrooms@umail.umd.edu)) or may do so via the web

(<http://www.otal.umd.edu/techclass/Form/keycardlock.html>). (See page 6.)

### **How do I raise and lower the screen(s)?**

Switches for manual operation of the screen(s) are generally located on the front wall. In most rooms, the screen(s) also may be raised/lowered using the media control system. (See page 6.)

### **How do I control the lights?**

In addition to ON/OFF switches by the room entrances, most larger rooms have more elaborate lighting control. Generally in these rooms, a switch at the front of the room contains buttons for controlling preset scenes used during projection as well as ON and OFF buttons. In rooms with preset scenes, the lights also can be controlled by the media control system. (See page 6.)

### **How do I use the mic?**

The wireless mic is generally stored in the AV closet or projection booth. Be sure to turn the mic ON. Extra batteries are located in the closet/booth or can be obtained from the local Technology Classroom Coordinator. Rooms with lecterns may have a mic on a flexible gooseneck that can be plugged into the MIC IN jack on the Auxiliary Input Panel. (See page 7.)

### **How do I use the media control system?**

A touch pad (located in the lectern or on the wall at the front of the room) is used to control the equipment that is installed in the room. Most users prefer the simplified mode of operation. Just touch the screen to bring the touch pad out of sleep mode and select SIMPLIFIED from the Main Menu. On the next screen, you will see a list of available sources on the left. Simply select the source you want to use and the controls for that device will appear on the next screen. Along the right you will find controls to adjust the volume, screen(s), video projector, and lights. When you select a source in simplified mode, the screen(s) will be lowered, the equipment will be turned on, and the lights will be lowered. (See page 8.)

NOTE: Some smaller rooms have pull down screens and non-dimmable lights which must be operated manually.

### **How do I connect additional equipment, such as a document camera or computer?**

An auxiliary input panel (usually located at the front of the room or on the wall of the front AV closet) provides a way to connect devices and feed their signals to the equipment that is installed in the room. Connect the device to the appropriate jacks on the input panel, select AUXILIARY AV INPUT on the source list, and select the one that corresponds to the jacks you are using (RGB, Video, S-Video, Audio, etc.). (See pages 6, 12, 14, and 16.)

### **What do I do when I'm finished using the equipment?**

To reduce wear and tear and to make sure the system is ready for the next user, it is important to shut down the system. Push the NORMAL SHUTDOWN button (at the top of the screen) and then select YES. The equipment will be stopped and/or turned off, lights turned on, screens raised, etc. Also, return any items normally stored in the AV closet or projection booth (wireless mic, document camera, etc.). (See page 15.)

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## ***INTRODUCTION***

### **CONFIGURATION OF TECHNOLOGY CLASSROOMS**

- video projector that can handle high-res computer display as well as video
- a basic suite of equipment in all rooms (VCR, high output overhead projector or document camera, PA system with wireless microphone, audio cassette deck, stereo program audio system, and laser disk player)
- a media control system operated via a touchpad that integrates the operation of the AV equipment, screens, lights, etc.
- document cameras in some rooms (ASY, CHM, LEF, FSK, PLS, SKN, and ZOP) where overhead projectors don't work well due to high screens or wide rooms
- card key locks for AV closets and projection booths that use faculty ID's
- closed captioning capability
- assistive listening systems in lecture halls
- active data and campus cable jacks to facilitate connecting equipment to campus data and video networks
- improved layout of auxilliary input panels for connecting additional equipment
- standardized rack layouts to insure that all user-operated items are accessible
- media control systems connected to a networked computer to allow communication with remote sites (to monitor and operate equipment, communicate w/ users, etc.)

## ***OPERATION***

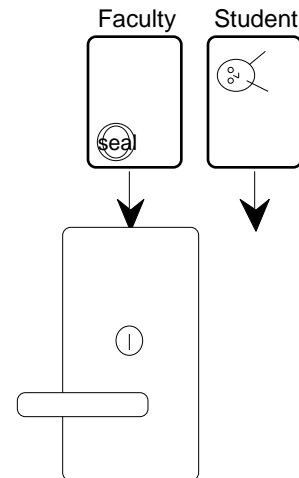
Despite minor variations in equipment and configuration, the Technology Classrooms have been designed to have a common look and feel. The sections below describe how they work.

### **HOW TO USE THE CARD KEY LOCKS**

AV equipment closets and projection booths are equipped with card key locks which operate using a University ID card. To enter the room, insert the ID into the slot at the top of the lock and remove it. The green light should come on and you have 5 seconds to open the door before the lock re-engages.

The card key locks are programmable and each lock will be programmed with the ID numbers of those who are scheduled to use the room. Lost ID's should be reported immediately and replaced as soon as possible. Once the new ID is used, the old ID will no longer open the lock.

Guest cards are available from the local Technology Classroom Manager for those who need occasional access to the equipment.



### **HOW TO MANUALLY OPERATE THE SCREEN(S)**

In some rooms, the projection screen may be used manually, without activating the media control system. This will be used most frequently with equipment, such as overhead projectors, that are not connected to the media control system. In most cases, switches for manual operation of the screen are located on the front wall.

Buttons control the screen operation. The top button raises the screen and the bottom button lowers the screen.

### **HOW TO MANUALLY CONTROL THE LIGHTS**

By the entrance to the room, a switch can be found that will turn all the lights ON or OFF. In some rooms, the switch also contains buttons for controlling pre-programmed scenes used during projection.

### **HOW TO USE THE AUXILIARY INPUT PANEL**

Auxiliary inputs jacks are located at the front of the room that will allow you to connect equipment that you bring into the room. When connected, the signal will be sent to the appropriate playback equipment, such as the video projector or program audio equipment.

Four jacks for connecting computers are located underneath the whiteboard near the AV closet. The cables that connect the computer to the jack are labeled by computer type and kept in the closet.

**RGB:** This jack is used for connecting any device that has RGB output, such as a document camera or computer. A cable from the computer/device should be plugged into the panel using a cable with 5 BNC connectors on it. The audio jack allows you to feed audio signals.

