Gaylord College Classroom Technology

Rooms 1030 and 1040
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Alarm

You will need an alarm code before continuing.
Alarm

- **To turn off the alarm,** when you enter the room, the alarm will beep and the screen will read, “Entry Active. Enter your code.” Turn off alarm by entering your 4-digit code. It is not necessary to push any other buttons. The alarm should quit beeping and the screen should display the date and time.

- **If the alarm does not beep** and displays only the date and time, the alarm was not set.
Alarm

• **To set the alarm**, close the lab door. Then enter your 4-digit code. It is not necessary to push any other buttons. The alarm will beep, and the screen will read, “Exit delay in progress.” You will have a short amount of time to exit the room. The door will lock behind you automatically.
Room Computer

You will need the Crestron code and faculty login for the room computer before continuing.
Room Computer

- If the Crestron screen is dark, touch the screen to wake it up.
- Then touch the screen to begin.
Room Computer

• Enter the Crestron code and tap enter to start the projection system.

• The main menu screen will appear. From here, you can select any function.
Room Computer

- On the left side of the Crestron screen, choose Computer, then Room Computer as the video source.
- The image will project onto the WhiteBoard.
Room Computer

- If the faculty workstation monitor is dark, push Enter to wake it.
- **Log in to the faculty workstation** using the faculty login.
- Upon login, listen for a high-pitched tone indicating the WhiteBoard has connected to the workstation.
Room Computer

For PC Users

- Word and PowerPoint files are usually PC-Mac compatible.
- **To open a program**, click on the program icon. The icons are in the dock (row of program icons) along the left or bottom of the desktop.
- **To right click**, push control and click the mouse.
- The Trash is the last icon in the dock.
- **Access the internet** using Safari, Mozilla, or Firefox if needed.
Room Computer

- **To use a USB drive,** insert the drive into the USB port on the front of the tower under the desk.
- An icon for the drive will appear in the upper right corner of the desktop.
- Double click on the icon to view the files.
- Open a file by double clicking it or clicking once and dragging the file to the appropriate program in the dock.
Room Computer

• When finished, **stop the drive** by clicking the icon once and dragging it to the Trash.
• Pull the drive out of the port.
Room Computer

- To extend the CD tray, push the arrow in the upper right corner of the keyboard.
- The tray will extend from the tower under the desk. Put the CD in the extended tray.
- Push the arrow key again to close the tray.
Room Computer

- **The CD will appear as an icon** in the upper right corner of the desktop.
- Double click the icon to view the files.
- Open a file by double clicking it or clicking once and dragging the file to the icon of the appropriate program in the dock.
- When finished, **eject the CD** by pressing the arrow button on the keyboard.
Room Computer

- Log out the faculty workstation when finished. Click on the Apple icon in the upper left corner and select Log Out Gaylord Faculty. (Do not shut down the computer.)
Room Computer

- To shut down the projection system, choose Exit on the Crestron screen.
- Then confirm by choosing Exit and “Turn system OFF.”
Walk-and-Talk WhiteBoard

Follow Room Computer directions for starting the projector and logging into the room computer.
Walk-and-Talk WhiteBoard

- **The remote** should be in a holder on the wall by the WhiteBoard.
- **Press the Projection button** at the top right of the remote.
Walk-and-Talk WhiteBoard

• To control PowerPoint slide presentations, use the arrow keys or the back button on the remote.
Walk-and-Talk WhiteBoard

- To toggle between the annotation tool and the cursor, use the Cursor/Pen button at the center of the remote.

- Important Note: **Switching from the annotation tool to the cursor will erase all notes made with the annotation tool.** If you want to save what you have written, be sure to save a screen shot before switching tools (see below).
Walk-and-Talk WhiteBoard

- **To control the computer from the WhiteBoard**, use the cursor option. To move the cursor remotely, use the trackpad and (L) (R) keys.

