

Using the Classroom Equipment



Using the Crestron

Turning the Crestron on

1. If the Crestron screen is blank, touch anywhere on the screen to display the controls. Give it a moment to warm up.
2. To use the projectors touch the **Two Projectors** button. If you only wish to use audio select the **Audio Only** button.



Change Source that Displays on Projectors

Use the buttons towards the top-right corner of the page to change the source of the projectors to the Doc Cam, Laptop or other device.



Adjust Lighting

Use the buttons at the bottom of the screen to adjust the lighting. There is a different button for each type of light in the room. Touching these buttons will switch that type on or off.



Adjust Audio Levels

Touch the **Mic Volume** and the **Volume** arrows toward the top-left corner of the screen to adjust the audio levels.



Temporarily Hide the Display and Mute the Audio

Touch the **Mute Projection** icon towards the bottom-right corner of the screen to hide projection and mute audio. Push it again to display the projection and unmute the audio.



Connecting a Laptop or Other Device to the Projectors

1. Use one of the cables available on the desk depending on the input of your device.
2. On the Crestron select Laptop (or the appropriate input) as the source.

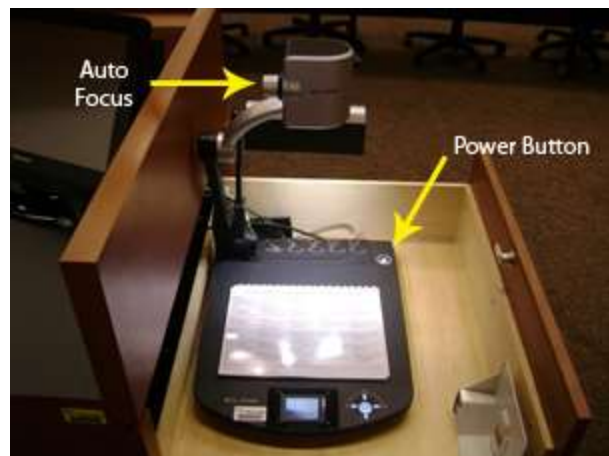
The Crestron may prompt you for additional steps about the input. If help is needed contact an EdTech staff member (in room or via radio)

We recommend you come to the classroom early to test out your equipment beforehand! Some laptops need additional adaptors or settings changed when attaching an external display. Supported adaptors include Apple iPad/iPod, VGA, DVI and HDMI. (some adapters are provided in the console drawer)



Using the Document Camera

1. Pull out the drawer on the right side of the workstation.
2. Lift the light and projector off the projection surface.
3. Push the power button on the top-right corner of the projection surface.
4. Adjust the light and the projector to a position that best captures the document you are projecting.
5. Push the button on the left-hand side of the projector to auto focus.
6. On the Crestron select Doc Cam as the source.



Recording Lectures

Ed Tech records all lectures for students to view online.

If you prefer the lecture ONLY be available by request, please notify Ed Tech staff and your class videos will be made available on DVD in Library by appointment and approval by module director.



Need Help?

EdTech staff will be available 10 minutes prior to the start of each class to test the presentation PowerPoint and other technology being used.

Is no one present?

Use the radio to call for Ed Tech. Push and hold the large button on the left-hand side, wait for the beep and say “support needed in room ____”



Prefer to use a phone over the radio?

Feel free to call us at 6-4159 but please note we may be out of our office! We guarantee to be on call with our radios at any moment while classes are in session.