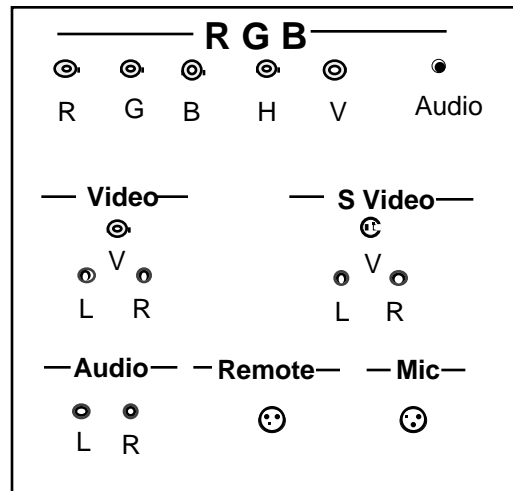
**Video:** The Video input is a standard video jack that allows you to plug in devices, such as VCR's, camcorders, etc., and uses a BNC connector for video and 2 RCA's for audio.

**S Video:** The S Video input is a video jack that allows you to plug in devices, such as VCR's, camcorders, etc., and uses an S video connector for video and 2 RCA's for audio.

**Audio:** The audio jacks allow you to plug in audio devices such as CD players or tape players and requires RCA connectors.

**REMOTE:** The Remote jack allows you to plug in the touch pad control using an XLR connector.

**MIC:** The mic jack allows you to plug in a wired microphone with an XLR connector.



## HOW TO USE THE PA SYSTEM

Most users will prefer to use the wireless microphone with the PA system in the lecture hall. The wireless mic is generally stored in the AV closet or projection booth. Be sure to turn the mic ON. Extra batteries are located in the closet/booth or can be obtained from the local Technology Classroom Coordinator. Rooms with lecterns have a mic on a flexible gooseneck that can be plugged into the MIC IN jack on the Auxiliary Input Panel.

If you prefer to use a wired mic, one can be plugged into the MIC IN jack on the Auxiliary Input Panel.

The PA system feeds into the Assistive Listening System. Hearing-impaired students may check out a headset from the Disabilities Support Office or the Technology Classroom Support office.

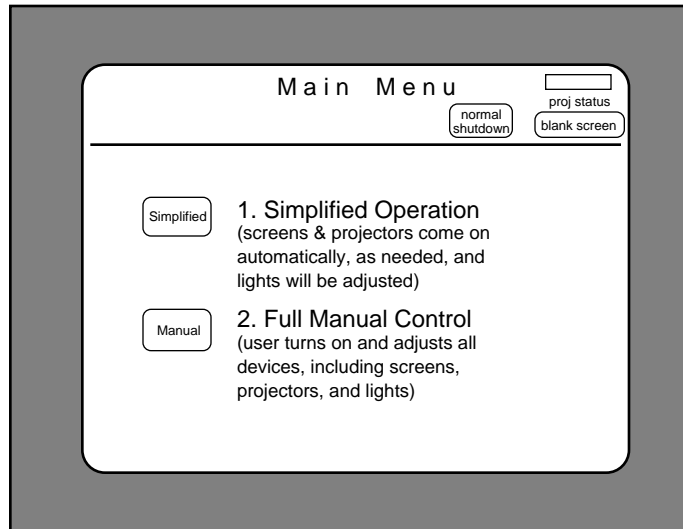
## HOW TO USE THE MEDIA CONTROL SYSTEM

The media control system is designed to control various AV systems installed in the room. If the touch pad is dark, touch it to bring it out of Sleep mode. The Main Menu Screen appears and allows you to select between two modes of operation: simplified and manual.

In **Simplified** mode, the screens will be lowered, equipment turned on, and lighting dimmed as needed.

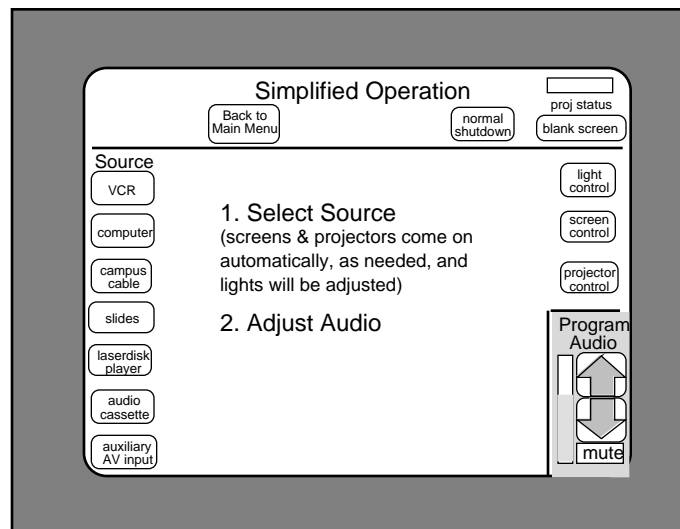
In **Manual** mode, you will need to control all the elements (screens, lights, equipment) individually.

If a device is selected and showing on the screen, it will be identified in the **PROJ STATUS** window (VCR, doc cam, cable, etc.). If the projector is turned off, OFF will show in the window. If the projector is on but the screen is blank, BLANK will show in the window. The button marked **BLANK SCREEN** mutes the video on the projector screen but does not deselect the active device.



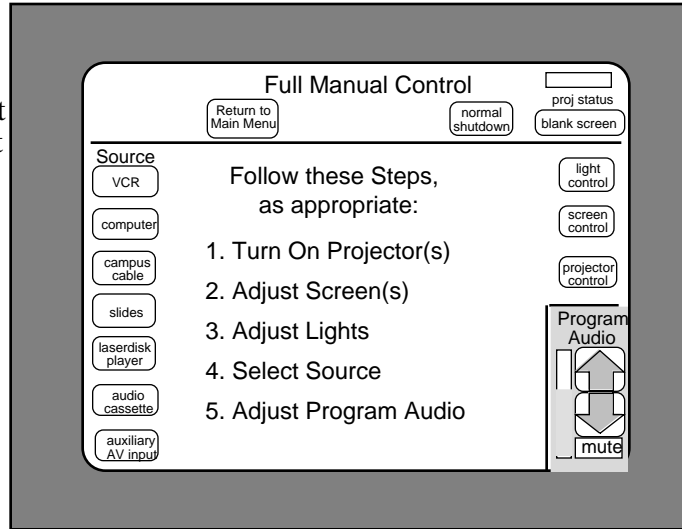
**SIMPLIFIED MODE:** In Simplified mode, just select the source device. The appropriate equipment is turned on and a screen appears that has the controls for that piece of equipment.

