

**FARMINGDALE**

**STATE UNIVERSITY OF NEW YORK**

**BASIC  
OPERATION  
of the**

**TEC**

(Technology Enhanced Classroom)

**ITSC**

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# ROOM ACCESS

University Police coordinates all TEC access logistics. The following instructions are included only as a reminder. Please contact University Police with all matters regarding room access.

All TECs have an electronic lock installed on the entry door. The doors are unlocked by swiping your SUNYCard in the slot on the top of the lock. When swiped with a valid SUNYCard, a green light on the lock will come on and approximately five seconds later the lockset will unlock. Please note that a current SUNYCard is required for access to all TECs.

University Police has assigned a unique four digit alarm code to all faculty scheduled in a TEC. Once you have unlocked the door and enter the room, you will need to disarm the room's alarm. Each alarm has a numerical keypad located next to the entry door. Enter your four digit code and the alarm is disarmed.

When your class has ended, you will need to rearm the alarm and check to make sure the door lock has engaged. A policy has been established that the room must be vacated as each faculty leaves the room. Please do not let students from the next class enter. Each time a faculty member arms and disarms the lock, a record is established by University Police.

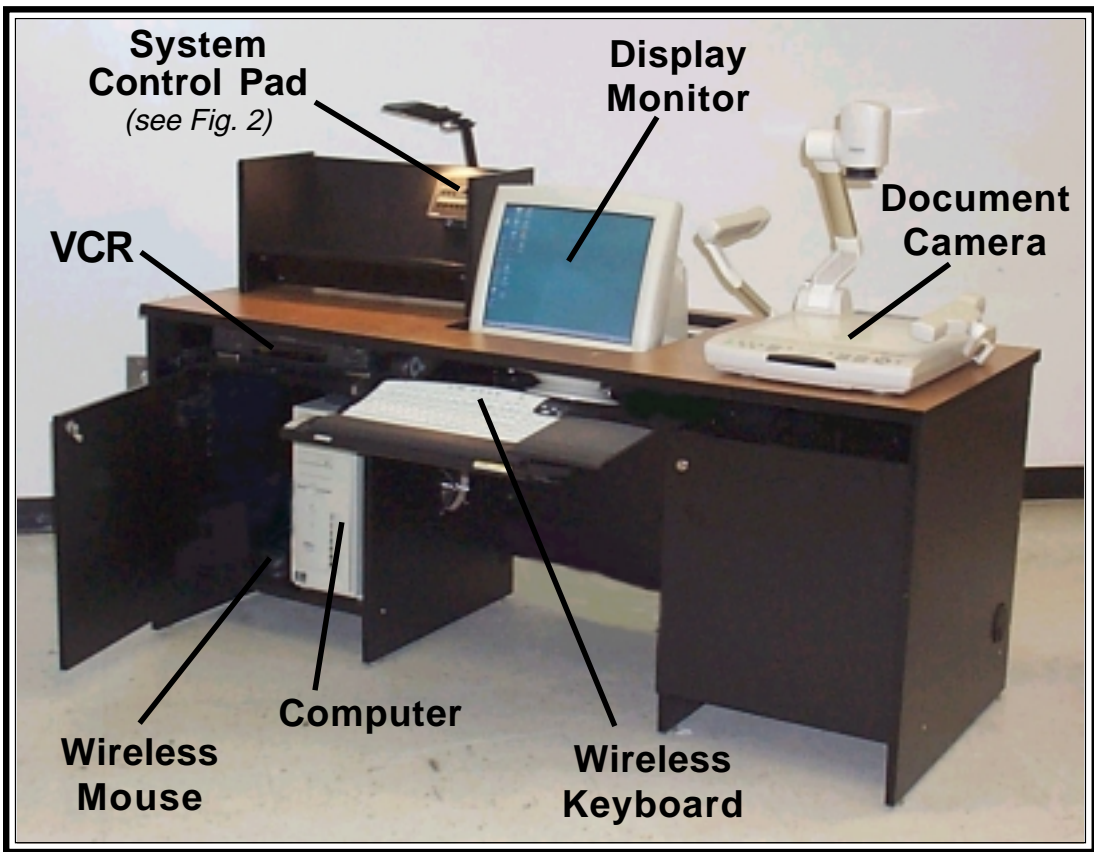
# INTRODUCTION

All TECs are equipped with a ceiling-mounted data/video projector and a presentation desk which contains the following equipment: (*see Fig. 1*).

