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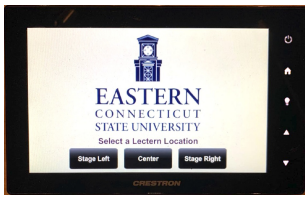
These guides describe the basic use of the Media Lecterns in Computer Classrooms:



Lectern Guide (Buttons)



Lectern Guide (Touchscreen)



Concert Hall, Proscenium Theater, and Shaffer Auditorium (Touchscreen)

Using the SMART Boards

About the SMART Boards
SmartBoards are currently installed in Webb 307, Webb 314, and Webb 206. With them you can write, draw, or type over any Windows application using one of the plastic pens (or even your finger), and you can create presentations that can be saved and printed.

Two SMART Board Programs
The Smartboards feature two programs which are accessible on the instructor's station; the Smart Board Driver prgram and the SMART Notebook program.

Smart Board Driver - Must be open or running in the background

- Enables alignment of the board with the projected image
- Converts finger contact into mouse clicks and displays electronic ink
- Floating tools and floating keyboard can be invoked from the Driver window

SMART Notebook - Not necessary for Board use

- Allows you to create, organize and save notes/presentations
- Provides object-creation tools
- Import and/or capture graphics, text, clip art, entire files from Windows applications

Online Help
Extensive online help documentation is available from the SMART Board Driver program.

Select Contents or Help Topics from the Help menu of the SMART Board Driver program
It contains detailed procedural information on every aspect of the SMART Board Driver program and the SMART Notebook.

Orienting the SMART Board
Before you begin using the board, the computer needs to know exactly where on the Board the projected image is located. Use the SMART Board Driver program to provide this information by performing an orientation procedure which involves touching firmly and precisely on a grid of large red crosses that appear on the screen.

Important Notes
Pens or objects must be in the tray. If one of them is lifted or missing from the tray, the board automatically goes into an "electronic ink" or eraser mode and you will not be able to use your finger to click on menus.
In addition, the small power supply and the communication cable must be connected to the tray before the Board will function.

Questions or Problems?
If you have questions or experience difficulty using the program, please contact the Help desk at extension 1-860-465-4346. If you are in session with a class, please inform them of this and that immediate help is required.

Note: The process below is for faculty and staff to request software purchases for Eastern-owned devices. Faculty and staff who wish to obtain software for their personal devices should refer to Article 235: Purchasing Hardware and Software (Home Use).

To Request Software Purchases:

1. Specific software needs are identified by the faculty/staff member
2. Faculty/staff member identifies an appropriate funding source - no personal funding is allowed
3. Faculty/staff member makes a request for quote(s) to softwarecontacts@easternct.edu (DTS) and provides the relevant information.
4. ITS obtains a quote(s) and reviews the technical requirements. ITS works with fiscal affairs to ensure the software's legal terms comply with our state's rules and regulations. Once reviewed and any identified issue is resolved, ITS provides the approved quote to the faculty/staff member.
5. Assuming sufficient funding is available, the faculty/staff member will work with their department secretary/UA to create a requisition to purchase the software.
6. All software fulfillments must be sent to softwarecontacts@easternct.edu. This must be noted on the requisition. If there are any physical shipments related to the purchase, they must be sent to the ***DTS Office Suite - Science 520 ATTN: softwarecontacts@easternct.edu***
7. Once the requisition has been sent to Purchasing, they will make the purchase - whether by University P-Card or by PO or wire transfer. They will select the best method.
8. Once purchased, fill out the form below for installation.

To Request Free Software:

1. Acquire the software for installation if it is available.
2. Fill out and submit the form below for installation.

To Request Software Installations:

1. Once the above steps have been completed and the software has been purchased, the faculty/staff member needs to complete the software installation request form:
   - **The software installation request form:** https://forms.office.com/Pages/ResponsePage.aspx?id=6Eq8AGxX40WUnU8SnYtnCpBTRKMUmvtAvElNY6wpOXBUOVg3TlE4OURTWDlNQzJVVktBRUE5WFkyNy4u
2. Once the fulfillments have been received by softwarecontacts@easternct.edu, ITS will develop an installation package and will push it to the device(s). The faculty/staff member will be contacted with the pertinent details prior to the push. There may be certain circumstances where a push installation is not practical or possible, in which case the faculty/staff member will be notified and asked to schedule an appointment for a hands-on installation.
3. To Ensure that the software functions correctly, DTS requires that you test and certify that it runs properly after it has been installed. We ask the faculty member to do this because he/she best understands the required functionality and routines for the course and ITS may have little experience or no experience with the application. If the faculty member then reports problems after installation, we will work to resolve it. However, in the case of unsupported freeware (no online support and telephone support numbers), our resolution efforts will be limited.

