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Classroom Taxonomy

Overview (CTSG-001)

The Office of Technology Services (OTS) works with stakeholders in the university community, vendors, manufacturers, college/departmental technology staff, and academic leadership including department chairs and deans to develop design standards for the audiovisual technology installed in Towson University’s nearly 500 classrooms that best meet the needs of the university. The goals of standardization aim to:

- Provide a comfortable, modern, flexible, easy-to-use, and reliable teaching-learning environment that accommodates a variety of instructional methods
- Design an active, engaging environment for today's generation of learners
- Provide a consistent, intuitive interface for controlling audiovisual equipment throughout the campus for faculty, staff, and students
- Ensure maximum reliability and up-time based on proven designs, components, and installation methods
- Ensure ease of support and usage by installing standard computer models and audiovisual components
- Keep the number of makes and models to a minimum so that an inventory of replacement parts such as projector lamps can be maintained
- Provide a means for easy, intuitive incorporation of end-user devices such as phones, tablets, and laptops

Classroom Audiovisual Architecture (CTSG-002)

The audiovisual industry has transitioned from an analog to digital audiovisual architecture and OTS adapted our standards to meet these demands. As part of the transition, known as the "analog sunset" in consumer and professional electronics, new devices are shipping with digital outputs only and older analog outputs are being disabled or severely limited by new content. The changes OTS made allow the University to take advantage of the latest technologies, provide better integration of digital devices brought on campus, streamline classroom design, and meet growing instructional needs.

Another trend we have been noticing is flat panels (4K or greater resolution) are beginning to replace traditional projectors and projection screens. This is already happening in spaces that don’t rely heavily on white boards,
such as conference rooms, but we see the trend likely to move to classrooms as well. Flat panels offer brighter, sharper images and are not dramatically affected by ambient light.

Article CTSG-002; Version 1; Last Revised 8/27/2015

Classroom Technology Tiers (CTSG-003)

<table>
<thead>
<tr>
<th>STUDIO</th>
<th>High-end, high-cost, specialty technology, and venues.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples:</strong> Simulation models, digital microscopes, observation labs and recording devices, specialty control devices; concert or performance venues in which students physically use the equipment; radio and TV production; advanced distance learning suites.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRICULIZED</th>
<th>Course-specific technology needed for instruction to support a specific academic class, program, major, etc. Students must physically interact with the technology, which is typically not as general purpose as Extended or Foundation.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples:</strong> Specialty monitors with high-precision drawing capability; unique printers, possibly higher-end 3D and subtractive manufacturing devices; ceiling mounted document camera, ultra-high (4K) display or projection.</td>
<td></td>
</tr>
</tbody>
</table>

| SUPPORT | Support, training, documentation, and learning resources for faculty provided by college or department technology staff or other resources; OTS role, if applicable, limited to review of design in relation to campus standards, interaction with network and infrastructure, etc. For certain technologies and venues, OTS may play a specific, limited role in support, with roles and responsibilities articulated via memoranda of understanding. |
EXTENDED: Proven general-purpose technologies in which deployment is done in a deliberate, phased, or limited manner or is evolving in adoption but not yet considered foundational.

Everything included in Standard Foundation Classroom plus one or more of the significant additions listed below:
- Video conferencing system/Lecture capture system (significant addition)
- Enhanced sound system and/or microphones
- Large-screen displays in addition to the projector (significant addition)
- Multiple projectors (significant addition)

Examples: Mid-range video conferencing/two-way interactive distance learning installations; lecture capture systems; multiple screens or flat-panel displays; interactive solutions (MondoPad, SMART and Promethean boards, interactive projectors); fixed wireless projection features. Students must either directly interact with the technology, or the technology is used by the instructor in a way to engage students or enhance the students classroom or lab experience.

FOUNDATION: Proven, current-generation general-purpose audiovisual and projection systems and is core for all formal learning spaces. Contains the following:
- Widescreen projector (Full HD 1920 x 1080)
- Display screen (16 x 10 or 16 x 9 motorized, HD Progressive .09 Gain)
- In-Ceiling Speakers
- Wall plate for auxiliary audiovisual input connections
- Podium with built-in computer/touch-screen monitor
- Document camera
- Crestron DMPS3-4K-350-C control system
- Crestron TSW-760 LCD touch panel controllers
- Cable Cubby w/ Ethernet, USB, HDMI, 3.5mm audio, RCA, VGA, and power connections
- Networked via Crestron Fusion RV (RoomView)
- Dual Image multi-window processor (Except in rooms with multiple displays that provide the same functionality)

SUPPORT

Telephone, chat, training, documentation, and secondary in-person support (as workload permits) provided by OTS staff. College or department technology providers typically provide routine in-person or classroom-based incident support, in collaboration with OTS staff. Support roles and responsibilities between OTS and departments/colleges will typically be covered in a common campus-wide delineation of duties.
Add-Ons (Can be added to any tier)
• Wireless microphones
• Multiple screens
• Student computers
• Interactive board (SMART, Promethean, BrightLink, Infocus)
• Interactive desktop monitor

*VCRs are being retired as a primary solution and DVD drives installed in the computer as well as streaming solutions are replacing a separate media player

Add-ons (CTSG-004)

A. Crestron AirMedia allows clients to wirelessly project material from Windows and Mac computers as well as iOS and Android mobile devices. The following settings must be in place for every AirMedia that is added to a TU system.

In rooms with Crestron control systems, the programming must be updated to add a button must to the source list on the Crestron touch panel labeled “Wireless Input”. The button must have the same size, color, and font size as all other sources.

The network port must be on the Learning Spaces VLAN.

On the management interface of the AirMedia device the following settings must be made:

• Set Admin Password (See Instructional Services Engineer for password)
• Code must be set to Random (Device Setup>Code>Random)
• Host names must consist of the Collection Code with “-AirMedia” added to the end (i.e. CK0006-AirMedia) (Network Setup> Host Name> Collection Code-AirMedia)
• The display of the IP address must be turned off (Network Setup>Display of IP address> Off)

• Disable the built-in DHCP server
  • Right click and save the configuration file to your desktop: am-100_dhcp_server_off.conf (55 bytes)
  • Load the downloaded configuration file to the AirMedia via the 'System Configuration' section of the AM-100 web interface.
  • Once completed, the DHCP server will no longer be running on the AM-100.

B. Apple TV allows clients to wirelessly project from Apple devices such as MacBooks, iPhones, and iPads. In rooms with Crestron control systems, the programming must be updated to add a button to the source list on the Crestron touch panel labeled “Wireless Input”. The button must have the same size, color, and font size as all other sources. Controls must also be added (see image in Appendix A).
The Apple TV must be plugged into a network port on the Learning Spaces VLAN

On the menu interface (accessed by pressing the menu button on the remote) the following settings must be made:

1. The device name must be changed to follow the standard naming convention: Collection Code-AppleTV (i.e. HH0313-AppleTV) (Settings>General>Name>Custom)

2. The time zone must be set correctly (Settings>General>Time Zone)

3. The serial number must be collected and entered into the TechInfo database (Settings>General>About)

4. Set Sleep time to “Never” (Settings>General>Sleep)

5. Set Screen Saver to “Never” (Settings>Screen Saver>Start After)

6. Set AirPlay security to “Onscreen Code” (Settings>AirPlay>Security)

7. Turn on Conference room Display (Settings>AirPlay>Conference Room Display)

8. Turn on Restrictions (Settings>General>Restrictions)
   - Passcode (set to standard)
   - AirPlay Settings (set to “Ask”)

9. Turn on Automatic Updates (Settings[System>Software Updates)

C. Mersive Solstice allows clients to wirelessly project material from Windows and Mac computers as well as iOS and Android mobile devices. The following settings must be in place for every Solstice Pod that is added to a TU system.

