

CITES



Classroom Technologies

CITES Classroom Technologies
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Using the ITS Classroom Systems

Getting Started

CITES Classroom Technologies installs and maintains Integrated Teaching Systems (ITS) in campus classrooms. These systems are available for use by instructors of all UIUC Timetable-listed classes. To use the ITS cabinet instructors must attend a training session where they will receive their classroom's 4-digit security code.

There are many ITS classrooms on campus, and although there is a certain amount of uniformity between rooms, there are also many differences. This document is designed to review general ITS procedures, but does not replace hands-on and room-specific training.

The ITS Cabinet Security System

All ITS cabinets are protected by a security alarm system. Prior to opening the cabinet, the user should disarm the security system.

To disarm the cabinet: Open the cover of the security keypad. Enter the 4 digit code provided by OIR on the keypad, followed by 1. The red alarm light should then go off and the green ready light should come on. The green light indicates that the security system has been successfully disarmed.

When finished using the ITS cabinet, each user should arm the security system prior to leaving the classroom. To arm the cabinet: Close all doors and drawers. Make sure that the green ready light is on. If it is not, it indicates that a door is still open. Enter the 4 digit code on the keypad, followed by 2. If successful, the green ready light will change to the red alarm light.

Opening the Cabinet

ITS cabinets in some classrooms automatically unlock themselves. Users in these classrooms will hear a click after they disarm the security system. The click indicates that the main cabinet door is unlocked. This door will remain unlocked for about 30 seconds before automatically locking again. To unlock the door after it has locked itself, simply re-enter the 4 digit code on the keypad, followed by 1.

ITS classrooms without automatic locks are secured with combination padlocks. The combination for each of the padlocks is the same 4 digit code used to disarm the security system. These padlocks are spring-loaded. This means that after lining up the numbers of the code on the bottom of the padlock, instead of pulling the shackle out of the lock's body, the user must press the two parts together. After this the lock will spring open.

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Figure—1
Security Keypad

Other Resources

CITES Helpdesk
<http://www.cites.uiuc.edu/helpdesk>

CITES Educational Technologies
<http://www.cites.uiuc.edu/edtech>

UIUC Computing Security Information
<http://www.cites.uiuc.edu/security>



Figure-2
Combination Padlock

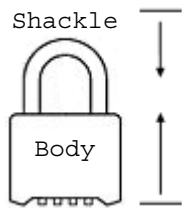


Figure-3
Padlock Schematic

Action:
Press the Shackle
and Body together.

When finished, the user must rearrange the numbers on the bottom of the padlock or it will not lock.

It can be frustrating to find the padlock locked on the cabinet with the numbers inverted. Please reattach it so that the numbers are legible for the next user.

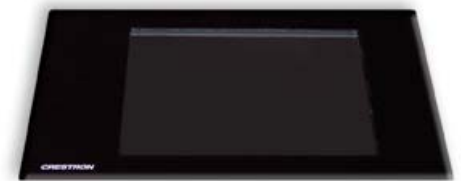
Remember to disarm the security system before you open the padlock!

Control Panels

Each ITS cabinet has a control panel. It is generally mounted on a cabinet drawer or on a pull-out tray. The control panel allows the user to activate and deactivate the system, select which device is to be displayed, regulate equipment and microphone volume, and it also performs other management functions. There are two types of control panels installed in ITS cabinets: Touch screen and Push-Button panels.



Figure-4
Push-Button and
Touchscreen
Control Panels



Using the Touchscreen Control Panel

Due to the considerable differences between ITS classrooms across campus, the touchscreen control panels exhibit some diversity in function and appearance. The most common differences are variations in names of menus and in locations of buttons. Fortunately however, all ITS touchscreens were programmed to be self-explanatory. Taking a few moments to become familiar with a room's touch screen will generally benefit the user.

Most touchscreens go into sleep mode after several minutes of inactivity. So, when the cabinet is first opened the touchscreen will probably be dark. To awaken it, press firmly anywhere on the screen. This should bring up the Main Menu or Start-Up Screen.

If the user only needs to have the microphone turned on, then "Audio Only" should be selected. Otherwise "Audio Video On" (or "Activate System") should be chosen. When the audio and video systems are activated, several things occur. The projector, monitor, speakers and other devices in the cabinet are turned on. In some rooms the screens drop down and/or the lighting changes. The start-up procedure takes roughly 30

seconds to complete. During this time nothing can be selected on the touchscreen.

Many rooms display an "Open Electric Locks" (or "Unlock Doors") button on various menus. Pressing this button will unlock any cabinet doors or drawers which do not have padlocks. In many rooms this button will appear in the upper right hand corner.

The next screen to appear is the "Source Selection" (or "Video/Computer Select") menu. Here the user can select an audio-video or computer device to project on the screen. Depending on the room, these devices probably include a VCR, a Visual Presenter (also known as "Document Camera" or "Elmo"), an Apple Computer, a PC Computer, and an interface for connecting a laptop (or "Auxiliary") computer. A few specialized rooms may contain other audio-visual equipment that is also accessed here. Additionally this menu screen contains volume controls, a "Mute Picture" button, a "Return to Main Menu" button, and (depending on the room) lighting controls.