Controls for program audio levels are always available in the lower right hand corner of the screen.



**MANUAL MODE:** In Manual mode, you must set up the system by turning on and adjusting all the necessary components--screens, projectors, lights. Then you select the source device and a screen appears that has the controls for that piece of equipment.

Controls for program audio levels are always available in the lower right hand corner of the screen.



### Sources

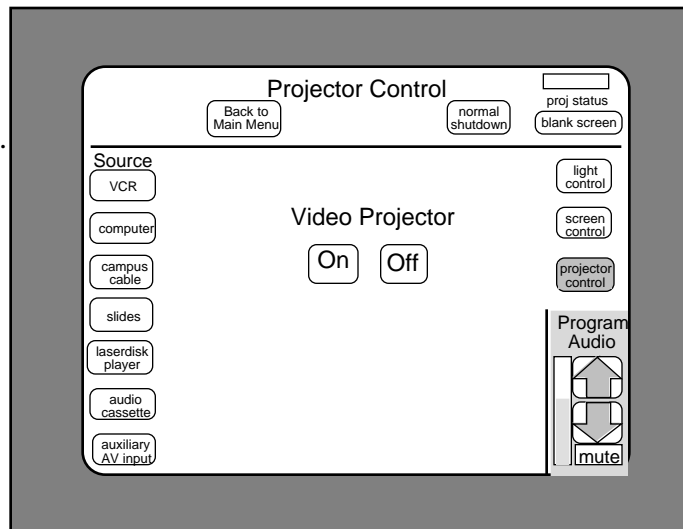
The buttons beneath SOURCE are the main control buttons for the A/V equipment that is connected to the media control system. When a button is pushed, the corresponding page is brought up which contains specific controls for that piece of equipment.

In SIMPLIFIED OPERATION mode, when a SOURCE is selected, the appropriate projector is turned on, the appropriate screen is lowered, the front lights are turned off for the screen(s) being used, the seating lights are dimmed to low, and the image is sent to the desired screen.

On any page that has CLOSED CAPTIONING: ON OFF, when ON is selected, the captioning device will be turned on and remain on until turned off, even if the user moves from one source to another. When OFF is selected, the device will be turned off. The default setting is OFF.

### HOW TO TURN ON THE VIDEO PROJECTOR (MANUAL MODE ONLY)

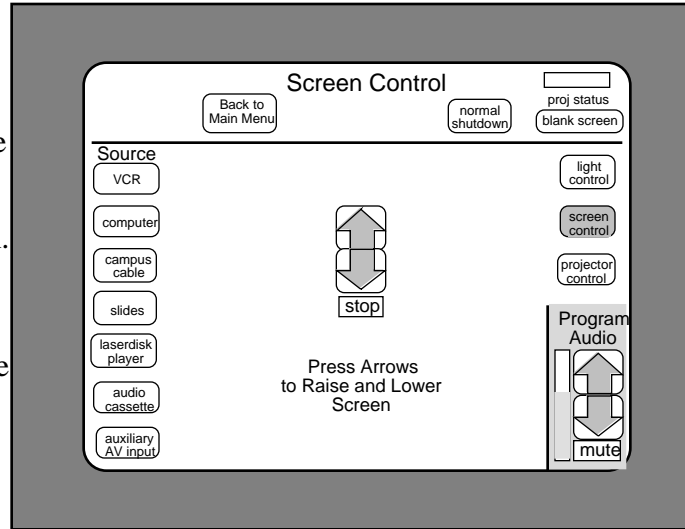
Push the PROJECTOR CONTROL button. When the Projector Control screen appears, push ON.



## HOW TO LOWER SCREEN (MANUAL MODEL ONLY)

Push the SCREEN CONTROL button. When the Screen screen appears, push the down arrow button for the screen(s) you want to lower. The screen(s) will automatically lower to the correct position. To stop the screen before it is fully lowered, push the STOP button.

If you select SIMPLIFIED mode, then the appropriate screen is automatically positioned when you select a Source and you do not need to operate the screen separately.

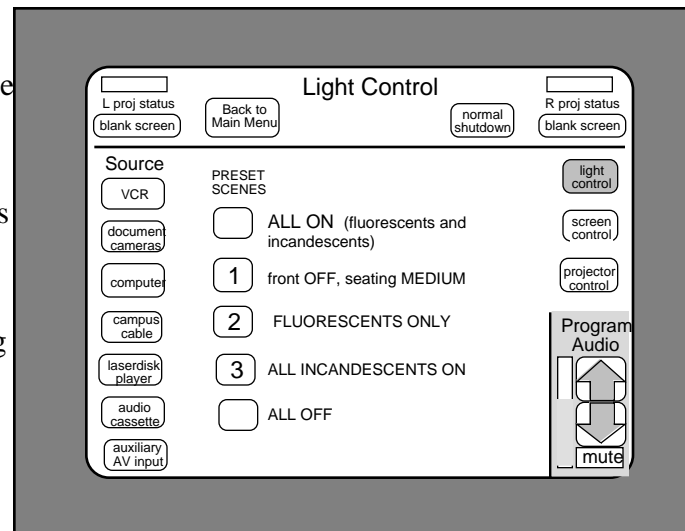


## HOW TO CONTROL LIGHTS

Push the LIGHT CONTROL button. The Lights screen allows you to control the different types of lights.

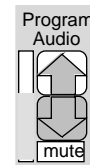
The ALL ON button turns on all the lights in the room. The ALL OFF button turns off all the lights in the room.

Each room has a slightly different lighting control system but the controls generally are arranged in one of two ways--either control by preset scenes or by area of the room.



