

Language Lab

Instructions

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LEARNING TECHNOLOGY CENTER

Getting Started

Directions

1. Press "Audio Visual Power" button on multimedia workstation.
2. Press the "sleep button" on the touch-screen multimedia console to wake the multimedia console.
3. Press one of the six media icons on the Touch- screen multimedia console. The projector will begin to warm up.

AV System

- Dell PC
- Document Camera
- VCR/DVD player combo

System Control

Multimedia Workstation



Touch-screen Multimedia Console



System Components

Computer



Document Camera



DVD/VCR Combo



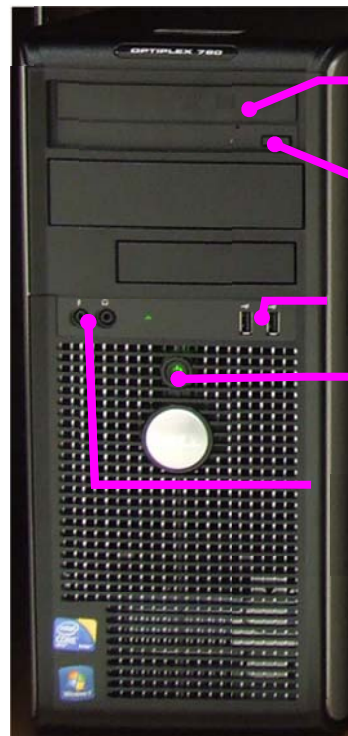
Computer

Directions

1. Touch the sleep button on the multimedia console.
2. Touch "PC" on the multimedia console.



Audio Visual
Power



CD/DVD
Reader/Writer

CD/DVD Eject

USB Ports

Power On/Off

Headphone and
microphone jack

Tips

- If the computer does not project after performing steps 1-2, check to make sure the computer is on.
- Connect your USB drive to the white USB extender cable on top of the lectern.
- The projector will not power on until media has been selected on the multimedia console.

Document Camera (a.k.a. Elmo)

Directions

1. Press "Audio Visual" power button on multimedia workstation.
2. Power on the document camera by pushing the power on/off button upward.
3. Touch the document camera icon on the multimedia console.

Multimedia Workstation



Audio Visual
Power

Multimedia Console



Power
On/Off

Zoom In/Out

Auto Focus

Tips

- If the document camera does not power on, reset it by turning it off and on.
- The on/off button, the zoom in/out dial, and auto focus are the only functions you'll need to use on the document camera.

Laptop Connection

1. Press "Audio Visual" power button on multimedia workstation.
2. Connect one end of the VGA cable to your laptop's VGA outlet and the other end to the video input/output. Connect the audio cable if you want to run audio through your laptop.
3. Touch the laptop icon on the multimedia console.

Multimedia Workstation

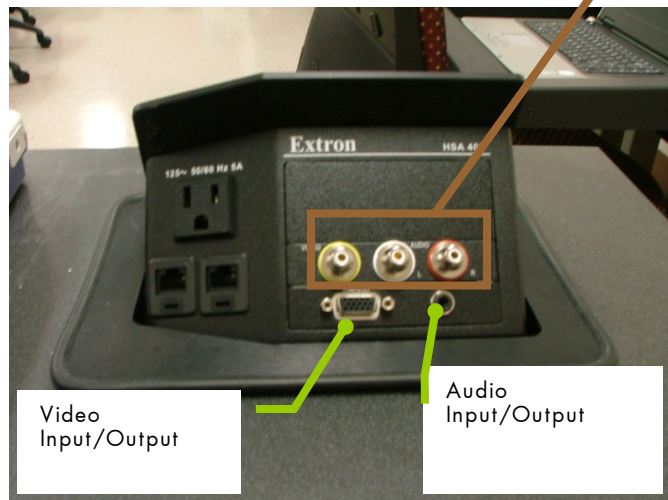


Audio Visual Power

Multimedia Console



Auxiliary A/V Connection



Video Input/Output

Audio Input/Output

Tip

- If your laptop screen does not project after performing steps 1-3, 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 AV system. Consult your laptop's manual to find out which type of adapter is needed.

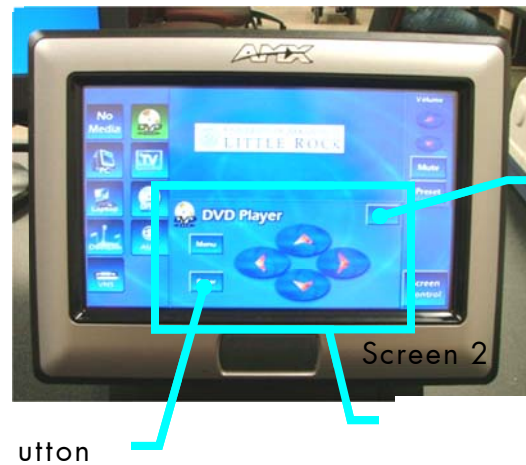
Video Cassette Player



Tips for using the VCR:

- Use the volume controls to manipulate sound.
- Use the VCR control panel to play, stop, pause, fast forward, or re

DVD Player



Tips for using the DVD Player:

- Use the volume controls to manipulate sound.
- Use the DVD Player control panel to play, stop, pause, fast forward, rewind, or skip chapters.
- Touch the "More" button on the top right of the control panel to display the second screen (DVD Menu Control Panel).
- 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 on the second screen to display the first screen.

CD Player

The system allows you to play audio CDs through the DVD player.



Tips for using the CD Player:

- Place the CD in the DVD Player. (The projector screen will stay black while the CD plays.)
- Use the volume controls to manipulate sound.
- Use the control panel to play, stop, pause, fast forward, rewind, or skip tracks on the disk.

Auxiliary Media Input

Select the "Aux" button when you want to use an additional VCR or DVD player with the AV System.



Ask before using the Auxiliary Inputs.

Screen Controls

Touch the "Screen Control" button to access the Screen Control Panel.



Move the projector screen up and down with the screen controls.

Touch the "Exit" button to return to the main menu.

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.

When not using the projection system:

- Log off of the computer.
- Turn the document camera off.
- Turn the monitors off.
- Select "No Media" on the media touch pad.

At the end of the day:

- Log off the computer.
- Turn the document camera off.
- Turn the monitors off.
- Press the Audio/Visual Power button to turn the system off.

Technical support

- Complete Support Request Form.
- Call the **AHSS Learning Technology Center Support Line: 569-3134**.
- Contact Chad Garrett (cxgarrett@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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