



CIS – Academic Technology  
Audiovisual Services  
Technology Enhanced Classroom Training

This document was developed to address the need for quick, effective Technology Enhanced Classroom training. We hope you enjoy it. Within it you will learn:

- How to use this training
- Who we are and what we do
- Related Services
- Reserving Delivery Equipment
- What equipment is in this classroom
- Technology Enhanced Classroom Operation
- Who to call for help

### **How to use this training**

This document will provide you with the information you need operate this Technology Enhanced Classroom.

### **Who we are and what we do**

The department of Audiovisual Services is part of CIS Academic Technology. Audiovisual Services offers a wide variety of services to the UNH community. These include:

- Equipment deliveries for class presentations
- Maintenance of classroom AV equipment including projectors, computers, laptop connections, video playback equipment and sound reinforcement
- Special Event production
- Audiovisual system design and consultation
- Hands On and Distance Learning computer classrooms
- Videoconferencing

There are a few things in your classroom which Audiovisual Services does not have the ability to replace, fix or troubleshoot. These include network jacks, lighting controls, ceiling tiles, windows shades and other parts of the facility. We will happily direct your call or give you information as to who to contact if there are issues with these components to the room.

## **Reserving Delivery Equipment**

One of the main services provided by Audiovisual Services is equipment deliveries. We have a fleet of laptops (Dell and Macintosh), Video/Data projectors along with various numbers of overhead and slide projectors, televisions with built in VCR/DVD players, and DV- Cams. We also deliver small speakers for reinforced audio playback, and 16 mm film projectors, to name but a few of our delivered items.

To make a reservation please use the online web form.

- Online: Our [Web Form](#) asks for the specific information we need to process your request as quickly as possible.
- If you have any problems or questions about the web form please call: 862-4211.

Some things to note about our reservations process.

- All reservations are handled on a first come, first serve basis.
- Please allow 2 business days for the processing of your request. An email confirmation will be sent to you as soon as your request has been processed. If we do not have an email address, a phone confirmation will be provided.
- Until an email/phone confirmation has been made, the equipment reservation is not confirmed. A request submitted without an email address or phone number cannot be processed. Please give your preference of contact information (email or phone). Any addition to an existing request will be considered a new request. The same procedures will apply.

## **Iddles N104 & N108**

### **Installed Audiovisual Equipment**

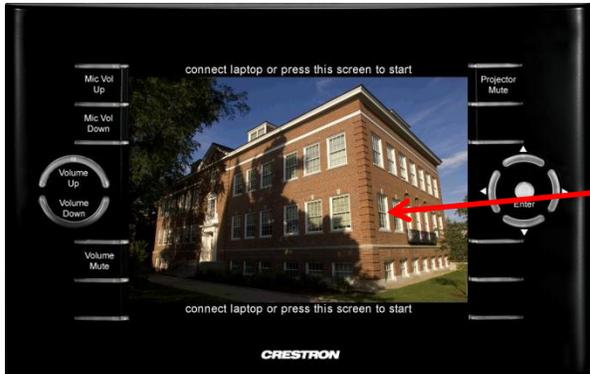
Iddles N104 & N108 contain numerous types of equipment for use in your teaching. This room is equipped with:

- Video/Data Projector (for computer and video)
- Laptop Connector
- Two installed computers, 1 PC and 1 Macintosh
- VCR
- DVD
- Transparency Projector
- A sound system
- Wireless Microphone
- A Crestron control system with touchpanel
- A network connection with cable

## Technology Enhanced Classroom Operation

### Turn the system ON

1. Locate the touchpanel in the classroom. It will be located on the podium.
2. Touch the **TOUCHPANEL** to turn on the system.  
You may need to press the panel twice if the panel is in sleep mode (blank screen).
3. Select "Audio ONLY" or "Video Projector and Audio".
4. Wait for the Video/Data projector to warm up. This should take about 45 seconds.