## HOW TO ADJUST THE PROGRAM AUDIO LEVEL

The program audio control buttons are in the lower right corner of ALL pages except the MAIN MENU so they are available at all times. The UP and DOWN arrows are press-and-hold buttons that raise and lower the sound volume. The bar will fill from bottom to top as sound volume increases. The sound level will continue to increase or decrease as long as the buttons are held.



When the MUTE button is pressed, the MUTE button will light up and the program audio level will be muted. Pressing MUTE again will restore the previous audio level.

## HOW TO PLAY A VIDEOTAPE

First, put your tape in the VCR which is located in the rack.

In SIMPLIFIED mode, select the VCR from the Source list to turn on the video projector, lower the screen, adjust the lights, and direct the image to the screen.

In MANUAL mode, the projector, screen, and lights must be turned on first, then select VCR. Closed captioning can be turned ON and OFF, as well. The default mode is STOP with closed captioning turned OFF.

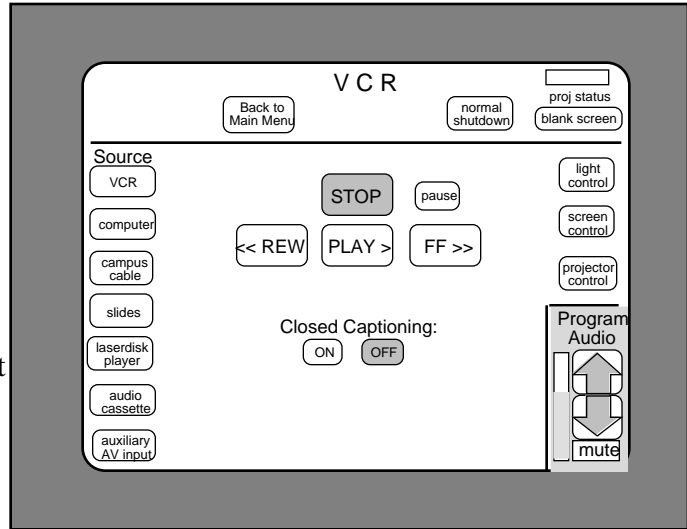
**PLAY:** Push PLAY and the tape will begin playing from whatever state it is in (paused, rewinding, fast forwarding, or stopped).

**STOP:** Push STOP to stop the VCR from any state it is in, including pause.

**PAUSE:** Push PAUSE to temporarily stop the tape or view a still picture during playback. Push PAUSE again and the tape will resume playing.

**FF>>:** Push FF>> while the VCR is stopped to advance the tape rapidly (no image displayed). Push FF>> while the VCR is playing to do a forward search (image displayed).

**<<REW:** Push <<REW while the VCR is stopped to rewind the tape rapidly (no image displayed). Push <<REW while the VCR is playing to do a reverse search (image displayed).



## HOW TO VIEW CAMPUS CABLE

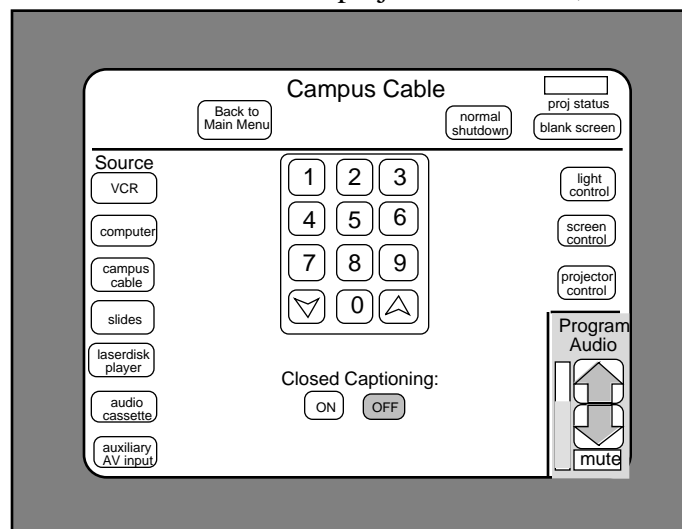
Touching the CAMPUS CABLE button turns on the VCR and uses the VCR's tuner to select a channel from the campus cable television system.

In SIMPLIFIED mode, selecting CAMPUS CABLE will turn on the projector and VCR, lower the screen, adjust the lights, and direct the image to the desired screen.

In MANUAL mode, the projector, screen, and lights must be turned on first, then select CAMPUS CABLE. Closed captioning can be turned ON and OFF.

**KEYPAD:** The keypad is used to enter a channel number.

**UP AND DOWN ARROW BUTTONS:** These arrows change the channel, one channel at a time.



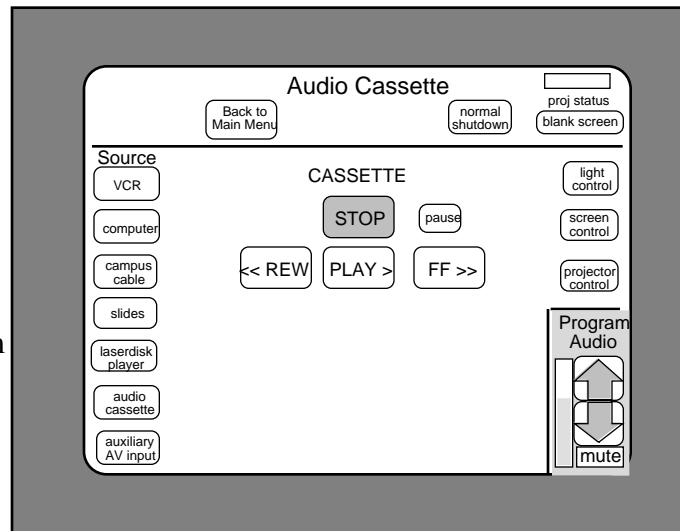
## HOW TO PLAY AN AUDIOTAPE

Push the AUDIO CASSETTE button to select the audio cassette tape deck. This will turn on the deck in its default mode (STOP).

**PLAY:** Push PLAY and the tape will begin playing from whatever state it is in (pause, rewind, fast forward, or stop).

**STOP:** Push STOP to stop the deck from any state it is in, including pause.

**PAUSE:** Push PAUSE to temporarily stop the tape. Push PAUSE again to resume playing.





**FF>>:** Push FF>> while the deck is stopped to advance the tape.

**<<REW:** Push <<REW while the deck is stopped to rewind the tape.

For cassette decks with dual wells, the screen will show separate controls for the right and left wells.

