

For Support

569-3134

CPA 226

Instructions

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Getting Started

Directions

1. Press sleep button to wake the multimedia console.
2. Press "Presentation" on the multimedia console.
3. Press one of the six media icons on touch screen.
4. Wait for projector to warm up. This takes up to 45 seconds.

AV System

- Dell PC
- Document Camera
- Blu-Ray/DVD player
- VCR/Audio CD player

System Control

Touch-screen Multimedia Console



System Components

Computer



Document Camera



Blu-Ray/DVD player



VCR/Audio CD player

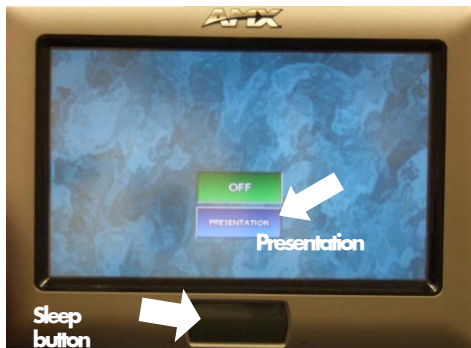


Computer

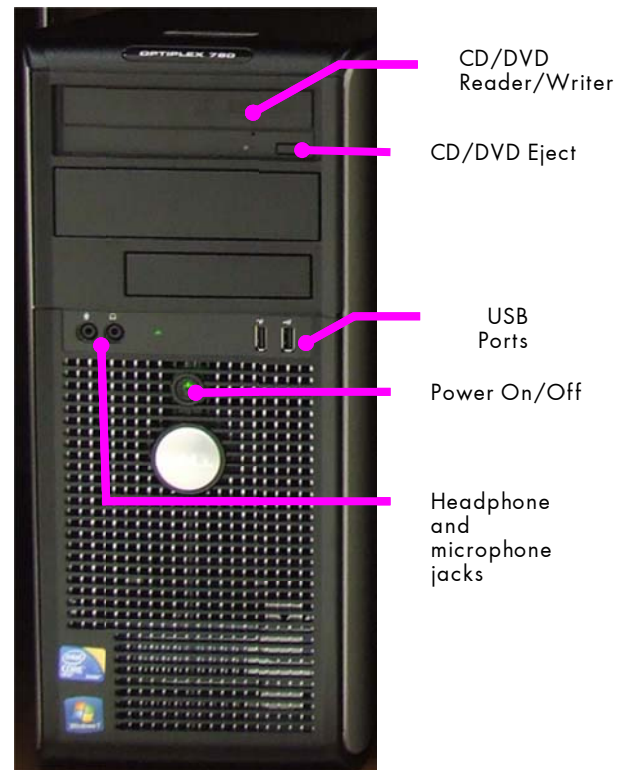
Directions

1. Touch the sleep button on the multimedia console.
2. Press "Presentation" on the multimedia console.
3. Touch "PC" icon on the multimedia console.

Steps 1 & 2



Step 3



Tips

- If the computer does not project after performing steps 1-3, check to make sure that the computer is on.
- Connect your USB drive to the white USB extender that is on top of the lectern.

Document Camera (a.k.a. Elmo)

Directions

1. Touch "Doc Cam" icon on the multimedia console.
2. Press the document camera's power on/off button.

Step 1

Touch the "Doc Cam" button to access the Elmo.



Step 2



Press the power On/Off button to activate Elmo.

Zoom In/Out

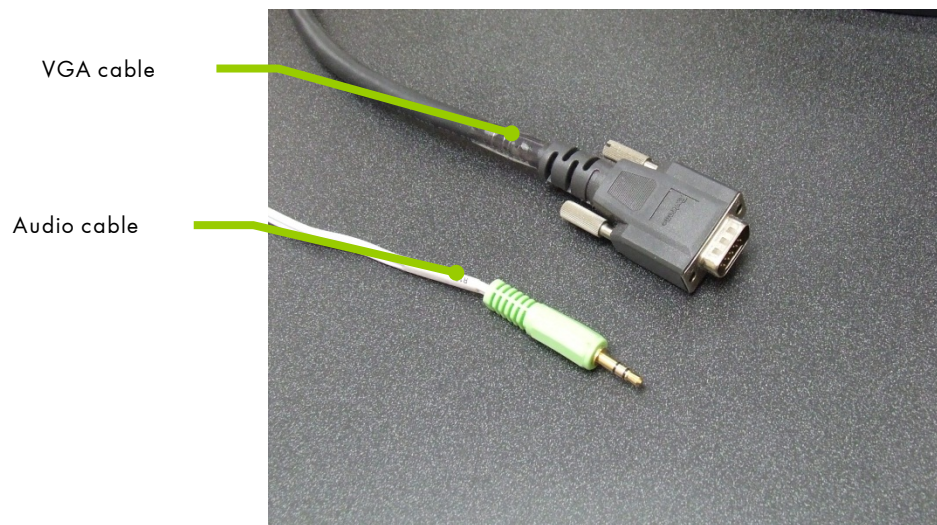
Auto Focus

Laptop Connection

Directions

1. Connect VGA cable to your laptop's VGA connector. Connect the audio cable to your laptop's headphone jack if you want to play a video or sound clip through your laptop.
2. Touch laptop icon on the multimedia console.

