

# CITES



## Classroom Technologies

CITES Classroom Technologies  
95 Bevier Hall, MC-187  
905 S. Goodwin Ave.  
Urbana, IL 61801

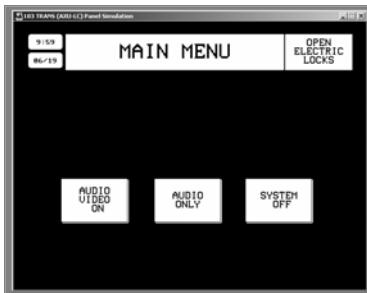
(217) 333-8165  
<http://www.cites.uiuc.edu/classtech>  
classtech@uiuc.edu

### A Guide to Using ITS with a Touch-Screen Control Panel



#### Using the Control Panel

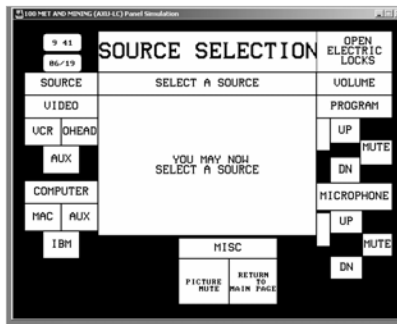
To awaken the control panel, press firmly anywhere on the screen. This should bring up the Main Menu or Start-Up Screen. If you only need the microphone, select “Audio Only.” Otherwise select “Audio Video On” (or “Activate System”).



**Main (or Startup) Menu**

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 touch-screen.

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



**Source Selection Menu**

devices include a VCR, a Visual Presenter (also known as “Document Camera” or “Elmo”), a PC, 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 “Picture Mute” button, a “Return to Main Menu” button, and (depending on the room) lighting controls.

Many rooms display an **“Open Electric Locks” (or “Unlock Doors”) button** located in most cases in the upper right hand corner of the menu. Pressing this button will unlock any cabinet doors or drawers that do not have padlocks.

The volume is adjusted by pressing the “Up” or “Down” buttons as appropriate. Some panels contain two different volume controls: “Program” and “Microphone.” “Program” volume controls the volume on all of the devices in the cabinet, such as the VCR, DVD, and computer audio. “Microphone” volume is often broken down into two options: one for a Wireless or Radio Frequency (RF) microphone, and one for the Lavalier or Wired microphone.

The **“Picture Mute” 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 but the audience can’t see the image on the screen.

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

#### Microphone

The wired microphone is connected to the cabinet but can be extended approximately 15 feet. To turn it on, make sure the twist dial is on “locking.” Then click the button on top to turn the microphone on and click the button again to turn it off.

Some rooms also have a wireless microphone. The wireless microphone is turned on by the “on/off” switch on top. Holding down the “battery check” button allows you to see how much life is left in the battery. If the light is red or orange, the battery needs to be replaced. Replacement batteries can be found in a small wooden box mounted inside the cabinet.

#### Room Lights

Location of the light switches varies by room. In many cases, light can be controlled from the touch-screen or by a “scene selection” control panel on the cabinet. Otherwise look to the wall to find your light switches.