## HOW TO RECORD USING THE AUDIO CASSETTE DESK

Place a blank cassette in the RECORD well of the deck. You must set the DIRECTION MODE of the tape. To record only on one side, set to  . To record continuously from one side to the

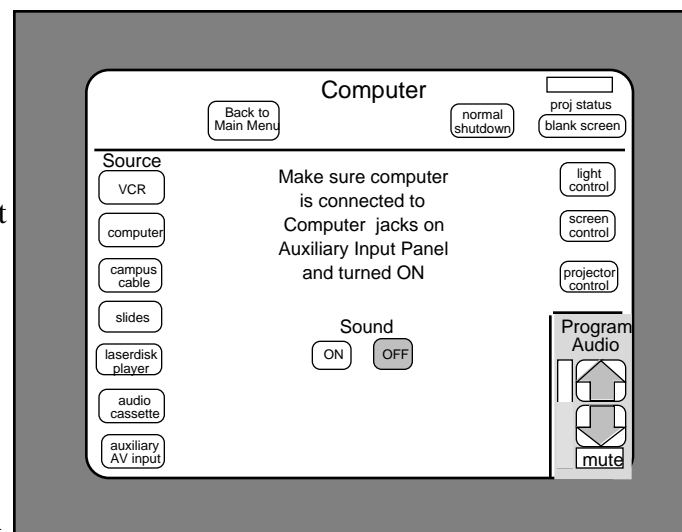
other, set to  . Next press RECORD and the machine is paused in record mode. To start recording, press PAUSE to take the machine out of PAUSE and start recording.

## HOW TO PROJECT A COMPUTER DISPLAY

Touching the COMPUTER button will bring up the COMPUTER page. The computer must be connected to the correct jacks on the auxiliary input panel and turned on.

In SIMPLIFIED mode, selecting COMPUTER will turn on the projector, lower the screen, and adjust the lights automatically.

In MANUAL mode, the projectors, screens, and lights must be turned on first.



Computer sound can be selected ON or left OFF (the default setting). If you want to play back the computer's sound, make sure that the computer's audio output jacks are connected to the audio input jacks located on below the computer input jacks.

## HOW TO SHOW SLIDES

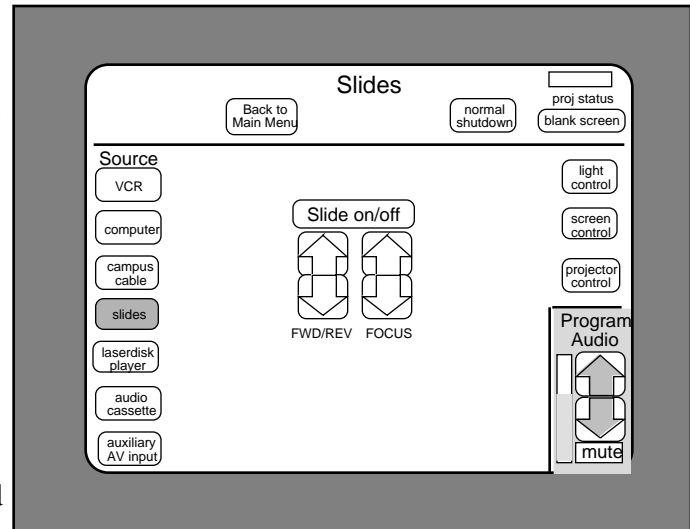
Touching the SLIDES button will bring up the SLIDES page. The SLIDE PROJ buttons control the slide projector(s) located in the projection booth at the rear of the room.

Turn the projector(s) on from the touch panel. Then place the slide tray(s) on the projector(s) and adjust the position of the projectors, if necessary. When you are ready to actually show the slides, follow the directions below.

In SIMPLIFIED mode, push the SLIDE ON/OFF button above the arrows to select and turn on the projector, lower the screen, adjust the lights, and direct the image to the desired screen(s).

In MANUAL mode, pushing the SLIDE PROJ button will turn on the appropriate device and direct the image to the desired screen; the screen and lights must be controlled separately.

Push the appropriate arrows to control FWD/REV and FOCUS (if that function is available). In rooms with more than one projector, separate controls are provided for each projector.



## HOW TO PLAY A VIDEODISK OR CD

Touching the LASERDISK PLAYER button will bring up the first of two LASERDISK PLAYER pages.

In SIMPLIFIED mode, the projector, screen, and lights will be automatically turned on and adjusted.

In MANUAL mode, the projector, screen, and lights must be turned on first.

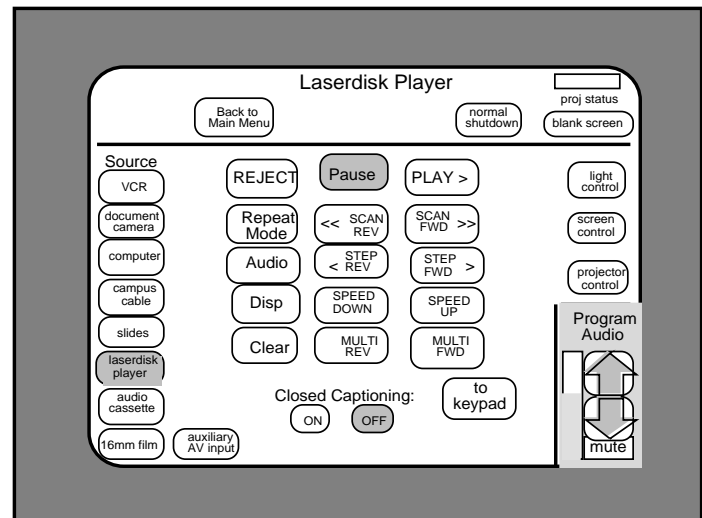
Closed captioning can be turned ON and OFF, as well.

**PLAY:** Push PLAY and the disk will begin playing from whatever state it is in (paused, rewinding, fast forwarding, or stopped).