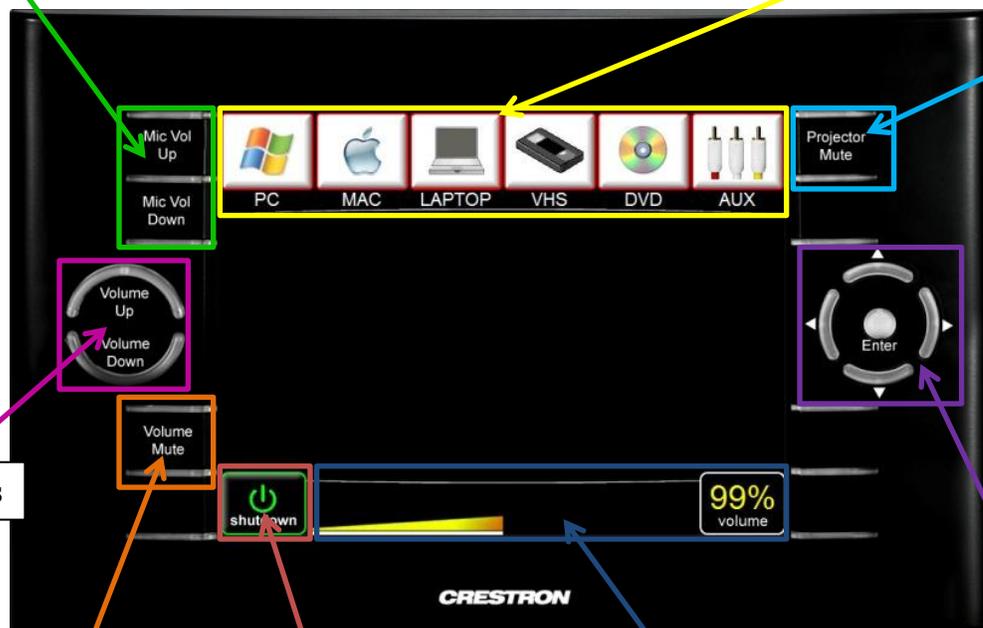
### Touchpanel Controls

#### Microphone Volume Controls

#### Input Sources

#### Projector Mute

#### Volume Controls



#### Volume Mute

#### System Shutdown

#### Volume Meter

#### DVD Directional Controls



### Using the Installed Computers:

1. Turn on the system as described in the "Turn the system ON" section.
2. Open the podium and pull out the keyboard and mouse.
3. When the options become available on touchpanel, select **PC** or **Mac**.  
Both computer should already be on.
4. The touchpanel contains volume controls.
5. USB hubs are located on the top of the podium for easy connection of flash drives, etc.



### Using a laptop:

1. Turn on the system as described above.
2. Hook up laptop to the laptop connector in the room using the 15 pin cable provided. The connector is installed into the teaching station and should be found on the desktop.
3. Turn on your laptop.
4. When the options become available on touchpanel, select **LAPTOP**.
5. If you require audio support, please connect the long end of the audio cable to your the HEADPHONE jack of your laptop when connecting the 15 pin cable. The volume control is located on the touchpanel.



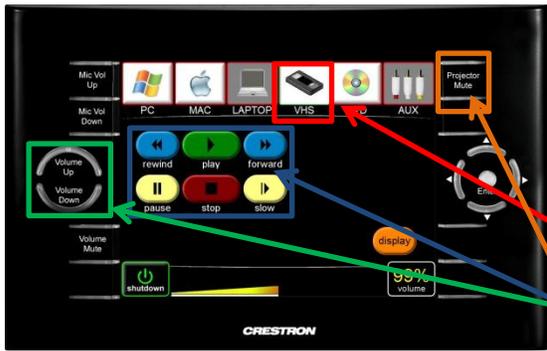
If your laptop does not project after following these steps, you may need to toggle your display between the laptop screen, the LCD or dual display.

This can be done by pressing the **F<sub>n</sub>** key (located at the bottom of the keyboard) and one of the **F#** keys. You can find the appropriate F# key by looking for either the letters **CRT/LCD** on the F# key or the image shown to the left.