1. Display Tab
   a. Under “Naming and Discover”
      i. Display Name: Room collection code-SolsticePod (i.e. CK0008-SolsticePod)
   b. Under “Access Control”
      i. Access Control: Check Screen Key (unless moderated mode is desired by the client)
   c. Under “Resource Restriction”
      i. Check everything including “Enable AirPlay Discovery Proxy”
   d. Under “System”:
      i. Set Admin password to standard
      ii. Update host name to match display name

2. Network tab
   a. Under “Wireless Settings”
i. Uncheck “enable”

3. A “Wireless Input” button must be added to the Crestron touch panel if applicable.

Projector Configuration Requirements (CTSG-005)

1. Any setting that shuts down a projector based on the loss of signal must be disabled.

Classroom Computer Configuration Requirements (CTSG-006)

A. Overview

A classroom computer is primarily used to present information to classes by using a projector and is shared by multiple faculty. Classroom computers are critical to instruction and are configured with security settings and file management measures to preserve system integrity and assure that the computer runs consistently at an optimum level of performance. Because many people share the computer, it is different than a personal computer in an office or home. Personal files must not be stored on this computer but stored on H:\ drives (recommended) or portable media (less reliable). Installation of special software is managed with several options (listed below) to accommodate faculty needs. Software installed on the computer will be upgraded regularly in a timely manner that does not disrupt instruction.

Windows-based PCs will be the primary solution, with interactive monitors in new venues where budget permits. In some departments there may be a need for both Windows and Mac Operating Systems. In these cases a dual-boot Mac will be deployed so the faculty member can choose which OS they wish to use when starting the system.

B. Classroom computer standards

1. A base lab image and imaging process is provided by OTS, see the TU Lab Managers SharePoint site for more information: https://tu.sharepoint.com/sites/ctc/tulabs/default.aspx

2. Computers follow classroom Active Directory guidelines

3. Users logon as Users (not Administrators)

4. Classroom-specific group policy is applied

5. Classroom PCs are part of their own Configuration Manager collection for managing installation packages, etc.

6. Remote Desktop is enabled

7. BIOS is set to have the computer automatically power on at night
8. The computer is configured with standard university software (below). If special software is needed, several options are available:

9. Install software on an office computer and use Remote Desktop to access the software on that computer (recommended)

10. Virtual Workspace access

11. If software is not available in Run Advertised Programs, please discuss software needs with your department head or technology coordinator.

12. Shutdown must be disabled

13. PC must be set to automatically restart at night

14. Group Policy is set so that the PC never sleeps.

15. Group Policy is set so the monitor doesn’t sleep until after 90 min.

16. Group Policy is set so screen saver doesn’t start until 60 min.

17. Group Policy is set not to show last logged on user:

Computer Configuration\Windows Settings\Security Settings\Local Policies\Security Options

Do not display last user name in logon screen = Enabled

18. Group Policy is set to delete profiles

19. Group Policy is set to disable “Welcome Screen”

C. Software Included on Standard Configuration

- Microsoft Windows 10 Enterprise and Updates
- Microsoft Office 2016 Enterprise (Includes Word, Excel, Access, Outlook, Power Point, & Publisher) and Updates
- Microsoft Internet Explorer and Updates
- Firefox
- Microsoft System Center Endpoint Protection
- .Net Framework
- Microsoft System Center Configuration Manager Client
- Towson System Information – Allows you to quickly get information about your computer
- Citrix XenApp web client for Virtual Workspace
- Roxio Creator
- Cyberlink Power DVD
- Adobe Reader
- Windows Media Player
- Adobe Flash Player
- Adobe Shockwave Player
- VLC
- Filezilla Client
- Microsoft Silverlight
- Microsoft VisioViewer
- Java

D. Classroom Organizational Unit (OU)
1. A Classrooms OU exists at: towson.edu/Computer Accounts/Lab and Public/Classrooms and Conference Rooms

2. Under the \Classrooms and Conference Rooms OU, there are separate OUs for each university building; each building OU will contain the classroom computer accounts, groups, group policy, etc.

3. The plan is to move existing classroom computers into their appropriate Classrooms and Conference Rooms/Building OUs; create new computer accounts with the standard naming convention below.

4. Managers of the Classrooms and Conference Rooms OU that can create computer accounts, etc. are in the Smart Classroom Administrators group.

E. Standard Classroom Computer Naming Convention

To identify classroom computers, a standard naming convention was established as follows: CLS-BuildingRoomNumber-01, 02, etc.

IMPORTANT: room numbers need to use the 4-digit number, used by Facilities. Some of the early CLS-computer accounts did not use the standard 4-digit room number; these computer accounts must be renamed when time permits)

Example: two computers installed in the Cook-404A classroom would have the following names:
CLS-CK0404A-01
CLS-CK0404A-02

F. Lab - Classroom Computers

Some classrooms are also computer labs that have their own Lab OU and computer naming convention. In these cases the instructor computer can be located in the lab OU but MUST be named using the standard naming convention outlined above.

An example of a lab –classroom instructor computer account is: CLS-ES0107-01

An example of a lab-classroom student computer account is: ES0107-02, ES0107-03, etc.

G. InFocus MondoPad

The PC appliance must be treated similarly to a regular classroom PC. There is currently a standard image available that will configure most settings (other than adding a maildrop) please contact Instructional Services Engineer for details. The following items must be done for each:
1. Join to domain
2. Install SCCM
3. Install endpoint protection
4. Name properly (CLS-CollectionCode-MOND)
5. Add WKST Admin group
6. Change Mondopad logo to TU logo
7. Enable minimize button for non-admin accounts under Settings>General
8. Set browser homepage to www.towson.edu
9. Install Microsoft Office
10. Install Microsoft Lync, Skype, Flash, Adobe Reader, Citrix, Shockwave, Java, VLC, Firefox, Chrome (with Remote Desktop plugin), Panopto, and Visio Viewer
11. Set up maildrop (CollectionCode-Mondopad@towson.edu). The password must be set not to expire and stored in KeePass. See Knowledge Center Article: https://www.towson.edu/knowledgecenter/admin/adminarticle.aspx?article=823&searchtype=IT
12. Printers can be added by the department like a regular Windows PC
13. Set passcodes (4-pin Admin)
14. SSID must match computer name
15. Add Athena local admin account with same password as the regular image
16. Add short cuts for Lync, Skype, and Office

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**Classroom Standard Equipment (CTSG-007)**

**Document Cameras**

**ELMO P30HD (Standard)**

- The ELMO P30HD is the university's standard document camera, it can show high-quality images and integrate with other ELMO products or a PC. This document camera is the best choice in the majority of classroom installations.

Manufacturers Link: [http://www.elmousa.com/p30hd-visual-presenter](http://www.elmousa.com/p30hd-visual-presenter)

**WolfVision VZ-8plus4**

- The WolfVision VZ-8plus4 provides a slightly warmer color due to the use of a halogen lamp. In a side by side comparison there was minimal differences in image quality when compared to the standard ELMO P30HD, but it is twice the cost. This document camera is only practical for projects with external funding sources or situations where slight differences in color are vital for teaching, such as an art class.


**WolfVision VZ-3**

- The WolfVision VZ-3 is a competitor to the ELMO document camera mentioned above. It offers a smaller footprint, LED lighting, and easy to use one arm design.