**REJECT (or STOP):** Push REJECT (or STOP) to stop the laserdisk player from any state it is in, including pause.

**PAUSE:** Push PAUSE to temporarily stop the disk or view a still picture during playback. Push PAUSE again and the disk will resume playing.

**SCAN FWD>>>:** Push SCAN FWD>>> while the disk is playing to do a forward search (image displayed).



<<SCAN REV: Push <<SCAN REV while disk is playing to do a reverse search (image displayed).

STEP FWD>: Push STEP FWD> to move ahead one frame at a time.

<STEP REV: Push <STEP REV to move backward one frame at a time.

SPEED UP: Push the SPEED UP button to increase the playback speed.

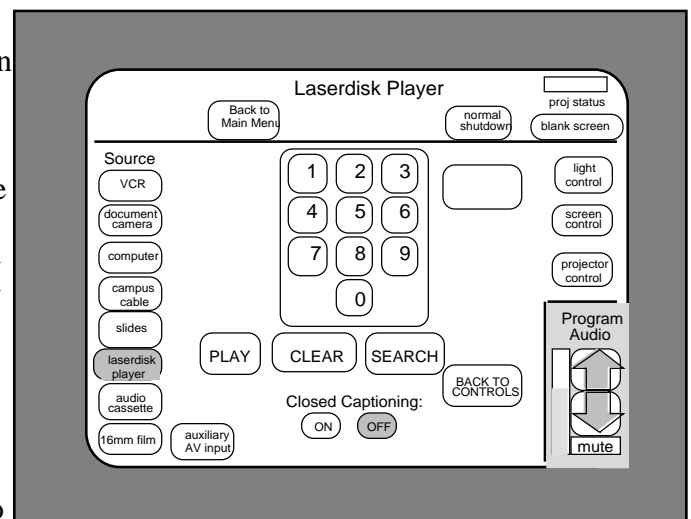
SPEED DOWN: Push the SPEED DOWN button to slow the playback speed.

AUDIO: The AUDIO button allows you to toggle through various audio modes.

TO KEYPAD: Push the TO KEYPAD button to bring up a second laserdisk page that contains keypad controls.

The keypad controls allow you to move directly to individual frames of the disk. The number appears in the window and will remain there until replaced. First, push the CHAP/FRAME TRACK/TIME button to toggle between the two display modes (chapter/frame numbers or track/time numbers). The selected mode is indicated on the screen. Then use the keypad to enter the number, which will appear on the screen. Be sure to place a zero in front of single digit numbers (I.e. 01, 02, etc.).

CLD-V2600: You may then push the SEARCH button to scan through frames. The selected image will be displayed in freeze frame mode. For CLV disks, play will start automatically. For CAV disks, the frame will be frozen and you must push PLAY to resume normal playback.



DVL-909: You may then push the PLAY button to move to the desired chapter/frame. For CLV disks, play will start automatically. For CAV disks, the frame will be frozen and you must push PLAY again to resume normal playback.

## FOR AUDIO CD'S

To switch tracks on an audio CD, press the CHAP/FRAME TRACK/TIME button. Use the numeric keypad to select the number of the track you want. Be sure to place a zero in front of single digit numbers (I.e. 01, 02, etc.).

Press the PLAY button and the CD will play the selected track.

To go back to the previous laserdisk control page, push BACK TO CONTROLS.

## HOW TO CONNECT DEVICES TO THE AUXILIARY INPUT PANEL

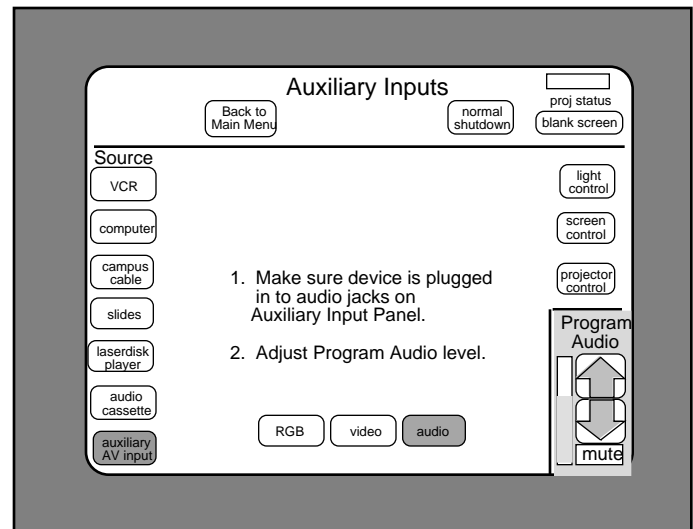
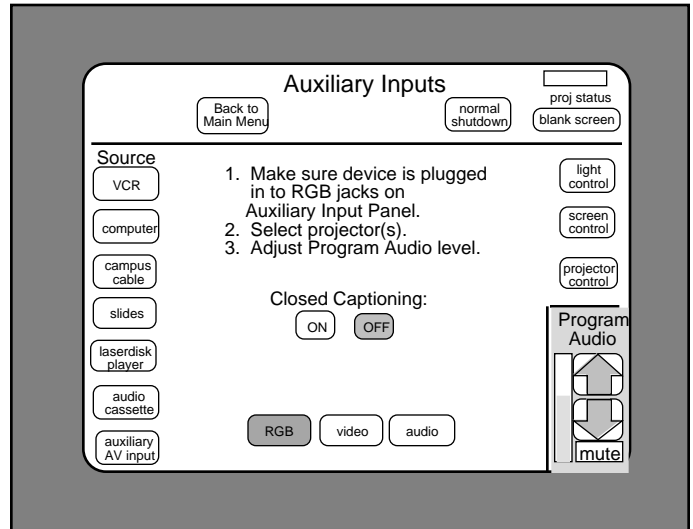
Push the AUXILIARY AV INPUT button to bring up a page that will allow you to direct the signals of devices that are connected to the auxiliary input panel. The first screen asks for you to select the type of input (RGB, VIDEO, or AUDIO).

SOURCE	INPUT TO USE
computer	RGB
document camera	RGB or Video
camcorder	Video
VCR	Video
audio tape deck	Audio
CD player	Audio

If you select RGB, a second screen with controls appears. In SIMPLIFIED mode, the projector, screen, and lights will be adjusted automatically. In MANUAL mode, the projector, screen, and lights must be turned on/adjusted first. Closed captioning can be turned ON and OFF, as well.