Additional Information:
Availability of the classroom, scheduling staff time, installation, testing, and resolving security issues often require advance planning and work. Typically deployments will be completed within a minimum of 15 business days. ITS will ensure that the software is secure and that it does not conflict with other resident applications.

Scheduling:
The University uses the EMS Scheduling Software system. Any Eastern staff member, faculty member, or student can see the availability of spaces and request spaces by logging into the following web page:
https://eschedule.easternct.edu/emswebapp/

If you are new to using EMS at Eastern and have questions about using the reservation system, please contact Jeff Buskey, Associate Registrar and Scheduling Officer at 860-465-5021 or at buskeyj@easternct.edu for activities related to a specific course being taught for credit. Questions about reservations for non-course related activities can be directed to John Beck, University Event Coordinator at 860-465-5565 or at beckjo@easternct.edu. Questions about reservations for student club events can be directed to Joshua Sumrell, Assistant Director of Student Activities at 860-465-4304 or at sumrellj@easternct.edu.

Facilities:
There are two types of classrooms that use technology. Instructional Computer Labs have an instructor's station, document camera, DVD, and a data/video projection unit, and ten to forty-five student workstations.

Multimedia Classrooms, also called Smart Classrooms, include a ceiling-mounted video/data projector, computer with Internet access, DVD player, document camera, notebook computer connections, and source switcher, but they do not contain student workstations.

Secure Rooms When Not Proctored:
Unless the room is proctored, classrooms that require PIN number or FOB access are to remain locked when class is not in session. Please lock these rooms if another class does not immediately follow your class session. Security is everyone's responsibility.

If You Cannot Get Into The Room:
If you cannot obtain access to your classroom for any reason, please attempt to contact the following people in the order listed below:

- ITS Help Desk, 1-860-465-4346
- Campus Police, 1-860-465-5310

Obtaining Assistance During Class Sessions:
To report any problem encountered in this room or request immediate assistance during a class session, please contact the ITS Help Desk at 1-860-465-4346 or the staff in Webb Hall 410 (the General Purpose Computer Lab) at 1-860-465-4619.

The document camera can't show to virtual students when selecting it as a source on the lectern, instead you have to use the computer such that whatever web conferencing tool you use will distribute the view to the students. The concept is the same whether it's Mac or PC, but the software might differ. Software on the computer has to be engaged that shows the doc cam on the monitor. This could be a camera app that the Mac has if the doc cam is new enough to be recognized by the Mac as a webcam, or the MS Camera app on a PC. If it's an older doc cam it might be software specific to that model doc cam (Imagemate most likely).

Using this software on the computer, you can project the computer screen for those in the room, and share your screen via a web conferencing tool for the remote students.

Media Services provides the ImageMate manual for older Elmo Document cameras:

/kb_upload/file/Image%20Mate%20Software%20Manual.pdf

Information Guide for Hardware and Technology Requests by Faculty and Staff

Eligibility Requirement for IT Hardware Loan (e.g., computers, web cameras, etc.):

- Must be a full-time employee.

Laptop Request:

- Due to a limited amount of available laptop loaners, students will receive priority. But requests for laptop loaners by full-time faculty and staff will be considered.

Alternate Computer Option:

- Full-time faculty and staff without a home computer may request permission to bring their office computer home with certain limitations, requirements, and provisions (listed below).
  - Internet access isn't provided other than on-campus Wi-Fi.
  - Desktops in the Enclave must remain on-campus.
  - The desktop computer must be reimaged prior to moving it off-campus.
  - A "CSCU-1079 Record of Equipment on Loan" form must be completed at the time of the loan.
  - A "CSCU-1079 Record of Equipment on Loan" form must be completed at the time of the loan.
  - An equipment loan form must be completed with the Facilities Management & Planning Office (https://www.easternct.edu/facilities/).
  - The user must have a home Internet connection with sufficient bandwidth - 25 Mbps minimum, 100 Mbps recommended
    - **NOTE:** If bandwidth is being shared with other household members, bandwidth may need to be increased or managed by limiting other users' bandwidth usage.
  - Certain IT resources and software applications will not be available/work.
    - Banner
    - Remote access through the VPN due to the desktop being at the user's home.
    - Printing, unless a local personal home printer with ink and paper at the user's expense is available.
      - **Alternate Printing Option:** Submit print jobs to the Copy Center or email the file to the Department Secretary.
    - Any software served through the network or using a network license server, e.g. SPSS, Minitab, ArcGIS, Web Focus, Endnote
      - **NOTE:** Software list is not all-inclusive.