**WolfVision EYE-14**
• The WolfVision EYE-14 is a Ceiling Visualizer that is mounted above a flat surface and allows everything in its field of vision to be projected. This is ideal for situations that call for large objects to be demonstrated to a class.

Manufacturers Link: http://www.wolfvision.com/

Projectors

Panasonic PT-RZ570 (Standard)
• The Panasonic PT-RZ370 is a full HD (1920 x 1080) 5,000 lumen projector that uses a laser light source. This design requires no lamp replacement or filter cleaning and has a virtually instant on/off time.

Manufacturers Link: http://www.panasonic.com/avc/projector/products/rz570/

Sony VPL-FHZ57
• The Sony VPL-FHZ57 is a full HD (1920 x 1200) 4,1000 lumen projector that uses a laser light source. This design requires no lamp replacement or filter cleaning and has a virtually instant on/off time.


Panasonic PT-RZ370 (Previous Standard)
• The Panasonic PT-RZ370 is a full HD (1920 x 1080) projector that uses an LED/laser-combined light source. This design requires no lamp replacement or filter cleaning and has a virtually instant on/off time.

Manufacturers Link: http://www.panasonic.com/avc/projector/products/rz370/

Sanyo PLC-WU3800 (Previous Standard)
• The Sanyo PLC-WU3800 is the university's previous standard projector and meets the needs of most classrooms. It offers WXGA resolutions and 3800 lumens. It also has a small footprint making it portable for mobile installations.


Panasonic PT-RZ770
• The PT-RZ770 is a 7,200 lumen WUXGA resolution (1,920 x 1,200) projector that is perfect for large venues or rooms that require more advanced projection capabilities.

Epson BrightLink
• The Epson BrightLink is an "interactive projector" allowing a pen to be used to control motions and annotations on the screen. The projector is mounted directly above the projection surface so it can fit in many different size rooms.

Manufacturers link: www.epson.com/brightlink

**Epson PowerLite Pro Z8000WUNL**

• The Epson PowerLite Pro Z8000WUNL features high color output, high lumen output, and WUXGA high definition widescreen resolution. This makes it appropriate for large venues such as large tiered lecture halls, concert halls, theaters, etc. that require 4K emulation.

Manufacturers link: http://www.epson.com/

**3D Projection**

• Please inquire

**Speakers**

**Atlas FAP62T**

• The Atlas FAP62 is an in-ceiling loudspeaker with 32-watt 70/100V transformer and ported enclosure

Manufacturers link: https://www.atlasied.com/fap62t

**Cable Access Enclosure**

**Extron Cable Cubby 700**

• The Cable Cubby 700 includes connections for Ethernet, USB, HDMI, 3.5mm audio, RCA, VGA, and power connections


**Audience Response Systems**

Trial sets are available for short-term loans. Allow 3-4 weeks lead time prior to using in class. Using clickers requires the pre-installation of software on faculty member’s office PCs for practice and the installation of software on classroom PCs. We realize there are other clickers on the market from other manufactures. If you would like to explore other options, obtain further information, or reserve one of the kits, please contact Cindy Davis, manager, Classroom Technology, at 410-704-3182 or cdavis@towson.edu.

**Promethean ActivExpression**
- Promethean ActivExpression allows for students to respond in full sentences as well as responding in numbers, symbols, math equations, true/false and others. It interfaces with Promethean Boards; however, text input can be cumbersome since it does not have a full keyboard.


**SMART Response XE ASR**

- The SMART Response XE ASR has a full QWERTY keyboard to allow for short answer textual responses and interfaces with SMART Podiums and Boards. This may be overkill in situations where only yes/no style feedback is needed.


**Turning Technologies RCR-02**

- The Turning Technologies RCR-02 has the fewest buttons of the three which leads to a somewhat cumbersome interface.


**Monitors**

**Planar PCT2485**

- Standard desktop computer monitor for instructor computers


**Dell 22" Widescreen Monitor**

- Standard desktop computer monitor for lab computers


**ViewSonic TD2220**

- This optical touch monitor (can use stylus or finger tips) allows for instructors to bring interactivity to their lecture material. With a 22” display it provides a large workspace that makes it easier to engage students with content like videos and images.

SMART Podium SP524 (Previous Standard)

- The SMART Podium allows for instructors to bring interactivity to their lecture material. With a 24” display it provides a large workspace that makes it easier to engage students with content like videos and images. The SMART Board also integrates seamlessly with the existing technology in classrooms.
- Cost is extreme, $2500+

Manufacturers link: [http://smarttech.com/us](http://smarttech.com/us)

Audiovisual System + Interface

- The university standardized on Crestron as the primary audiovisual control system and is currently moving all classrooms onto the university network to allow remote management using Crestron Fusion RV (formerly known as RoomView).

Crestron DMPS3-4K-350-C (Standard)

- The Crestron DMPS3-4K-350-C is an AV control system, switcher, mic mixer, and amplifier.


Crestron TSW-760 (Standard)

- The Crestron TSW-760 is a 7” touch screen with an edge-to-edge glass screen for higher durability. It supports the latest "Smart Graphics" from Crestron and has a 1024 x 600 screen resolution.


Crestron TPS-6L (Previous Standard)

- The Crestron TPS-6L Touch panel system allows for high-end performance and simple control over a variety of devices. With 12 optional push buttons the Crestron TPS-6L will give fast access to the most commonly used functions in a classroom.


HDMI Extenders

- For rooms without digital Crestron systems, an HDMI extender is needed for long cable runs. We currently use Cables To Go TruLink transmitter/receivers.
Wireless Presenters

- Wireless presenters are commonly used in classrooms to advance PowerPoint slides without having to walk back to the computer. These are not covered under STF funds. Policies for wireless presenters vary by college so please check with local IT providers, chairpersons, or other college leadership before purchasing one since they may require drivers to be installed on classroom PCs. Funding also varies by department but it is usually up to individual faculty to provide their own. OTS does not support these consumer level devices but recognizes they are important in the overall instructional environment. Wireless presenters are available online and at consumer electronics stores such as Best Buy, Staples, etc.

Assistive Listening Devices

Williams Sound PPA377-Pro

- This is an RF assistive listening device used to improve hearing ability in spaces with voice amplification.

Manufacturers link: [https://www.williamssound.com/](https://www.williamssound.com/)

Microphones

Vaddio EasyMic Ceiling MicPOD

- This is a ceiling mic that connects to the in-room computer via USB. It is used in smaller spaces such as conference rooms.

Manufacturers link: [http://www.vaddio.com/](http://www.vaddio.com/)

ClearOne 910-001-014-W Ceiling Mic Array

- This is a ceiling mic that connects to the in-room computer via USB. It is used in medium to large spaces such as classroom and lecture halls.

Manufacturers link: [http://www.vaddio.com/](http://www.vaddio.com/)

Cameras

Vaddio RoboSHOT 12 QUSB

- This is a pan/tilt/zoom camera that connects to the in-room computer via USB.

Manufacturers link: [http://www.vaddio.com/](http://www.vaddio.com/)

Audio Mixers

Biamp TesiraForte AVB CI
- This is a microphone mixer that connects to the in-room computer via USB.

Manufacturers link: [https://www.biamp.com/](https://www.biamp.com/)

**Projection Screen**

Da-Lite 21857LSC - White Case 113 D / 60 x 96

- This is an electric HD screen with 0.9 gain.


