Academic Technology Fact Sheet

Event Information

Room scheduling and requests

If you need to schedule rooms for a class or event please contact Central Room Scheduler, Marsha Dinnebier at (918) 660-3307 or her email mdinnebier@ou.edu

Technical Assistance

Technical assistance is available from 7 am to 10 pm Monday – Friday and 8 am to 5 pm on the weekends. Normal support set up is to arrive 30 minutes prior to the event to turn equipment on. The tech will then return in the 5-10 minutes prior to the listed start time to offer set-up assistance. Techs are also on call for technical troubleshooting and operational assistance during your event in the times listed above. If support is not requested or needed for alternative or additional times, that need should be added to the room request given to Central Room Scheduler, Marsha Dinnebier.

Classroom Furniture

Podiums, desks, tables, and chairs are specific to each room and should never be moved to another location. If you need to rearrange desks in a classroom for an event or exercise it is imperative they are put back the exact way you found them the only exception to this is the Push to Talk rooms that have microphones on each desk and those should never be moved. Each room has a seating chart on how many desks are to be in each row. Please be conscious of the next class to use the room it takes out class time to arrange desks back. **Podiums are to never be moved for any reason for it will damage the wires and or equipment inside.**
Classroom Technology

Touch Panel Most Commonly used Buttons

ON/Reset: This button is located on the left of the room touch panel screen and is the only green button. This button allows you to turn on the system in the room including the TV’s and Projectors. It also allows you to reset the system back to its default setting if problems arise.

SEND MODE: The send mode button is located on the far right of the touch panel screen. This is used when the presenter is here on campus and broadcasting to another site i.e. OKC, Norman, or any other location. When pressed the camera moves to the front of the room to show presenter and allows for graphics such as power points to display and send to the far end.

RECEIVE MODE: The receive button is located on the far right of the touch panel screen underneath the send button. This is used when the presenter is not here locally and is at another location. When pressed the cameras move to show the students and allows for graphics to be received on our monitors.

SOURCES: At the top of the touch panel you will see a row of buttons. In most classrooms there is a PC, Laptop, Elmo, and DVD/VCR. These sources can be used in or out of a call. While in a call in SEND mode when you select one of these sources it will display on the monitors for students to see. If not in a call and just having a class locally it works the same way, put the system in send mode and select the source you want to show.

Graphic Sharing: This is used when you are in Send mode and you have selected a source to project and it is either not showing in local classroom or the far end is not seeing it. Select this and push the “play” button to show the content. If you wish to stop showing content simply press “stop”

Volume Control & Mute: At the bottom of the touch panel there is a volume bar. To either side there are buttons they say up and down. Push the up to raise the volume of the system and down to lower to volume of the system. In the center of this bar there it says “Press here to Mute” press that to mute the audio.
BELOW IS AN EXAMPLE OF THE MAIN TOUCH PANEL SCREEN

*You can also go to [http://tulsa.ou.edu/it/AMX%2023.swf](http://tulsa.ou.edu/it/AMX%2023.swf) for a flash tutorial of the touch panel operations.
**The Polycom Remote:** Here is the most common polycom remote you will find on campus with explanation as to what each button does.
SMART BOARDS

The Smart Board is an interactive whiteboard that uses touch detection for user input – e.g. scrolling, right mouse-click – in the same way normal PC input devices, such as a mouse or keyboard, detect input. A projector is used to display a computer's video output on the interactive whiteboard, which then acts as a large touch screen. The Smart Board interactive whiteboard comes with four pens, which use digital ink and replace traditional whiteboard markers. Most Smart Board interactive whiteboards register only one touch at a time. If you need additional training using the smart board or any other classroom equipment please call 918-660-3812 to setup a one on one training session.

Wacom Monitors

This is a pen based on screen touch interface that allows handwriting and other graphical inputs within certain programs. For one on one training please contact 918-660-3812.

Loaner Equipment

Turning Point

The turning point system is used for taking polls, quizzes, or tests within the classroom. Please visit the link provided for a step by step overview on how this system and install the software.


How to use the system: http://www.turningtechnologies.com/media/files/8TP.pdf

Mac Adapters

Mac Adapters are available to loan out to faculty members if you are going to be using a mac for a presentation in the classrooms. Please note that due to the changing technology, IT only carries the current MAC adapter..

Power Point Presenters

Power Point presenters also known as clickers are available to be loaned at for presentations. Please give us at least 24 hour advanced notice to use these devices to ensure they are available for your use.