Technology Classroom Quick Reference

CLASSROOM KEYS AND ROOM SECURITY

For security reasons, all Technology Classrooms should remain locked when not in use.

- **Batten Arts and Letters Building, Education Building , Health and PE Building, Health Sciences Building** – University Proximity (PROX) Card (Request from University Card Center)
- **Constant Hall -** OC1 key (Request from Facilities Management on Key Request Form)
- **Diehn Fine and Performing Arts Center, Kaufman Hall, Mills Godwin Bldg, Oceanography and Physics Building, Spong Hall** - CRSM key (Request from Facilities Management on Key Request Form)
- **Virginia Beach Higher Ed Center** – Key is available from the office at the center

ABOUT THE PROXIMITY (PROX) CARD

The swipe and proximity cards (which are also your University ID) are obtained from the University Card Center. *The faculty member must send a request to OCCS (occshelp@odu.edu) to activate the access to a Technology Classroom using the swipe and proximity cards.*

ACCESS AND CONTROLS TO MEDIA DESKS AND EQUIPMENT

Keys to media desks are available at the OCCS Technical Support Center in Webb Center or distributed at the orientation sessions the beginning of each semester. **X-Panel** is used in all rooms to control the media from the desktop computer system. *NOTE: Rooms with data projectors and laptop drops that do NOT have desks or podiums do not require a media cabinet key.*

Wooden Podium	***Wooden Desk***	***Laptop Drop Only*** *No desk key required*
BAL 1012 **CONST** 1002, 1005, 2099, 2100 **DIEHN** 107, 136 **MGB** 102 **SPNG** 108, 208	**BAL** - ALL small classrooms **CONST** - ALL small classrooms **EDU -** 129, 154, 208, 210, 212, 226, 232 **HLTH** - 2000, 2008, 2110, 2113 **KAUF** - 100, 215, 224, 225 **MGB** - 101, 128 **OCNPS** - 100, 200, 204 **SPNG** - 225	**CHEM –** 105, 106 **DIEHN** – 142 **EDUC** – 141, 155, 157, 206 **KAUF** – 213 **MGB** – 127, 129, 342 **OCNPS** – 202, 205

ABOUT THE TECHNOLOGY CLASSROOMS

Descriptions of the Technology Classrooms are available online: http://www.odu.edu/classroomcentral **OR** http://www.odu.edu/ > Click Faculty & Staff > Click Classroom Central > Click Technology Classrooms

HOT LINE

Each room is equipped with a hot line to the OCCS Technical Support Center to assist you with technical difficulties. There is no number to dial, simply lift the receiver and wait for an answer. A technician will be dispatched immediately, if necessary. ***NOTE:*** *Rooms with data projector and laptop drop only may not have a hot line. Please use your cell phone to contact Technical Support at 683-3192.*

CONTACT CLASSROOM CENTRAL

Phone: 683-3192
Email: classroomcentral@odu.edu
World Wide Web:
http://www.odu.edu/ > Faculty & Staff > Classroom Central (in Online Resources)
http://www.odu.edu/classroomcentral

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GENERAL CLASSROOM SETUP PROCEDURES

Before class:	After class:
1. Set room lighting	1. Click on “Projector Off” button
2. Unlock media desk	2. Click on “Screen Up” button – or pull down screen
3. Login to PC (staff, staff)	3. Do not logout of PC (leave power on)- turn off monitor
4. Click on “Projector On” button	4. Put away devices, disconnect laptop, and/or retrieve VHS tape
5. Click on “Screen Down” button	5. LOCK media desk
6. Select Source to display to projector	5. Turn off room lighting
6.1 Click on the desired source (i.e. VCR)	6. Close / Lock Classroom Door
7. Adjust audio level as needed	

COMPUTER / LAPTOP ON MEDIA DESKS

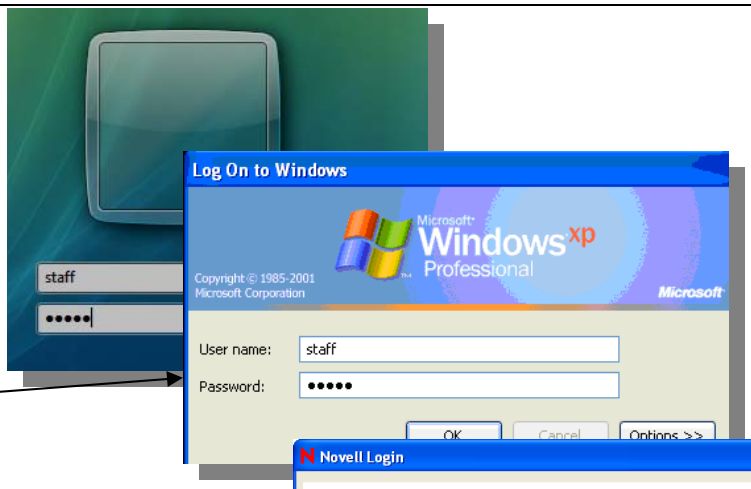
LOGIN TO CLASSROOM COMPUTER

Required Workstation Login as “staff”

a. User Name **= staff**
b. Password **= staff**

NOTE: Windows VISTA is Used in Education 210 and 232 and MGB 101 and 128.

All other rooms use Windows XP.

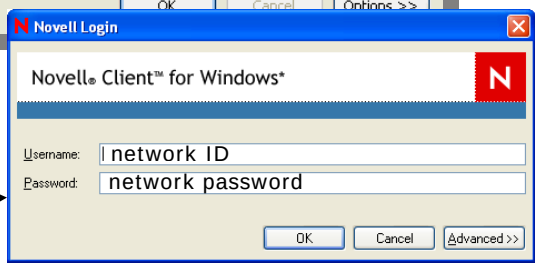


Optional Network Login:

If you need to gain access to your network files after logging in as staff follow these steps to access the Novell Network:

a. Start > Programs > Novell Common > Novell Login **OR** right-click the red “N” in the System Tray
b. Enter your network ID and Password

TIP: Remember to logout before leaving the room!



Saving Files on Workstation

"Deep Freeze" is deployed on all computers in Technology Classrooms. This product allows for the computer to return to the original system configuration each time it is re-booted, therefore, reducing the possibility of viruses, spyware, etc. If you would like to store files on the classroom computer, please store them on the **Desktop** or on the **D: drive**. These two areas will not be impacted by Deep Freeze.

LAPTOP CONNECTION ON MEDIA DESKS

If you use an external lap instead of the classroom workstation, use the Blue Box on the media desk. Locate the monitor port on the laptop and the corresponding video port in the classroom Blue Box and connect the laptop. Repeat for the audio cable, if audio is needed from the laptop.

OTHER LAPTOP CONNECTIONS

If you are in a technology classroom with a data projector and laptop connection only, use the wall mounted connection. If you need speakers other than those on your laptop, you will need to provide your own.