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**STF Stickers (CTSG-008)**

A. Sticker must be straight.

B. Stickers must not be in the way of any function, but must be conspicuous to the general observer

C. Items that must be stickered
   1. Projectors
      a. Will be stickered on side facing down if ceiling mounted, must not cover any other labeling or buttons
      b. In future, stickers must be applied prior to mounting for easy access
   2. Document cameras
      a. Sticker must be placed on (WV VZ-3 specific)
         i. On the back of the arm
         ii. On the plate that connects the base to the arm.
            1. Stickers must not be placed on the white base
   3. Computer – computers include class and lab computers as well as iPad’s purchased with STF
      a. Stickers must be placed on
         i. The front
            1. Stickers placed on the front must not cover any buttons or lights
            ii. The top near the TU tag
   4. Processor in rack
      a. Sticker must be placed on the front of the DMPS3-4K-350C - this is to identify the entire rack
   5. Podium, wedge/TPS-6L in particular
      a. Sticker must be placed on
         i. Front base
         ii. Side
         iii. Back
   6. Cameras

D. Stickers must be affixed during QA before photos are taken so they show in the Virtual Tour.

E. After a room is tagged it will be marked as such in COLLECTIONS in the Virtual Tour.
Distance Learning & Lecture Capture

Standard Equipment (CTSG-009)
Towson University has moved to a software based distance learning & lecture capture model. Depending on the room this will either include USB cameras/microphones or a bridge to convert standard camera/microphones to a format that can be connected to the computer in the room.

Cameras must be mounted roughly 7' above finished floor.
Flat panel displays must be mounted 6' above finished floor to the center of the display.
Flat panel displays must be mounted 6” away from fire alarms/annunciators.
Microphones used for voice reinforcement must also feed distance learning/lecture capture system.

Basic Setup
Basic/portable recording can be accomplished in any room with a webcam plugged into the instructor’s PC, TU recommended models can be found here: https://www.towson.edu/technology/facultystaff/hardwaresoftware/hardware.html

A Revo Labs wireless USB mic can be added to this setup for more flexible instructor micing. To capture omnidirectional sound, products are available from Blue and Acoustic Magic to capture the entire room audio.

Permanent Setup
1) Foundation – This is used to describe the majority of our standard classrooms on campus. These rooms are used for general lectures and would need basic video and mic capabilities to facilitate software-based lecture capture.

   Equipment: Vaddio PTZ USB camera, Vaddio EasyUSB Mixer, and two Vaddio EasyMic Ceiling MicPods. Vaddio Pro Mic I/O can be added if existing non-USB mics need to be integrated. Two displays are also added on the podium to allow for dual monitor functionality.

2) Extended/Curriculized – These are rooms that have needs that go above and beyond what is found in a standard room; this could include the need for more advanced microphones, more camera angles, etc.

   Equipment: Two Vaddio HD PTZ cameras, Biamp mixer, Vaddio AV Bridge, Clear One ceiling mic arrays, Shure podium mic & lavalier mic (all cameras and mics connect to the computer). Two displays are also added on the podium to allow for dual monitor functionality. Additional equipment to support specific courses or programs of study may be included in Curriculized rooms.

3) Studio: These are rooms that must contain the highest quality video and audio quality possible with consideration given to room lighting, acoustics, etc. They represent the fewest number of classrooms.
Special staffing may be necessary to assist faculty or control equipment in a studio environment. Broadcast or near broadcast quality may be typical, as well as other unique types of technology beyond computers and audiovisual.

Equipment: 2 Vaddio HD PTZ Cameras, Biamp mixer, Vaddio AV Bridge, individual Shure mics at each seat, Shure podium mic & Lavalier mic.

Distance Learning Equipment in Studio/Curriculized Spaces (CTSG-010)

1. The minimum set of equipment must be installed as follows:
   a. Display 1 in view of instructor
   b. Display 2 in view of students
   c. Camera 1 facing instructor
   d. Camera 2 facing students

* Any display mounted in a classroom must be at least 60” off the floor to the bottom of the display.

2. Each display device must be able to show the following:
a. Projector: Must be able to show local content (PowerPoint, etc.), camera 1, camera 2, or any content sent from the remote location (remote content, remote camera 1, remote camera 2).

b. Display 1: Must be able to show local content (PowerPoint, etc.), camera 1, camera 2, or any content sent from the remote location (remote content, remote camera 1, remote camera 2).

c. Display 2: Must be able to show local content (PowerPoint, etc.), camera 1, camera 2, or any content sent from the remote location (remote content, remote camera 1, remote camera 2).

3. Standard Scenario

a. Projector: Local content (PowerPoint, etc.) (Must also have the ability to show all media and camera shots)

b. Display 1: Before call is placed shows local Camera 1 as a confidence monitor for instructor to make sure they are in the shot. After call is placed, shows remote camera 2 (students) (Must also have the ability to show all media and camera shots)

c. Display 2: Shows content remote location is sending [remote content, remote camera 2 (students), or remote camera 1 (instructor)] (Must also have the ability to show all media and camera shots)

4. Default Display Configuration (CTSG-012)

If room has 4 displays: One display in back must show remote Camera 2 (remote students) and the other must show local Camera 1 (instructor). One display in front must show remote Camera 2 (remote students) and the other must show local Camera 1 (instructor).
Instructor Stations

Requirements (CTSG-011)

We believe the workstation must not be overpowering in size but large enough to be very functional without feeling cramped. The visible technology must be minimal but utilitarian. Too many lights, annunciators, clocks, switches will intimidate, confuse, and be hard to troubleshoot. Each podium must contain the following:

1. Articulating arms must be used for the monitors (or interactive displays). Model Info: Ergotron 45-241-026
2. Dual Monitors must be installed in any room used for instructional recording.
3. Podium casters must be lockable
4. No doors must be over the keyboard compartment
5. At least one (quiet) fan must be present in the cabinet
6. Grommet positions for whip
7. Core drilling must be used for new buildings, in addition to the conduit for a quad electric outlet and 4 network drops, each floor box must have separate conduit for A/V signal and speaker, mic, camera cabling. 3 1” conduits or 2” and a 1” conduit. Otherwise locking wall plates/receptacles must be used [see Locks (CTSG-016)]
8. In large venues where high power projectors are used, a dedicated circuit must be provided to prevent the projector from shutting down if too much power is drawn.
9. If no core drilling is present, AV cables (whip) must be tightly secured to avoid a tripping hazard. If cables must, as a last resort, be run across floors the ADA compliant Legrand OFR Series Overfloor Raceway System must be used. Temporarily, yellow tape provided by OTS is acceptable but only if there is a confirmed date when permanent raceway/core drilling will be completed and the use has been approved by OTS.
10. Gooseneck microphones must be present for all Distance Learning rooms and Lecture Halls
11. Four network ports must be run to the instructor stations (1 PC, 1Laptop, 1 Crestron, 1 Extra). Six for Distance Learning Rooms.
12. Wire diagram must be affixed to the inside of the podium
13. All cables must be labeled
14. Document cameras must have one dry erase overlay at time of install
15. Document cameras must be connected to the podium computer via USB
16. Equipment mounted behind displays and cameras (i.e. power strips, power supplies, USB extenders, DM receivers, etc.) not use velcro to secure it in place. We have had multiple reports of these devices failing
down and causing the system to malfunction. Instead we suggest the use of cable ties or other methods that do not use an adhesive that easily breaks down.

17. A/V, computers, and other technology devices are not put on timed circuits or sensors. Power should be available to them 24/7.

18. Assistive listening devices must be installed in all rooms with voice reinforcement.

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**Cable Cubby (CTSG-012)**

The Cable Cubby must include Ethernet, USB, HDMI, 3.5mm audio, and two electrical outlets. Laptop connections (HDMI) must contain pull-through cables with male connectors.
Lighting

Overview (CTSG-013)

A. Obvious, intuitive wall-mounted light switches must be within easy reach of the instructor workstation. They are very reliable, require no training, and will work regardless of the state of the Crestron system.

