


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](#).

Item	Image
<div>COMP UTER TURN ED ON?</div> <div>Look for a small bright white light on the right S ide of the com pute r.</div>	

**MOUSE
LIGHT
ON?**

Look
for a
red
LED
on the
bottom
of the
mouse



Good: Red Light



Bad: No Light

**LCD
MONI
TOR
LIGHT
ON?**

Look
for an
Amber
(Stand
by) or
Blue
(On)
LED
on the
bottom
right
of the
Mon
itor.



Good: Monitor On or Standby



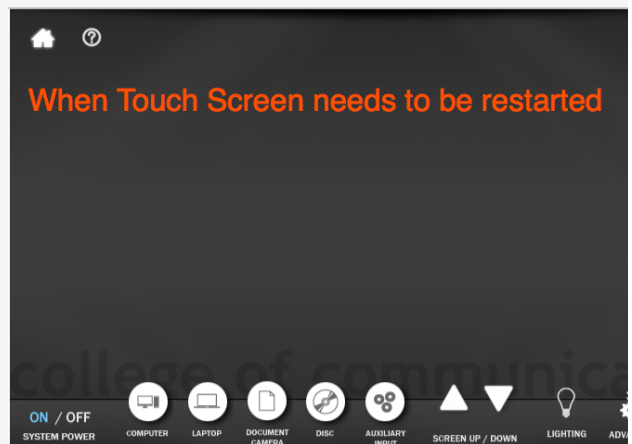
Bad: No Light

TOUCH
HPANEL
EL
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.



ROOM
SCHEDULER
WORKING
& UP
TO
DATE?

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.**

**MICR
OPHO
NES
&
BATT
ERIES
READ
Y?**

In
rooms
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mics,
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Remove uncap ped /used batteries and return to helpdesk for testing /recycling.

LAPTOP CABLES READY?

Look at the audio, HDMI, and VGA cables on the teaching console.

Confirm that the 3 cables are present and are in good shape.



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- Cables placed in an inaccessible manner (ex: plugged in to LCC monitor or stuffed in a desk hole)

ALARM PANE LS ARMED?

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.

