Integrated Technology Classroom (ITC) Usage Guideline

Integrated Technology Classrooms (ITC) at American University of Armenia provides faculty and students a great deal of flexibility and convenience. Available on Main Building and Paramaz Avedisian Building PAB) our classrooms allow the integration of Technology into traditional lectures at appropriate levels consistent with pedagogical approach.

List of Integrated Technology Classrooms

Main Building:

204M, 206M, 208M, 210M, 212M, 214M 216M, 422M, 424M, 426M, 608M, 610M, 614M, 616M - 14 classrooms in total

PAB:

113W, 114W, 213W, 214W, 206E, 207E, 208E, 215E, 313W, 314W, 306E, 307E, 308E, 315E, 413W, 414W - 16 classrooms in total

All ITC entrance doors should be locked after 11:00pm.

Each podium is locked when not in use. Podiums require two keys that will open the various compartments.

All podiums have the required keys tethered inside an attached 'lock-box'. This box should have a five-digit combination that will be e-mailed to all faculty, instructors and administrative secretaries.

Lock-boxes (Pic. 1) are located on each floor of MB and PAB. In each lock- box there are the keys of the podiums from ITC of that floor.

Pic. 1

In order to open the key box you need:

1. Enter 5 digit combination
2. Press E button
3. If you enter the combination correctly a green bulb should be lightened
4. If the combination is not correct a red bulb should be lightened
5. Turn the round handle clockwise until the door will be opened
6. Take/Put the podium key into the lock box

All keys must be returned immediately after the class to the appropriate Lock-box, so they are available for use by other faculty.

Please be sure to replace the key into the box and push the door closed so the key is locked and protected inside the box.

In order to close and lock the box you need:

1. Open the lock box
2. Put the keys into the box
3. Turn the round handle back clockwise
4. Ensure the door of the box is locked.

The use of lock boxes are restricted to Faculty only.

A Quick Start document is affixed to each podium and is also available online with basic instructions for using the podium.

This document includes basic start up and shut down procedures as well as information about the various components found in each podium.

1. Unlock lower cabinet door(s)/ keyboard and mouse area

2. Turn on Main Power on UPS (power button)

3. Turn on Main Power button on Desktop PC

Pic. 2

4. If you use a DVD or audio CD, press the button on the PC panel to eject the DVD tray and insert disc into it (Pic. 2)

5. Power up the projection system by touching the Power "ON" button on remote control unit (Pic. 3). This command will initiate the projector warm-up. Startup mode for the projector can take up to 30 seconds since the lamp needs to warm up.

New style Remote control unit

Old style remote control unit

ON/OFF BUTTON

ON BUTTON

OFF BUTTON

Pic. 3

6. If you use the installed desktop computer you need only to turn on the PC. Monitor will be turned on automatically. Pull out the keyboard/mouse tray (Pic.4). Login with username and password (if required) and press <Enter>

Pic. 4

7. If you need to use your personal laptop you have to use VGA/audio cable supplied (stored inside the podium). Please refer to ICTS specialist for connecting the laptop before the class started.

8. All Desktop PCs have the following set of Software installed:

Windows 7 (64bit)
Avast! Antivirus Endpoint Protection Suit
Adobe Reader 11
GoToMeeting
DjView
Google Chrome
Mozilla Firefox 27.0.1
Internet Explorer 11
Microsoft Office Pro Plus 2013
MS Project 2013
GRE POWERPREP 2
RealPlayer 16
VLC media player
Skype 6.11
SPSS 16.0
Stata/IC 10
WinRAR
KDWin
Java

9. If the Instructor/Lecturer wants to use any other Software compatible with Windows 7- 64 bit OS and not mentioned in provided list, he/she would pass the installation package media (Flash drive, CD, DVD, etc) to ICTS at least one day before his class. Our specialists will install the software on appropriate PC.

10. When you are finished using the system:

- Remove any disks from the DVD and flash drives.
- Turn off projector's power using the remote control unit (Pic. 3)
- Use the normal Shut Down procedure for the Windows computer.
- Store the keyboard and mouse and secure the lock.
- Turn off the power on UPS.
- Lock the lower cabinet door and return the keys to the appropriate Lock-box.