The volume is changed by pressing the

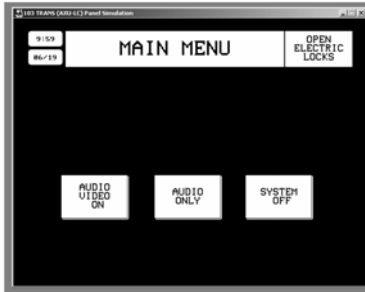


Figure-5
Main (or Startup) Menu

“Up” or “Down” button as appropriate. Some panels contain a “Program” volume button. This controls the volume on all of the devices in the cabinet, e.g. VCR, DVD or computer audio. Some panels also contain two different microphone volume buttons: One for a Wireless or Radio Frequency (RF) microphone, and one for the Lavalier or Wired microphone.

The “Mute Picture” button toggles the projected image on and off. When the screen image is toggled off, the user can still see the image on the cabinet’s monitor.

To turn the system off, the user presses the “Return to Main Menu” button and then selects “System Off” or “System Shutdown.” A verification screen then pops up ensuring that the shutdown command was not a mistake. After the system shuts down, the user should secure the cabinet and arm the security system.

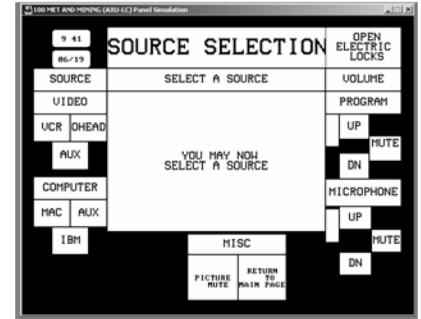


Figure-6
Source Selection Menu



Figure-7
MediaLink Control Panel

Using the Push-Button Control Panel

Push-button control panels give instructors functionality similar to that of touchscreens. After disarming the security system, unlocking the padlock and opening the cabinet doors, a sensor in the cabinet door turns the devices in the cabinet on. Conversely, when the cabinet door closes, the sensor turns the devices off. So the cabinet door must remain open while the system is active.

Although the cabinet devices have power and can be viewed on the cabinet monitor, the instructor must still turn the projector on to display images to the class. To do this, press the “Power” button once. A light will blink until the pro-

jector is fully powered, at which point the light will stay lit.

At this point the instructor selects a device. Press the appropriate button to switch between devices (see table below).

All audio volume (including the microphone volume) is controlled by means of a knob. This knob has no stop and may be twisted around and around. When the maximum volume is reached, the “Max” light will flash. Likewise, when the minimum volume is reached, the “Min” light flashes.

When you are ready to turn off the projector, if you are using a control panel similar to the one pictured be-

low, simply press the “Power” button again. If you are using a MediaLink control panel like the one pictured above, you must press the “Power” button and hold it for two seconds. On both panels the power light will then begin to flash, indicating that it is turning off. You needn’t wait for the light to stop flashing.

At this point all you need to do is close the cabinet, lock the padlock and re-arm the security alarm.

Push-Button Control Button Functions	
Button	Function
ROOM	In many classrooms this button unlocks the visual presenter drawer. If the cabinet doesn't have a locked drawer, it does nothing
POWER	Turns the ITS projector on and off.
MUTE	Toggles between hiding and showing the projected image. The instructor's monitor image is not hidden.
MODE	This button does nothing.
PC1	Selects the cabinet's PC computer as the displayed device.
PC2	Selects the Mac computer as the displayed device. If there is no Mac in the room, it does nothing.
PC3/INPUT3	Selects the laptop computer as the displayed device.
VID1	Selects the VCR as the displayed device.
VID2	Selects the visual presenter as the displayed device.



Figure-8
The most common push-button control panel.

About CITES Classroom Technologies

In support of faculty and administration at UIUC, CITES ClasTech also provides consultation services to departments on equipment purchases and installations, and requirements for appropriate facilities, technology and support. When appropriate, we coordinate resources including contacting qualified vendors or rental equipment.

ClassTech can design an audio-visual package and carry it through to complete installation and the training of staff.

Repair and Maintenance: The engineering staff is available for preventative maintenance and/or repairs of audio, video, and related equipment whenever possible on a fee basis. This service can be provided to individual departments, units, or offices with multimedia installations or equipment. For further information please call 333-0506.

Our mission statement:

The purpose of CITES Classroom Technologies is to serve the campus by providing the best possible instructional media support through effective implementation, training, and servicing of instructional media systems, contributing to a state-of-the-art teaching environment and improving the instructional capabilities of its instructors.

Our classrooms:

Nearly one-hundred classrooms on campus are equipped with an Integrated Teaching System (ITS). For information concerning these systems, contact us at 333-8165 or by e-mail at classtech@uiuc.edu.

More information:

Information about specific classrooms is on the CITES Classroom Technologies website. Information includes:

- Listing of equipment in the room
- Pictures of the room, cabinets and equipment

General information about the room such as contact numbers, size, capacity, and floor plan

<http://www.cites.uiuc.edu/classtech>