Classroom Technology Rounds Items to Check

INTRODUCTION

This page addresses the instructions for checking if the Classroom AV technology is in a ready state classes. These steps include images of what the system SHOULD like when visual inspection is occurring. You will fill out the Troubleshooting Checklist Matrix for Classroom Technology Problems.

<table>
<thead>
<tr>
<th>Item</th>
<th>Image</th>
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<tbody>
<tr>
<td>COMP</td>
<td>UTER</td>
</tr>
<tr>
<td>TURN</td>
<td>ED ON?</td>
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</tbody>
</table>
| Look for a small bright white light on the right side of the computer. | ![Power Button](image)  
Share Power Button  
White Power Light |
<table>
<thead>
<tr>
<th><strong>MOUSE LIGHT ON?</strong></th>
<th><strong>GOOD: Red Light</strong></th>
</tr>
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<tbody>
<tr>
<td>Look for a red LED on the bottom of the mouse.</td>
<td><strong>BAD: No Light</strong></td>
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<tr>
<th><strong>LCD MONITOR LIGHT ON?</strong></th>
<th><strong>GOOD: Monitor On or Standby</strong></th>
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<tr>
<td>Look for an Amber (Stand by) or Blue (On) LED on the bottom right of the Monitor.</td>
<td><strong>BAD: No Light</strong></td>
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</table>
TOUCH PANEL ON?

Touch the Touch Panel with your finger to wake it up.

Good: Touchpanel ready at Home Screen

Bad: Projector is off, but touchpanel thinks the system is still on from yesterday.
Confirm that it is on the Home Screen and ready for a teacher to start class.
Wake room scheduler (s) outside the room by touching or waving your hand in front of it.

Confirm room scheduler is on today’s date and sees upcoming events (available for the next X hours).

Good: Scheduler knows today’s date and that an event is forthcoming in 2 hours.
MICROPHONES & BATTERIES READY?

In rooms with mics, please confirm that the microphones are in the labeled microphone drawer.

New Batteries have a black cap over the terminals.

Stock new 9v Batteries in drawer. Provide 1 per mic.
Remove uncap ped /used batteri es and return to helpde sk for testing /recycl ing.

LAPT OP CABL ES READY?

Look at the audio, HDMI, and VGA cabl es on the teac hing cons ole.

Conf irm that the 3 cabl es are pres ent and are in goo d sha pe.
In particular, look for:

- Bent Pins
- Loose Connectors
- Broken Cables
Cables placed in an accessible manner (e.g., plugged into LCD monitor or stuffed in a desk hole)
**ALARMPANELS ARME D?**

All alarms in hallways should be armed at all times.

Look for a red "Armed" LED on the left of the panel.

Good: Armed Red  
Bad: Not Armed

**ARE HALLWAY TVs ON?**

Verify the hallway TVs are on, running in Full Screen mode, and properly changing slides every few seconds.