B. Additional factors: switches must be installed at wheelchair-accessible height; for multiple switches (zoned lighting), the switches must either be labeled or a reference placard must be mounted next to the switch bank; redundant switches must be located on the wall as close as possible to each entry door to the room.
Lighting and Switching Specifications (CTSG-014)

A. Soft Lights directly in front of projection screen must be able to be turned off (including turning off any motion sensor so they do not come back on inadvertently).

B. Lights in the student seating area of the room must be dimmable to allow for low-level illumination (for note-taking) or completely off (for watching videos, etc., where no note-taking is needed).

C. The "master" bank of light switches that control the entire room must be installed on the wall behind or next to the podium for easy access (unobstructed) when lecturing; the instructor must not have to walk more than two steps to manage the lights during the class.

D. At least one light switch must be placed near the entrance of the room. This will let room users turn on at least a portion of the room lights so you can safely enter the room (and turn off the light when leaving).

E. Any occupancy sensors must have the ability to be overridden using the light switches at the instructor podium so the entire room can be darkened or illuminated during a class, under control of the instructor.

F. Light switches must be labeled, ideally with pocket inserts, so the instructor knows what the switch turns on/off. You mustn't have to use trial and error.

G. A motorized screen switch must also be placed near the podium, and labeled. The switch must have up/down/stop (three buttons). Primary control of the screen will be under Crestron touch-panel control, but the manual wall switch must be able to override the Crestron system to allow for manual control.

H. Sight lines – lighting should be flush to the ceiling – or dropped in a way as to not obstruct projector throw to screen.
**Touch Panel**

Screen shots must be submitted to Towson University for review prior to project competition

*Note: We have transitioned to the Crestron TSW-760 panel which eliminates the hard buttons. The options will still be present in the same locations but as “soft” buttons instead.

**Overview (CTSG-015)**

The Crestron TPS-6L combines 12 "hard" switches on the left and right sides of the device with a touch panel "inner core" that allows the programmer to include other interface components: display messages, selection menus, submenus, status indicators, etc. Hard buttons are permanently etched into the control unit bezel; they cannot be changed once the final design is chosen. When a hard button is clicked, the text in the touch panel area describes the functionality ("behavior") that must follow.

**Natural Flow Patterns When Moving Between Controls (CTSG-016)**

A. The user begins the experience with the Start button and works their way through the left panel of hard buttons. The Start button doesn't do much except tell the user what to do next: step through the other buttons on the left-hand panel and turn on the projector, select their audiovisual source, and lower the screen. When class is done, they'd press the Finish to shutdown the system. This kind of natural flow pattern helps guide the movement of a user through a class session.

B. When deciding on what goes on the left-hand panel of hard buttons vs. the right, we followed people's natural reading style for a two-column presentation: you start at the left-most column, read your way from top to bottom, then move on to the next column, doing the same: top to bottom.

C. Secondary controls, menus, and submenus then appear "on demand" in the touch panel based on choices made by pressing a hard button. This follows people's natural skimming style: periphery first (the left and right hard-button panels), followed by the content in the central field (the touch panel).

**Status Bar (CTSG-017)**

The status bar will be always visible at the bottom of the touch panel. It will include the current time of day (12 hour time); current sound level; currently active audiovisual source(s) on the dual-image projector; projector on or off (it won't be obvious if it's in No Show); and annunciators to show whether No Show or No Sound is selected. Since it's a status bar and non-interactive, small but clear icons are acceptable. Example: the sound volume in Windows has a little speaker icon in the System Tray; when muted, there's a red line through the speaker.

**Nesting Menus in Layers (Drilldown) (CTSG-018)**

Generally, anything more than one layer deep must be avoided; forcing the user to drill down tends to create confusion in how to get back out. Where possible, a flatter approach is better—provided the interface isn't too cluttered. When a need to nest is believed to be warranted, we will explore other options.
If used, there must be a clearly labeled "Back" or "Cancel" button, and other things would need to be locked out while the submenu is active.

Article CTSG-018; Version 1; Last Revised 5/18/2012

**Fonts and Colors (CTSG-019)**

A. Colors that carry intuitive meaning for people in other contexts must be used in lieu of trying to showcase the university colors. Examples: for status indicators, red = off/stopped/extreme, green = on/within allowable limits/etc., yellow= borderline/cautionary range. InfoComm provides additional guidance on color usage. It is not absolute, but it is a valuable guide.

B. For multiple button selections with only one permissible choice (e.g., selecting the primary audiovisual source), the button the user selects must appear depressed to be very clear the choice has been made. When one is selected, the non-selected buttons must be raised. Any buttons that are not appropriate for the context or not an allowable option must be grayed out.

C. Flashing text must be used sparingly for imperatives, emphasis, in-transit states, or vital messages.

D. When raising the volume the color must go from green to yellow to red

E. TU Standard Settings:
   a. Font – Arial
   b. Main Titles – 14 Bold
   c. Button Column Titles – 14
   d. Button Text – 11
   e. Other Text – 11
   f. Alias setting: Anti-Aliased

Article CTSG-019; Version 1; Last Revised 5/18/2012

**Hard Buttons (CTSG-020)**

A. The following hard buttons must be present:
   a. Start – Press to begin using the system, wakes up screen. Must be the only button that can be pressed when at the splash screen.
   b. Project – Press to lower screen and turn on the projector
   c. Source – Displays list of sources to select from
   d. Screen – Displays manual screen controls
   e. Finish – Press to turn system off
   f. Microphones – Press to select whether to use microphones
   g. Volume – Press to change the volume of the system
h. Video Camera (formerly Record) – Press to begin a recording session if the room is equipped with lecture capture or Camera Control Page if room has PC-connected camera.
i. Video Conf. – Press to bring up Video Conferencing Page
j. No Show – Press to temporary stop sending image to projector
k. No Sound – Press to temporarily mute the system. If the system is muted, press to unmute the system. Pressing the volume up or down buttons must also unmute the system.
   i. “No Sound” function must mute all audio coming from the system including any microphone currently set to "Use." All current “Use” or “Don’t Use” states must be cached at this point.
   ii. When "No Sound" is turned off, all microphones should be restored to the cached "Use" or "Don’t Use" state they were in prior to "No Sound" being activated.
   iii. Un-muting any source by pressing the “mute” button or changing the volume must explicitly place “No Sound” to the “not on” state. Cached states are to be overwritten the next time “No Sound” is set to “on”.

B. Hard buttons must display a “feature not available” message if not applicable to the room. See “Recording Control Page” for rooms without cameras in Appendix A.

C. Pressing any hard button (or the screen itself) must wake the screen if the touch panel is in sleep mode

D. For the TSW-760/752/750 Touch Panel, the hard buttons must control the following functions:
   a. Power Button = emulate the START/FINISH buttons
   b. Home Button = Emulate the SOURCE button
   c. Light Button = Title: “Lighting Control Page” Text: “Lighting control is not available in this room”
d. Arrow Up = Main volume up. Pressing the volume up or down buttons must also unmute the system.
e. Arrow Down = Main volume down. Pressing the volume up or down buttons must also unmute the system.

**Soft Buttons (CTSG-021)**

Please see Appendix A

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**Defaults on System Start (CTSG-022)**

No Sound active during system start-up and shut down

Mute microphone (“Don’t Use” position) and MP3 by default

Volume at default level (Approximately 60-65 decibels when measured from the center of the room)

Podium computer must be selected as the source (or laptop if no podium computer)

TV must be tuned to CNN unless stated otherwise

All buttons (Hard and soft) must be locked out during the startup and shut down of the system.