If you select VIDEO, a second screen with controls appears. In SIMPLIFIED mode, the projector, screen, and lights will be adjusted automatically. In MANUAL mode, the projector, screen, and lights must be turned on/adjusted first.

If you select AUDIO, use the device's controls to start, stop, pause, etc. Control the volume using the PROGRAM AUDIO controls.



## HOW TO CONNECT A DOCUMENT CAMERA

In rooms where the document camera is listed as an option under the SOURCE list, press DOCUMENT CAMERA and a screen will appear which allows you to select the type of input to which you have connected the document camera cable.

In rooms where the document camera is NOT included in the SOURCE list, press AUXILLIARY INPUT and select the type of input to which you have connected the document camera cable.

Because document cameras have multiple outputs, they can be connected in any of three ways to the auxilliary inputs. Check the back of the document camera to determine which output jacks are connected to the signal cables--RGB, Video, or S-Video.

**RGB** - Use a cable with 4 BNC connectors and connect the Red, Green, Blue & Yellow (or Gray) connectors the RGBH inputs (in that order). If you have a 5 BNC cable, the Black connector will not be used.

**Video** - Use a cable with a single BNC connector at each end and attach to the Video input.

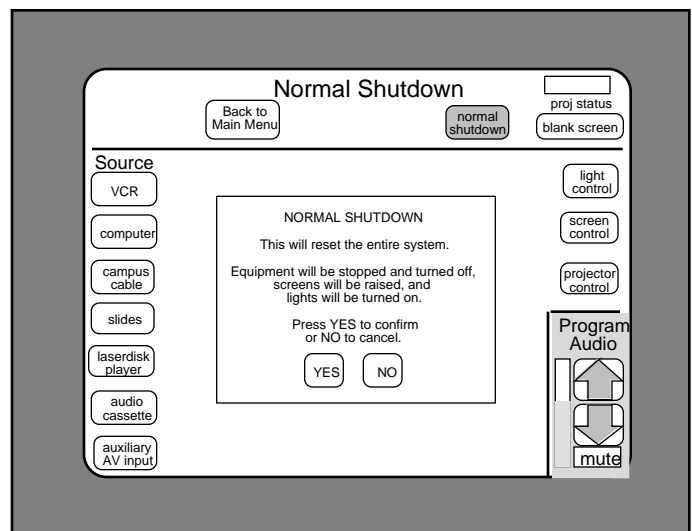
**S-Video** - Use a cable with an S video connector at each end and attach to the S-Video input.

If you are projecting transparencies, turn on the base light.

If you are projecting opaque materials, turn on the lights on the arms.

## HOW TO SHUT DOWN THE SYSTEM

This button brings up a page that allows you to reset the system. If YES is selected, then all equipment is stopped and/or turned off, screens are raised, and lights turned on. To reduce wear and tear on the equipment, the system should be shutdown before leaving the room.



## **HOW TO CONNECT A COMPUTER**

### **Connecting a Laptop using a cable**

Step 1 - Connect the computer's AC power cord to the wall outlet.

Step 2 - Connect the computer to the auxiliary input panel using the proper cable.

- For the PC or G3 Mac, this is a black 5 BNC to 14 pin cable. The order is Red, Green, Blue, Grey (labeled H for horizontal sync) and Black (labeled V for vertical sync). Insert each connection into the jack and turn until it locks in place.
- For Macs other than G3's, this is a grey 4 BNC to 15 pin cable. The order is Red, Green, Blue and Black. (for vertical and horizontal sync)
- Connect the cable to the proper connector on the computer. For the PC, this is a 14 pin, male connection. For the Mac, this is a 15 pin, male connection. Check to be sure that you don't need any cable adapters.

Step 3 - Select the computer using the media control system, (refer to operation manual, if needed.)

Step 4 - Turn on the computer using its On/Off switch.

NOTE: The computer image should be displayed on the screen. You will not see an image on the screen of the laptop unless you have set up the computer for mirroring or displaying on both the screen and an external device.

### **Connecting a Laptop using an Extron 202xi interface box**

Step 1 - Connect the computer's AC power cord to the wall outlet.

Step 2 - Connect the interface box AC power cord to the wall outlet.

Step 3 - Connect the computer to the interface box using a PC cable for the PC, and a Mac cable for the Mac. (For the Mac, you may need to also use a "pig tail" adapter between the Mac and cable.) Be sure to note which input (1 or 2) you are connecting to. If you plug into the top connector, be sure the toggle switch on the right front of the box is in the UP position (#1). If you use the bottom connector, move the switch to the DOWN position (#2).

NOTE: If you are using a cable that has an extra connection for a monitor, but you are not using a monitor, you must have a terminator on the end of that cable.

Step 4 - Connect the interface box to the auxiliary input panel using the 5 BNC to 5 BNC cable. Connect this cable to the panel using the same order as on the back of the interface box.

Step 5 - Select the computer using the media control system. (refer to operation manual, if needed.)

Step 6 - Turn on the computer using its On/Off switch.

NOTE: The computer image should be displayed on the screen. You will not see an image on the screen of the laptop unless you have set up the computer for mirroring or displaying on both the screen and an external device.

## **Connecting a computer with monitor**

Step 1 - Connect the computer AC power cord to the wall outlet.

Step 2 - Connect the interface box AC power cord to the wall outlet.

Step 3 - Connect the 5BNC cable to the auxiliary input panel. Follow the same order as on the back of the interface box.

Step 4 - Select the computer using the media control system, (refer to operation manual, if needed).

Step 5 - Turn on the computer using its On/Off button.

The computer image should be displayed on the screen and the monitor.

## **Setting the IP address for connecting to the Internet**

NOTE: The computer must have an ethernet card installed to connect to a campus data jack.

Step 1 - Connect the ethernet cable to the computer and data jack.

Step 2 - Set the IP address

For PC computer using Windows 95/98

- From Windows 95 main screen go to Start
- Click on Settings
- Click on Control Panel
- Click on Network
- Click on the Configuration tab.
- Scroll down to TCP/IP and double click.
- Enter subnet, mask IP address.
  