Step 1



Step 2



Tip

- If your laptop screen does not project after performing steps 1-2, toggle your display by pressing "FN" + an "F" key on your laptop keyboard. Consult your laptop manual to find out which "F" key you should press.
- Mac users will need a DVI-VGA adapter to connect to the system. Consult your laptop manual to find out which type of adapter you need.

Video Cassette Player



Tips for using the VCR:

- Use the volume controls to adjust sound.
- Use the VCR control panel to play, stop, pause, fast forward, or rewind a tape.

Blu Ray/DVD Player

Touch the
"DVD" button
to play DVDs.

Press "More"
button to access
DVD menu.

Volume
Controls

Press "Back"
button to
return to DVD
control panel.



DVD Control Panel



"Enter"
Button

Blu-Ray/DVD
Disc Door



Tips for using the DVD Player:

- Use the volume controls on the multimedia console to adjust sound.
- Use the DVD player control panel to play, stop, pause, fast forward, rewind, or skip chapters.
- Touch the "More" button to access the DVD menu.
- Use the arrow buttons on the second screen to navigate the DVD Menu. Touch the "Enter" button to make a selection on the DVD Menu.
- Touch the "Back" button to return to DVD control panel.

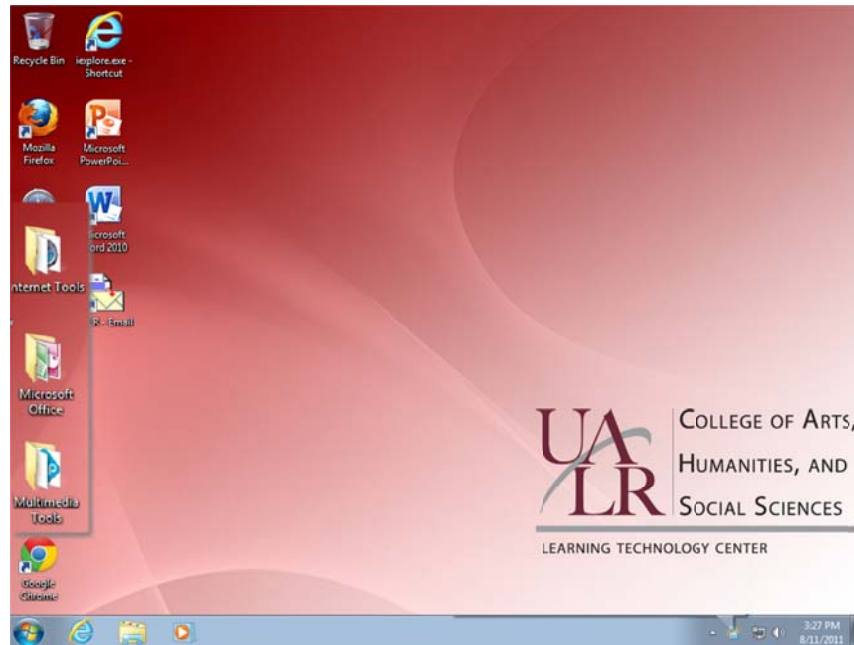
CD Player



Tips for using the CD player:

- Place the CD in the "CD Audio Only" slot. (The projector screen will stay black while the CD plays).
- Use the volume controls to adjust the sound.
- Use the control panel to play, stop, pause, fast forward, rewind, or skip tracks on the disc.

Software/Configuration



Internet Tools & Sites

- Blackboard: is used to access online courses.
- BOSS: allows students to access their admission, registration, and academic records (transcripts) as well as manage UALR IT systems accounts.
- Filezilla: FTP client, allows you to transfer files between websites and PCs running Windows.
- Firefox: a web browser.
- Google Chrome: a web browser.
- Google Earth: offers maps and satellite images for complex or pinpointed regional searches.
- Internet Explorer: a web browser.
- Kompozer: a web authoring system.
- LockDown Browser: a browser that locks down the testing environment in Blackboard.
- Notepad++: a free source code editor.
- Safari: a web browser.
- Skype: make free calls over the internet.
- UALR Email: receive official university communication.
- UALR Library: search UALR library holdings.
- XPS Viewer: converts XPS to PDF.

Microsoft Office Tools 2010

- Access: lets you build, edit, and explore databases.
- Excel is a data manipulation (“spreadsheet”) program.
- InfoPath provides and creates forms that export data into XML.
- PowerPoint is a presentation program.
- Publisher: create publications.
- Word is the ubiquitous word processor.