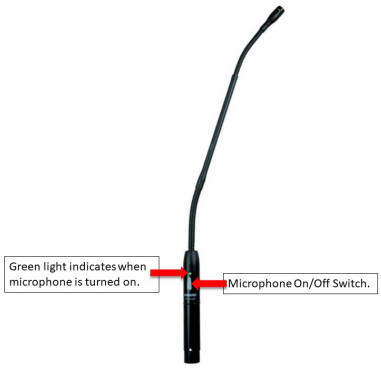
On-Campus Wi-Fi Access:

- Wi-Fi availability in the parking garages will be available by the start of the Fall 2020 semester to accommodate faculty and students without...
  - Internet access and/or those unable to be exposed to a possible COVID infection

Webcams:

- Will be provided to all full-time faculty and some staff on a needs basis. If needed, the webcam can be moved between locations, (home or office), as necessary.
  - **NOTE:** Currently, there's a delay in the delivery of webcams due to high demand that will impact availability. If a webcam can't be provided, an alternate option is to use a phone for audio during web conference meetings.

Some Teaching lecterns in Goddard and Communications are equipped with a separate microphone on the lectern for voice amplification. Depending on the classroom, these fixed microphones are located on top of the lectern either to the left or the right of the computer monitor. The image below shows the location of the On/Off button and the green indicator light which enables the user to know when the microphone is on.



If an instructor wishes to amplify their voice in other classrooms, they or their department can purchase a personal voice amplification system like those contained in the links below. These systems come in two forms. T he first is a system that has a speaker you wear on your body, and the second is a system where you place the speaker on a table, lectern, or stand and connect to the speaker via a wireless head-worn or lapel-worn microphone. These systems vary in cost, and Media Services doesn't have any re recommend any one over the other have any direct experience working with them. Due to Covid concerns, these systems cannot be shared with others to prevent the risk of transmission of the virus.

- https://www.bhphotovideo.com/c/product/1243937-REG/pyle_pro_pwma1216bm_60w_portable_bluetooth_pa.html
- https://www.bhphotovideo.com/c/product/1495948-REG/hamiltonbuhl_pa_25w_25_watt_wireless_voice_amplifierbelt.html/
- https://www.amazon.com/dp/B07D5YC4T8?pd_rd_i=B07D5YC4T8&pd_rd_w=266hk&pf_rd_p=0766f286-f72d-49df-b4dc-e0afb9dccb94&pd_rd_wg=jGjZT&pf_rd_r=HD51HJVA693V2KD72RGQ&pd_rd_r=b28db0bf-7fd4-494c-aabf-93557f7ad944
- https://www.amazon.com/dp/B07FLV88J8/ref=sspa_dk_detail_8?pd_rd_i=B07FLV88J8&pd_rd_w=FqntR&pf_rd_p=887084a2-5c34-4113-a4f8-b7947847c308&pd_rd_wg=FaFoe&pf_rd_r=CW4RKSK7DGJWEC3CKVC4&pd_rd_r=6ee9ac62-0d07-4548-80d2-0f6375f6777b&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEyT0U1S1BDRjZFOTdRJmVuY3J5cHRlZEIkPUEwMjMwODYyQ0s0TFpLTjI5WTc5JmVuY3J5cHRlZEFkSWQ9QTAwNzQyNzUxQkxWMDBDU0g0RzlCJndpZGdldE5hbWU9c3BfZGV
- https://www.amazon.com/WinBridge-Rechargeable-Ultralight-Presentations-Etc-Black/dp/B014JJG43E/ref=sr_1_9?dchild=1&keywords=personal+pa&qid=1628779901&sr=8-9
- https://www.amazon.com/PWMA60UW-Waist-Band-Microphone-Rechargeable-Batteries/dp/B005I2YJIY/ref=dp_prsubs_3?pd_rd_i=B005I2YJSE&th=1