Date and time in lower right hand corner must be in the following format on all pages: July 18, 2012 12:00 (make sure text box is large enough to accommodate September). Time must be synced with the network.

Crestron Touch Panel screen must not go to sleep while system is on

---

**Source Page (CTSG-023)**

The Source Page must be laid out like the example below in this exact order:

1. Computer
2. Laptop
3. Document Camera
4. DVD
5. Auxiliary
6. TV
7. Auxiliary HDMI
8. Wireless Input

If the podium computer had dual monitors, a “Secondary Monitor” Button must be placed directly below the “Computer” button to allow either image to be shown to any display in the room. There must always be an
“Auxiliary HDMI” Button separate from the “Laptop” (VGA) button. All other sources must be hidden unless present in the system. This includes dual display options if dual image is not available. Image Adjust side button must be hidden on digital sources where no adjustments are possible (i.e. HDMI, DVI, other fully digital sources). Fully digital systems (i.e. Crestron DMPS3-4K-350-C) will not have VGA or composite video inputs and no image adjust options available on any source. Left and right image source list must mirror each other (button must be blacked out on opposite source list when selected). On rooms with single source display, “Clear” button must be removed.

Left and right image must be stage left and stage right, meaning the instructor’s left and right while facing the students. (http://plays.about.com/od/basics/ss/stageright.htm)

Security

Locks (CTSG-024)

1. Compartment with A/V rack must lock separately from CPU compartment
2. CPU compartment must not be lockable (unless absolutely needed to be secured)

3. A/V rack lock must be a non-electronic combo lock (no-batteries)

4. Core drilling must be used for new buildings, otherwise locking wall plates/receptacles must be used
   - OTS has identified the following model to use with A/V wall plates that contain DM, Control, and Speaker cable connections:
     - The wall box must be labeled “Specialty Ports Do Not Disconnect”

<table>
<thead>
<tr>
<th>SKU</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI-DBP2</td>
<td>Arlington Industries Medium-Sized, Vertical Mount Dri-Box Adapter w/ Non-Metallic Dual Gang Base- White</td>
</tr>
</tbody>
</table>

- Red Crestron network cables must be secured to the networking wall ports using this model of lock:

<table>
<thead>
<tr>
<th>SKU</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN-PSL-DCPL-RD</td>
<td>Panduit-“Package of 10” Flush Mount RJ45 Plug Lock-in Devices and One Installation/Removal Tool</td>
</tr>
</tbody>
</table>

Sonic Shock (CTSG-025)

A. Sonic Shock alarms must be attached to the following equipment items, unless otherwise specified in a statement of work: projectors, large screen displays, and all podium equipment (document cameras, media players, Crestron processors).

B. The Sonic Shock must be mounted in document camera drawer.

C. DVD/Blu-ray need not be alarmed IF it is rack mounted with security screws.

D. Sonic Shocks must be attached to SMART podiums and all-in-one PCs/Macs.

E. If there is a reason to locate the Sonic Shock elsewhere (e.g. not in the drawer), an exception must be requested through the Instructional Services Engineer.

F. Sonic Shock Stickers must be affixed to projector.

G. Sonic Shock keys must all be keyed to the TU master.

H. BULLETIN 14-1: Regarding Sonic Shock Inclusion for VSI Installations and Replacements
Background

There has been confusion on when and if Sonic Shock alarm units are to be included in installations. This usually comes into play when TU staff inspect work at the conclusion of a job. This bulletin must clarify the Sonic Shock expectations for both VSI and TU.

Pertinent Contract Language

1. The terms and conditions of the On-Call Contract call for the following in the Security section:
   A. One or more Secure-It Sonic Shock SSA-100 units shall be used to secure the following components in the instruction workstation: computer, monitor(s), visual presenter, Extron or Crestron controller, and Blu-ray/DVD player

2. One or more Secure-It Sonic Shock SSA-100 units shall be used to secure the projector(s), audience flat panel, and other major pieces of equipment not permanently housed in the instructor workstation.

Intention

The intention of the language in the contract, as I wrote it, was that it would apply primarily to these types of jobs:

1. Installation of a new complete system
2. Substantial renewal of an existing system, such as refresh of the AV core
3. New or replacement installations of individual pieces of equipment which would normally be equipped with a Sonic Shock as defined in Security sections A and B.

Example Scenarios

1. TU requests a new classroom system to be designed and installed in a classroom that has no existing system. A Sonic Shock would be expected to be provided in accordance with contract terms in Security, Sections A and B.
2. TU requests a projector replacement; the projector is obsolete and a newer model is desired. A Sonic Shock would be expected to be provided in accordance with contract terms in Security, Section B. The work requested is directly tied to a piece of equipment that requires a Sonic Shock.
3. TU requests a projector replacement as above; when the room is inspected, the TU staff member notices a missing Sonic Shock alarm on another piece of equipment which would be normally alarmed, such as a document camera. A Sonic Shock would still expected for the projector; however, TU would not expect contractor to provide or install a Sonic Shock for the document camera.
4. Visual Sound’s sole due-diligence expectation would be to report the omission with the document camera if the installer happened to notice it in the course of the projector work; to be clear, a formal inspection of the room is not expected in this case to determine whether all equipment specified in the On-Call Contract has Sonic Shock alarm(s). That is the duty and responsibility of TU staff in this case—except for the projector.

Basis of Interpretation

1. The contract terms and conditions supersede all other interpretations. We expect that products, services, and standards stated in the contract will be applied, whether explicitly quoted or not, to all jobs under the contract.
2. Variances between the contract terms and conditions and TU’s published standards must be worked out and addressed prior to issuance of a quote.

3. If TU or VSI waives something in the preliminary discussions leading up to a quote, it must be specified in the SOW as part of the quote submission. This will prevent surprises and misunderstandings for both parties.

4. Although TUs published standards provide additional guidance, if there is a collision between the standards and the contract, the contract prevails absent prior agreement.

5. The director is the sole person who will interpret the contract within the OTS Classroom and Computer Lab Technologies group.

6. If Visual Sound feels the interpretation is incorrect, the appeal path is TU Procurement.

Additional Notes

1. Since the contract’s inception, TU has waived the requirement for Sonic-Shock devices on the Crestron controller (touch panels), and the Blu-ray/DVD player, provided the player is secured in a rack with security screws or otherwise protected in a manner that TU would agree to.

2. TU has rescinded the engraving requirement. The potential damage to equipment and the difficulties it creates in executing warranty returns and replacements outweighed the potential security benefits.

3. TU will publish a bulletin to contractors whenever our published standards change in a substantive way.

4. Bulletins will not be issued for minor things such as correction of typos or grammatical errors, unless they are substantive (e.g., touch panel verbiage) and could affect contractor work or services.

Classroom (CTSG-026)

A. Swipe Locks must be installed on main classroom entrance

B. All keys (i.e. podium) must be turned over to Manager of Classroom Technology.

C. All equipment must be engraved with “Towson University”

D. It is recommended that classrooms that feature computer labs have an alarm code for access.

A/V Rack (CTSG-027)

A. Use security screws to rack-mount equipment

B. Racks that are outside of podiums must have their own keyed locks

C. All rack equipment that is capable of having a password must have one (Crestron controllers, routers, etc.)
Networking

Crestron Network Cables (CTSG-028)

All Crestron processors must be connected to network ports using RED network cables. This will help quickly identify which cable runs to the Crestron for installation and troubleshooting purposes.