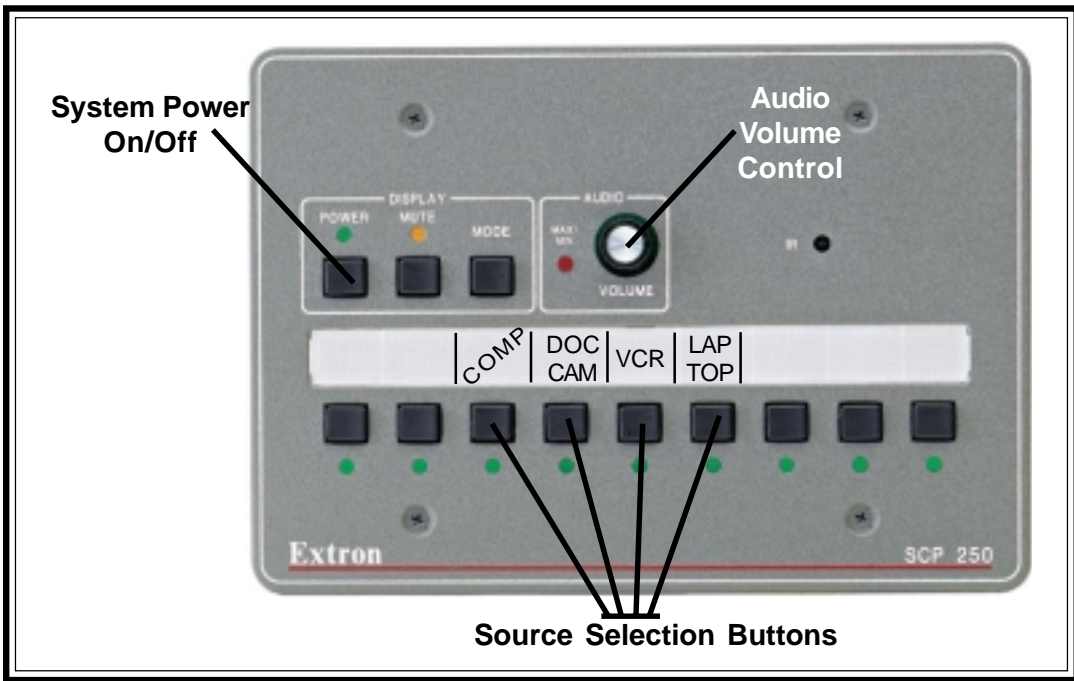
1. VCR (*VHS*)
2. Pentium III computer (*Windows 98*) with DVD/CD drive
3. Document Camera
4. Display monitor
5. Wireless mouse
6. Wireless keyboard
7. System Control Pad

Each piece of equipment can be displayed by the data/video projector by selecting the appropriately marked button on the System Control Pad (*see Fig. 2*). Press the "COMP" button and the computer display is projected on the screen. Press the "DOC CAM" button and the image from the document camera will be projected. Press the "VCR" button and the videocassette placed in the VCR will project on the screen.

If you have difficulty operating any of the equipment please contact the ITSC at ext. 2333 or 2267.



**Fig. 1**  
TEC Presentation Desk



**Fig. 2**  
System Control Pad  
(Enlarged View)

# BASIC TEC START-UP PROCEDURE

If you wish to use any of the presentation equipment, there are three basic steps to follow.

1. Press the main power button for the system.
2. Lower the projection screen.
3. Power on and select the piece(s) of equipment you wish to use.

## **STEP 1**

### **Press the main power button for the system.**

The main power button is on the System Control Pad located on the top left side of the presentation desk..  
(*Fig. 1 shows the location of the Control Pad on the desk. Fig. 2 is an enlarged view of the Control Pad.*)

## **STEP 2**

### **Lower the projection screen.**

The screen switch is located on the wall by the presentation desk. Depending on which TEC you're in, the switch will either be immediately to the side or rear of the desk. In either case the switch will be marked. Holding the switch in an upright position raises the screen. Holding the switch in a downward position lowers the screen. The screen will automatically stop when it has reached its limit in either direction.

## **STEP 3**

### **Power on and select the piece(s) of equipment you wish to display.**

**A. VCR:** The VCR is located on the left side of the presentation desk, just above the computer (see Fig. 1). Its mounted on a sliding tray that can be pulled out *slightly* to allow easier access to the unit. The VCR will turn on automatically when a VHS videocassette is inserted into the unit. All buttons to control the VCR (*PLAY, REWIND, FAST FORWARD, STOP, EJECT*) are located on the front of the unit.

Select the "VCR" button on the System Control Pad (see Fig. 2). The videotape will now be displayed on the screen.

**IMPORTANT:** The volume control for the videotape's audio is located on the System Control Pad (see Fig. 2). Please be considerate of neighboring classes being held.

**B. COMPUTER:** The computer is located in the presentation desk's left cabinet (see Fig. 1). The power for the computer should ALWAYS be left ON. If an instructor from a previous class has mistakenly powered down the computer, turn it on by depressing the power button on the unit.

Microsoft OfficeXP has been loaded on all TEC computers. OfficeXP includes Word, Powerpoint, Excel, Access, and Outlook. If you require additional software for your class please contact the ITSC for more information. Also, every TEC station is connected to the campus' network and, subsequently, access the internet.

Additional computer peripherals included with each TEC system are a CD-ROM/DVD drive, ZIP drive, wireless mouse and wireless keyboard.

**C. DOCUMENT CAMERA:** A document camera is located on the top right of the presentation desk (*see Fig. 1*). While the document camera is extremely easy to use, instructions for its proper operation are best covered in a hands-on orientation with ITSC personnel. Contact the ITSC to arrange a training session.

**D. LAPTOP COMPUTER:** If you prefer to use your own laptop computer for class presentations, it is possible to interface it with the TEC presentation system. A special cable is required for this connection. The ITSC will assign these cables to faculty on a daily or semester basis.

## LEAVING THE TEC

When leaving the TEC, please follow these steps.

1. Turn off the document camera.
2. Turn off the monitor.
3. Press the main power button on the System Control Pad. (Note: Once the main power has been turned off, the system cannot be turned on again for three to four minutes.)
4. Once all students have left the room, arm the room's alarm and be certain the door has locked behind you.

Please note that the computer should be left on at all times.