For a list of common laptop brands and their video toggle keys, please [click here](#).



**AV TECH TIP #1:** Movie files will not play on both displays. If you need to project a movie file, please toggle the laptop to Video/Data display only.



### Using the VCR:

1. Turn on the system as described in the "Turn the system ON" section.
2. Insert your tape in the VCR located in the equipment rack
3. When the options become available on touchpanel, select **VHS**.
4. The touchpanel contains **VOLUME** and **VCR CONTROLS**.

**AV TECH TIP #2:** Use the **PROJECTOR MUTE** button when you want to project a blank screen. This is often an effective attention-getting classroom maneuver. Press the **VIDEO UNMUTE** button to display again. The Projector Mute function will mute the projector for a maximum of 10 Minutes. If one needs to mute the projector for more than this, we suggest turning off the projector. If you exceed this 10 minute period of time the Projector will automatically UNMUTE itself.



Projector Mute Meter



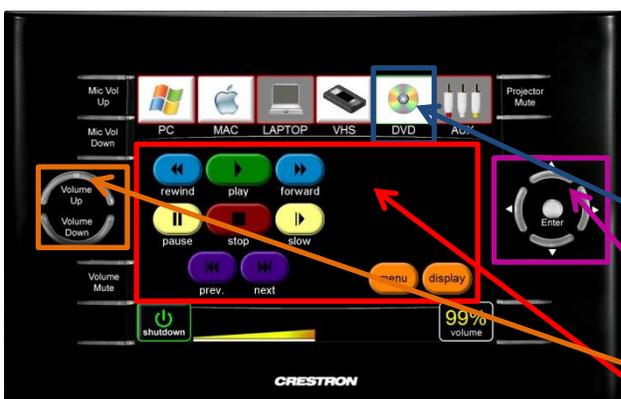
### Using the DVD:

1. Turn on the system as described in the "Turn the system ON" section.
2. Insert your DVD into the DVD Player
3. When the options become available on touchpanel, select **DVD**.
4. The touchpanel contains:

**DVD menu controls**

**Volume controls**

**DVD play controls**



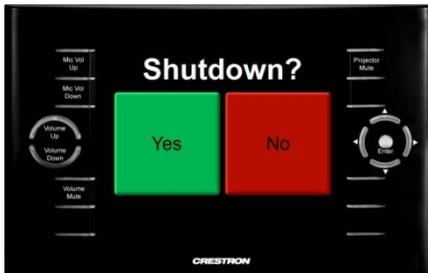
**AV TECH TIP #3:** The DVD players in the classrooms will also play audio CDs (but may not be capable of playing CD-Rs or CD-RWs)

**AV TECH TIP #4:** If the monitor is black, press any key on the computer's keyboard or move the mouse to wake up the computer.

If you want to use the Wireless Microphone, please review the “[Wireless Microphone Training](#)”

### Turning the System Off:

1. Remove all media from VHS or DVD players.
2. Turn off and return the Wireless Microphone to the drawer in the rack.
3. Select **SHUTDOWN** which is located at the bottom of the touch panel.
4. Disconnect laptop, if one was used.
5. If using the installed computers, return keyboards and mice to the podium and lock up the podium. **DO NOT** shut down the computers.  
If the room has a monitor power switch in the podium, switch it to the off position.



### Who to call for help

If you are in class and need immediate assistance call:

**AV Services Hotline: 862-2467.**

This line is staffed from 8:00 am to 9:30 pm Monday through Thursday and from 8:00 am to 5:00 pm on Friday. Please feel free to call if you have questions, concerns or equipment issues.

If you would like to arrange a one-on-one training session please contact Chris Way, Audiovisual Training Specialist, by emailing [chris.way@unh.edu](mailto:chris.way@unh.edu) or calling 862-0572.

For more information, please go to the Audiovisual Services website at <http://it.unh.edu/audiovisual>.

For more information on technology or training in other Technology Enhanced Classrooms please go to: <http://it.unh.edu/classroomtechnology>

You have now completed the training for Iddles N104/N108.