Information Needed (CTSG-029)

A. Please see Crestron Worksheet for information needed to add Crestron equipment on the TU Network: Crestron Worksheet

B. Once a port is configured the red Crestron network cable must remain plugged into the same port and port must be labeled with a “C”.

C. All Crestron processors must have the following DNS servers entered in settings: 10.20.1.5 and 10.20.1.6

Routers/Switches (CTSG-030)

A. Any switches being used in the podium must first be approved by Towson University’s network group.

B. Items such as computers and Crestron equipment cannot be plugged into the same switch since they use different VLANs. Only one VLAN can be assigned to a switch/router so all devices must match this VLAN.

C. Red network cables must be used to connect the router/switch to the wall port if a Crestron device is connected to the router/switch.

D. Routers/Switches must not be plugged into any other port besides the one that was specifically configured for it or it could pose a security threat to the TU network.

VLAN (CTSG-031)

A. All Crestron processors must be on VLAN 541

B. All video conference equipment (i.e. Cisco C40) must be on VLAN 540
Wall Ports (CTSG-032)

A. All Network ports must be installed with non-user accessible wall plates so that cables cannot be unplugged

B. All DM cables that have RJ-45 style connectors must also have non-user accessible wall plates so that cables cannot be unplugged

Crestron Fusion RV (CTSG-033)

A. All Crestron systems must be connected to Crestron Fusion RV

B. All Crestron systems must have an Xpanel loaded on the Crestron Fusion RV server

C. All Crestron systems must have the “device usage” model loaded to report on all sources and “dual image” functionality.

Crestron Code (CTSG-034)

A. The latest version of the un-compiled Crestron processor and touch panel code must be uploaded to the Crestron code share (\customshare\cclt$) every time a change to the system is made following the guidelines outlined in the instruction document located on the share.

B. A wiring diagram must be uploaded to the Crestron code share (\customshare\cclt$) every time a change to the system is made.

C. All serial numbers must be uploaded to the Serial Number SharePoint site: https://tu.sharepoint.com/sites/cclt/Lists/Towson%20University%20Serial%20Number%20Spreadsheet/AllItems.aspx

Appendix A

Crestron Touch Panel: Soft Buttons TSW-760/750/752 (CTSG-035)

TSW-760/750/752 Panels must generally follow the same guidelines as the TPS-6L below

Splash Screen
Logo must point to live web graphic located here:
https://webapps.towson.edu/classroomtechnology/web_documents/TowsonUlogo.png

Help Screen

Please call (410) 704-8324 (4TECH) for assistance with the audiovisual system.

If button other than “START” is pressed
Welcome screen

Press START to begin using the audiovisual system

TOWSON UNIVERSITY

Press PROJECT to start the Projector

When you are done with your class or presentation, press FINISH to shut down the audiovisual system

March 14, 2016 9:50 AM

Projector Status
Projector Status

Projector is warming up

Please be patient

This will take 30 to 40 seconds. All other controls are locked during the warm-up period.
Control fly out

Source Select page for rooms with two displays (i.e. projector and LCD). “Computer Secondary” enables extended desktop so windows can move from one screen to another (i.e. dual monitors).
Display Select Page (appears when pressing START>PROJECT or “Display Select” on the source page)
Document Camera controls

Screen Control page
Touch Panel Cleaning page

**Touch Panel Status**

Time Remaining

Controls on the panel are now suspended so you can clean it with a soft, dry cloth.

Microphones page

**Microphones**

Podium Microphone

Use

Don't Use

Lavaliere Microphone

Use

Don't Use

Ceiling Microphones

Use

Don't Use

Microphones page in room without mics
Microphones are not available in this room.

Volume page

Advanced Volume Control page
Advanced Volume Control page in room with microphones

Video Camera (formerly Record) Page
Video Camera (formerly Record) page in room without camera

TV Control Page
Proctor Cooling Down

System is powering off

The audiovisual system is powering off...please wait

Please make sure you logoff from the computer and secure the room

System Offline Page (Appears if touch panel loses its network connection)

System Offline

The audiovisual control system is offline. Please call (410) 704-8324 (4TECH) for assistance.
For rooms that require an “Audio Only” Option

Press START to begin using the audiovisual system

Welcome

Press PROJECT to start the video projector

Select "AUDIO ONLY" if you don't need the projector

When you are done with your class or presentation, press FINISH to shut down the audiovisual system
Apple TV Source button
Apple TV Controls

DVD Control Page
Crestron Touch Panel: Soft Buttons TPS-6L (CTSG-036)

Splash Screen

Press START to begin using the audiovisual system

This screen must appear if a hard button other than START is pressed. The extra arrow must disappear 10 seconds later if no further action is taken.
Start (If the START button is pressed and the user does not press PROJECT to continue with startup it must return to the splash screen in 30 seconds.)
Projector Power on (Status bar must be adjusted to go as quickly as possible on a projector by projector basis depending on startup time)
Projector Status

Projector is warming up

Please be patient

This will take 30 to 45 seconds. All other controls are locked during the warm-up period.

Projector already on page
Source Select Page (Digital sources will not have “image adjust” sub-pages). Note: The “Optional/Dual Image” column must list all sources on systems that use a TV One dual image processor. The screen shot below was taken from a system using the dual image function built into the projector.
Screen Control Page (Must not be available if no electric screen)

Buttons must turn green when depressed for feedback. All must return to their normal white color when not being pressed.
Image Adjust (Analog systems only)
Volume (when raising the volume the color must go from green to yellow to red). Pressing the volume up or down buttons must also unmute the system.
Advanced Volume (when raising the volume the color must go from green to yellow to red). Pressing the volume up or down buttons must also unmute the system.
Podium Microphone (If no Microphones are installed, page must read: "Microphones are not available in this room". If non-controllable microphones are installed, page must read “Microphone control is not available in this room"
Wireless Microphone (must add third set of identical buttons titled “Handheld Microphone” if one is present in the room)
Video Camera (formerly Record) (if no camera present)
Recording Control Page

Recording is not available in this room.

Record Password (see Instructional Services Engineer for code)
Enter Passcode

Please enter a valid password to gain access to the recording controls

20

1  2  3
4  5  6
7  8  9
Clear 0 Back Space

Record (For Mediasite only) Note: Titles must be bold to match DVD control page
Record (For Cisco Only)
Camera Control Page (preview of video must appear behind camera controls)
Stop Recording (For Mediasite Only)
Confirm Stop for Mediasite Recording

Do you really want to stop Mediasite recording?