Multimedia Tools

- Adobe Acrobat Reader: view files in PDF format.
- Audacity: audio editor/recorder.
- Avidemux: video editor.
- Dia: a drawing program.
- FlipShare: Editing software for Flip Video files.
- Freemind: mind mapping software.
- Gimp: GNU image manipulation program.
- ImgBurn: free Blu-ray and HD/DVD burning application.
- iTunes: audio/video player.
- Mplayerc: audio/video player.
- Picasa3: photo organizing, editing, and sharing application.
- PowerDVD9: audio/video player.
- Quick Time: audio/video player.
- Roxio: audio/video player.
- VLC: audio/video player.
- Windows DVD Maker: DVD burning software.
- Windows Live Movie Maker: helps you create and edit Windows video files.
- Windows Media Player: audio/video player.
- WinFF: video converter.

Procedures

Tips

- Press and hold power button to restart locked computers.
- Hold down the Shift key when inserting CDs or flash drives.

Shut down procedures:

1. Log off of the computer.
2. Turn the document camera off.
3. Turn monitor off.
4. Turn A/V System off.
 - Select "No Media" on the multimedia console.
 - Press sleep button.
 - Press "Off" on the multimedia console.

Getting Help

- Call the **AHSS Learning Technology Center Support Line at 569-3134**.
- Stop by our offices in SUA.
- For questions or suggestions, contact Chad Garrett (ahsslrc@ualr.edu or 569-3134).

AHSS CLASSROOM TECHNOLOGY FREQUENTLY ASKED QUESTIONS

Keypad Codes

- Q. Which doors will my code open?
- A. If you are part of the faculty/staff of an AHSS academic department, your code will open all of the department's priority rooms in addition to any other rooms to which you are assigned. If you are an adjunct, your code will open only the rooms to which you are assigned.
- Q. I've been assigned to teach in a different room this semester. Will I be given a new code?
- A. No, your code does not change with a new room assignment (as long as it's an LTC room. Please see our portfolio: <http://ualr.edu/ltcinsider/index.html>).

Computer

- Q. I'm locked out of the computer because someone didn't log out.
- A. Press and hold the computer's start button for five seconds until the computer shuts down. Then restart.
- Q. I can't remember my FACSTAFF login?
- A. Have one of your students log in under his or her student account. Log into BOSS and change your FACSTAFF password in the Personal Information section.

Projector

- Q. The projector is on, but all I see is a blank screen.
- A. The person before you might have pressed (depending on which room you're in) the "Black Screen" or "AV Mute" button on the remote. To return to normal viewing mode, press the "Black Screen" or "AV Mute" button on the remote.
- Q. I've placed a DVD (or VHS tape) in the combo player, but all I see is a blue screen with the manufacturer's logo.
- A. Make sure you've selected the correct input on the remote. In this case it's input 3.

Laptop

- Q. I've connected the VGA cable, but the laptop image will not project.
- A. Try pressing the function key "FN" + an "F" key to toggle video output. (FN+F8 for Dells). Check your laptop's operation manual.
- Q. My laptop is connected to the projector, but the image shows up fuzzy and skewed.
- A. Try adjusting your laptop's resolution to 1024X768.
- Q. I can't access UALR's wireless network on my laptop, even though I've previously been able to do so.
- A. Pressing the function key "FN" + an "F" key toggles wireless on and off.

DELL: FN+F2

Gateway: FN+F2

MacOSX: FN+F7

Or, if you're sure your laptop's wireless is on, type <http://blue1.ualr.edu>.

Document Camera

- Q. The zoom function doesn't seem to be working.
- A. Try turning the Document camera on and off. If this doesn't work, contact the Learning Technology Center.
- Q. The document camera is not displaying on the projection screen.
- A. Make sure you've selected the correct input. In this case it's input 1. Also, make sure that "Doc Cam" is selected on the switcher.

Software

If you find that software will not load or is running sluggishly, try the following:

1. Close other software programs.
2. Restart the software.
3. Restart the computer.

Training

- Q. Is training available? If so, when?
- A. Training is offered at the beginning of the fall and spring semesters. Check with your department's chair for a schedule, or call the Learning Technology Center.

Getting Help

We understand that you're busy, but contacting us directly when you need help results in the quickest turnaround. 569-3134.

Tips and Best Practices

- Attend Learning Technology Center's pre-semester training session. Even if you've attended in the past, the training sessions are a great opportunity to ask questions and refresh your memory after being away for the summer.
- Plan ahead. Call us to arrange a time to test media before your class. For example, if you're showing a DVD, test it in the room's player before your class, especially if the DVD is a copy. If you plan to access a website, try it before class.
- Download illustrations: http://ualr.edu/ltcinsider/classroom_illustrations.asp



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