- Return to Windows main screen
- Start Netscape or other web browser

For PC computer using Windows 3.1

- From the Desktop, find Icon that has Control Panel.

For a Mac computer

- From Apple menu, choose Control Panel
- Choose TCP/IP
- Enter correct subnet, mask and IP address.
- Return to Apple main screen
- Start Netscape or other web browser

To get the IP address: contact the Technology Classroom Office (x5-2500) or look on the WWW at <http://www.oit.umd.edu/wdp/jacklist.html>

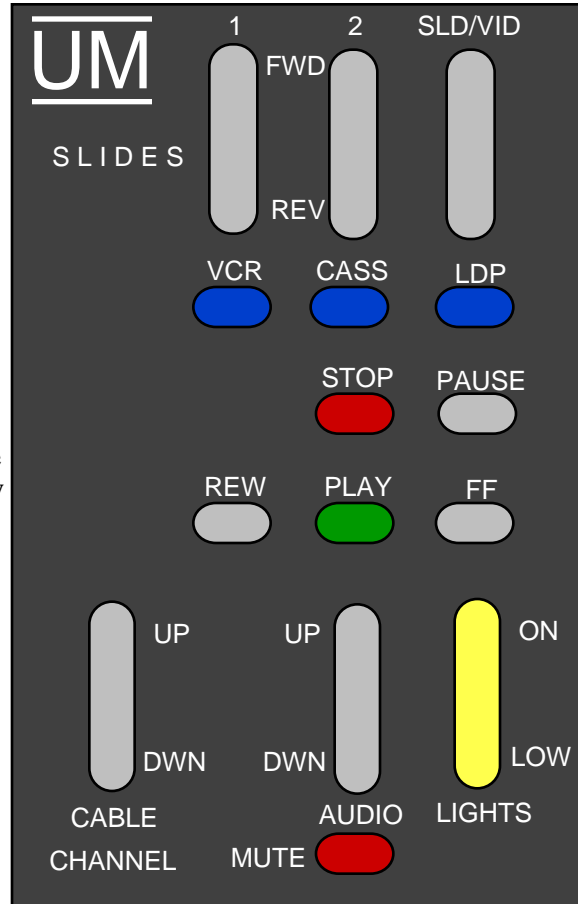
## HANDHELD REMOTE CONTROL

A small handheld remote control is available that will allow you to control basic functions of the equipment while walking around the room.

You must first set up the equipment using the touch pad controls. Then the remote can be used to control basic functions.

The same remote will work in any Technology Classroom even though some rooms may not have all the items that are capable of being controlled by the remote.

Remotes are located in each room's AV closet or projection booth OR may be checked out for a semester, as long as supplies last. Call 5-2500 for more information.



## ***MEDIA CONTROL SYSTEM REFERENCE GUIDE***

### **MEDIA CONTROL SYSTEM: GENERAL**

**Response Time:** Unless otherwise indicated, all actions in response to a button touch will happen when the finger is removed. Only in a few instances (such as volume and screen controls) will there be touch-and-hold buttons.

**Lighting of Buttons:** Whenever a button icon is touched, it will "light-up." Whenever a page is selected, the appropriate buttons will be lit which represent the state of equipment (to the extent that it is known). **EXAMPLE:** Assume that the VCR is selected, PLAY is selected, and closed captioning is selected ON. If the user leaves this page and then returns while the VCR is still playing, the PLAY button will still be lit.

**Implicit Deselection of Devices:** If the signal from a device is replaced by another signal (i.e. the signal from the original device is no longer being viewed/heard), that original device will be deselected. **EXAMPLE 1:** Assume that the VCR is playing and being displayed on both screens. If the document camera is selected and displayed on the left screen, the VCR will continue to play on the right screen. However, now if a computer is selected and assigned to the right screen, the VCR will be deselected. **EXAMPLE 2:** If the CD player is playing and another sound source is selected, the CD player will be deselected.

**Audio and Video Priorities:** If a source that has both video and audio is playing and being projected, starting another audio source, say the CD player, will replace the sound and provide the user with a message "Keep current video? YES NO". If a source that has both video and audio is playing and being projected, starting a video only source, say the document camera, will replace the video and provide the user with a message "Keep current audio? YES NO".

**Most recently selected device.** The concept of the most recently selected device will appear throughout this document. The most recently selected device is the A/V device or source (VCR, aux. input, audio cassette, CD, document camera, laserdisk player, campus cable, and computer) which was most recently selected by touching its icon. It is expected that the Crestron control system will remember this device until it is superceded by another selection. For example, selecting VCR from the Source list would make the VCR the most recently selected device.

**Video Projector Warm-up.** The projector will always bypass the warm-up delay when turned on.

**Back to Main Menu.** A BACK TO MAIN MENU button is on all pages (other than the Main Menu page) so that you can return to the Main Menu with a single button push.

**Left and Right.** LEFT and RIGHT as used throughout this document refer to the room as seen by a user who is looking toward the front of the room from the seating area.

**Light Control. Light control only applies to the lecture halls.** Classroom lighting will be controlled by the existing lighting switches in the rooms. Any references to light control in the following descriptions will be disregarded for the classroom programming. Light controls will not be shown on the classroom control screens.



## **A BRIEF HISTORY OF TECHNOLOGY CLASSROOMS**

In the late 1980's, the University of Maryland, College Park began systematically upgrading lecture halls to provide faculty with facilities that would allow them to more easily use technology in the classroom. With each lecture hall, more was learned about how to design effective learning environments, particularly ones which incorporate technology.

In 1996, several major projects were funded which allowed the University to construct 17 new technology classrooms and renovate 17 older rooms with outdated equipment. For the first time, the focus was broadened to include 14 smaller classrooms in the addition to lecture halls. A collaborative effort was undertaken to design the new facilities to take advantage of what had been learned from previous experience as well as incorporate innovative features involving new and emerging technologies.

The goal of the upgrade effort was to bring rooms up to a common standard that allows for presentation of all types of commonly used media, including high resolution computer display, and to integrate the equipment with an easy-to-use media control system.