[Yes ] [No]

Warning: Pressing "Yes" will completely end this session and the presentation will be saved. You will not be able to resume recording. If you just want to pause, press "No" instead

Stop Recording (For other solutions)
Document Camera Control Page (Only include if doc camera can be controlled by the Crestron)

*A rotate button must be added to accommodate using the document camera as a student facing camera.
DVD/Blu-ray Control Page

Document Camera Control Page

Lamp
- On
- Off

Zoom
- In
- Out

Focus
- Auto Focus
- +
- -
DVD/Blu-ray Advanced Control Page

Menu Navigation Controls
- Menu
- Audio
- Enter
- Sub Titles
- Exit Menu

Directional Controls
- Stop
- Play
- Pause
- Rew
- Ffwd
- Prev
- Next

Advanced Menu Controls
Load / Eject

June 17, 2014 10:36
Help

The Help button must display the following text:

Please call (410) 704-8324 (4TECH) for Assistance with the audiovisual system.
Please call (410) 704-8324 (4TECH) for assistance with the audiovisual system.
Important Message

25

TV
TV Full Screen
TV Presets
Video Conference (For Polycom Only)
VTC Camera Controls

Video Conference (For Cisco Only)
Monitor Control Tab
Finish (Note: “Yes” must automatically be selected after 1 minute of inactivity)
Goodbye (Status bar must be adjusted on a projector by projector basis and go as quickly as safely possible)
Projector Cooling Down

System is powering off

The audiovisual system is powering off...please wait

Please make sure you logoff from the computer and secure the room
Appendix B

Crestron Push-Button Systems: Hard Buttons (CTSG-037)

MP-B20 (MPC-M20)

A. Types of Crestron push-button systems
   a. MP-M series require a separate MPS system:
      MP-B10
      MP-B20
   b. MPC-M series do not require a separate MPS system:
      MPC-M10
      MPC-M20
   c. The 10 series has 10 select buttons, two rows
   d. The 20 series has 15 select buttons on three rows and 5 navigational buttons

B. Color of panel
   a. The Crestron push-button systems are available in black or white.
   b. The black system must be used in all cases unless otherwise specified by TU
   c. The body, faceplate and mount must all be of the same color

C. Color of inserts
   a. On black push-buttons the printed inserts must be black with white lettering
   b. On white push-buttons the printed inserts must be white with black lettering
c. On any buttons not used the insert must be filled with a blank that matches the color of the faceplate

D. Style of inserts
   a. The lettering on the inserts must be in all caps and be centered on space
   b. Two lines may be used but only if required by the length of text

E. Screws on faceplate
   a. The screws on the push-button faceplate must be the screws designed for the system and must match in color

F. Which panel to use
   a. The Crestron MP-B20 is the standard that must be used for most installations
   b. The MPC-M20 must only be used when it is not feasible to also install a MPS
   c. MPC-M10, or MP-B10 must only be used in Tier 1 installations where there is only a wall port and no DVD/VCR to be controlled

G. Standard buttons
   First Row
   a. SYSTEM ON/OFF – Turns the system and projector on and defaults to PC as the main source, press again to turn system and projector off. If system is equipped with an electric screen this button must also raise and lower it.
   b. AUX – Switches to the analog composite video source
   c. AUTO IMAGE – Automatically adjusts image on analog sources must be turned into an HDMI source button on digital systems
   d. No Sound – Press to temporarily mute the system.
      a. Pressing the volume up or down buttons must also unmute the system.
      b. “No Sound” function must mute all audio coming from the system including any microphone currently set to "Use." All current “Use” or “Don’t Use” states must be cached at this point.
      c. When "No Sound" is turned off, all microphones should be restored to the cached "Use" or "Don’t Use" state they were in prior to "No Sound" being activated.
      d. Un-muting any source by pressing the “mute” button or changing the volume must explicitly place “No Sound” to the “not on” state. Cached states are to be overwritten the next time “No Sound” is set to “on”.
   e. No Show – Press to temporary stop sending image to projector

   Second Row
   f. PC – Switches to the computer source
   g. DOC CAMERA – Switches to the document camera
   h. LAPTOP – Switches to the laptop connection
   i. DVD – Switches to the DVD player
   j. VCR – Switches to the VCR

   Third Row
k. Play symbol – Press to start playing a DVD or VHS tape, press again to stop
l. Pause symbol – Press to pause a DVD or VHS tape
m. Rewind symbol – Press to skip rewind VHS tape or skip backwards on a DVD
n. Fast Forward symbol – Press to skip forward on a VHS tape or DVD
o. MENU – Brings up the DVD menu
p. Directional buttons control DVD navigation functions

Appendix C

Podium Drawings (CTSG-038)

Adjustable Height – Left Shelf
## CUSTOMER APPROVAL SHEET (NSDS)

**Product Type:** Custom  
**Quote #:** 197368/Dalo

**Item #:** 55178-20112  
**Phantom Product Ref Item #:** 55179-20103

### Description:
Honors Lectern, Surround, CC700, 1.75" Dia. Hole, FMPMB

### Variable | Outcomes
---|---
Laminates | Fusion Maple 7900-50 T1
Edgeband | Fusion Maple 3MM
Metal Finish | Black
Lectern Style/Ob Cutouts | Surround
Shelf | Flip Up Shelf Left
Rack Options | Slide-In Rack Cube
Logo Panel Option | NONE
Installed Core Pwr Module | None
Cove Color | No Core/Color was Selected
Custom/Additional Cutouts | Worksurface Cutout CUSTOM CC700 & 1.75" Dia. Hole

### Cut Out Details:
1. **CC700**  
2. **1.75" Dia. Hole**

#### Cut Out Details (2):

- Shock Mount for Shure Mic

### Logo:
- n/a

### Original Artwork:
- n/a

### Other Notes:
1. Location of CC700 to fit into cutout in secondary worksurface (2018 Lookbacks)
2. 
3. 

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**Spectrum Industries | Office and Educational Furniture**

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S:\\AXAPTA DOCUMENTS\Adapta Document Storage\Customer Approval Sheets\00475059  
1 of 2  
F-720-004-F
By signing the Customer Approval Sheet the customer agrees that all changes listed above are correct.

No orders for non-standard products will be accepted without a signed Customer Approval Sheet.

Please submit both pages of this approval sheet when returning to Spectrum.

**Non-standard products are non-returnable, non-refundable and can require a lead time of up to 6-12 weeks depending on the complexity of the changes and the time of year.**

---

Approved By: ___________________________ Date: ___________________________

(signature)

(print name)
**Credenza Drawings (CTSG-039)**

MPRC28  
42"w X 30"h X 23"d Rack credenza  
(2) sets of RRF-14 rack rails  
color: wa fusion maple 7909-60 w/matching 3mm pvc  
qty: 3

*Any changes from this design or questions must be directed to Brian Raley, Instructional Services Engineer, at braley@towson.edu*

**Appendix C**

**Non-Standard Rooms (CTSG-040)**

**Towson City Center 209:**

Primary image duplicated on 2nd projector.

Dual image button will project secondary image on other projection screen

Small display on monitor on podium shows instructor camera

Rear display mirrors primary source
Rear display shows distance learning location during video conference.

Article CTSG-040; Version 1; Last Revised 5/21/2012

Lecture Capture Scenario for Cisco Codecs (CTSG-041)

1. The "Record" hard button will be pressed on the touch panel

2. Client will be prompted for a pass code

3. A screen with a Qwerty keyboard will come up asking the client to "Enter your NetID to start recording:" (the crestron will need to be programmed to add "@video.towson.edu" to the end of whatever is typed). Paul will follow up with exact command. The command for number 3 will be "xCommand Dial Number:netid@video.towson.edu Protocol:Sip CallRate:4000<LF>" where netid will replace by keyboard entry.

4. A back button must be present to go back to keyboard screen if something is miss typed.

5. A stop recording button must be available to hang up the call. There must be a confirm dialog box before actually stopping the recording. The confirmation must use the general design of the message presented to the user when they press Finish to shut down the system. Use “Are you sure you want to stop recording?” for the verbiage and include Yes/No buttons, as with the Finish confirmation.

Article CTSG-041; Version 1; Last Revised 6/12/2014
Tracking Log

11/09/2018 – Updated all instances of DMPS3-4K-300-C to DMPS3-4K-350-C

1/11/2019 – Updated fire alarm/annunciator restrictions

1/24/2019 – Updated logos

2/07/2019 – Updated Adjustable Height Podium documentation

4/08/2019 – More clearly defined “No Sound” functionality

5/15/2019 – New dual image standard