- **To write on the board**, use the annotation tool. To bring up the pen styles menu, press the Pen Style button to the left of the Cursor/Pen button. Use the stylus or your finger to select a pen style.
Walk-and-Talk WhiteBoard

• To erase all writing, press the Erase All button at the top left of the remote.

• To erase some **writing**, bring up the Pen Style menu to select an eraser tool.
Walk-and-Talk WhiteBoard

- **To save a screen shot** as a .pdf file to the desktop, press the Save button at the bottom right of the remote.
- **To print a screen shot**, press the Print button at the bottom left of the remote.
Walk-and-Talk WhiteBoard

• **When you have finished** using the WhiteBoard, select the cursor option, so you can control the computer from the workstation.

• Refer to the Room Computer directions for logging off the computer and shutting down the projection system.
Laptop

You will need the Crestron code before continuing. (For Mac laptops, you will need a DVI to VGA adapter.)
Laptop

- To the left, there is a **cabinet with several cords** on the side.
Laptop

- The VGA cord is labeled Computer.
- **For a PC, connect the VGA cord** to the monitor port on your laptop.
Laptop

• **For a Mac laptop**, you will need a DVI to VGA or mini DVI to VGA adapter. There are several models so be sure to use the appropriate adapter for your laptop.

• Connect the adapter to the VGA cord and to the DVI port on the laptop.
Laptop

- **There is a power strip** on top of the desk and an outlet on the wall behind if needed.
Laptop

• If the Crestron screen is dark, touch the screen to wake it up.
• Then touch the screen to begin.
Laptop

• **Enter the Crestron code** and tap enter to start the projection system.

• The main menu screen will appear. From here, you can select any function.
Laptop

- On the left side of the Crestron screen, choose Computer, then Laptop as the video source.
- The image will project onto the WhiteBoard.
Laptop

- **If the projector says “No signal,”** you may need to change the laptop’s settings to output to a monitor.
- **For a PC,** right-click on the desktop or push the display key on the keyboard.
- Look for a choice such as Graphics Options and Output To.
- Choose an option such as Monitor or Dual Display.
Laptop

• **For a Mac**, if the image projected is only part of the laptop’s screen, from the Apple Menu, select System Preferences.

• The System Preferences dialog box will appear. Under Hardware, choose Displays.
Laptop

- The Color LCD dialog box will appear.
- Click the Arrangement tab.
- Check the box by Mirror Displays. (This option will only appear if the laptop is connected to the projector.)
- Note: Some laptops will automatically mirror the displays.
Laptop

- To shut down the projection system, choose Exit on the Crestron screen.
- Then confirm by choosing Exit and “Turn system OFF.”
DVD

You will need the Crestron code before continuing.
DVD

• The DVD player is in a cabinet to the left with glass doors.
• Put the DVD in the player.
• If the Crestron screen is dark, touch the screen to wake it up.
• Then touch the screen to begin.
• Enter the Crestron code and tap enter to start the projection system.
• The main menu screen will appear. From here, you can select any function.
DVD

• On the left side of the Crestron screen, choose **DVD** as the video source.

• The image will project onto the WhiteBoard.
• The DVD is controlled from the Crestron screen. The blue buttons on the top are for menu selection. The gray buttons below are for playing, stopping, etc.

• The sliding bar controls the volume. You can also mute the sound, or keep the sound and mute the screen.
DVD

• To shut down the projection system, choose Exit on the Crestron screen.
• Then confirm by choosing Exit and “Turn system OFF.”
VCR

You will need the Crestron code before continuing.
VCR

- The VCR (Hi-Fi Stereo) is in a cabinet to the left with glass doors.
- **Put the video in the VCR.**
VCR

- If the Crestron screen is dark, touch the screen to wake it up.
- Then touch the screen to begin.
VCR

- **Enter the Crestron code** and tap enter to start the projection system.
- The main menu screen will appear. From here, you can select any function.
VCR

- On the left side of the Crestron screen, **choose VCR** as the video source.
- The image will project onto the WhiteBoard.
- Tap Screen Mode to switch to a smaller (4:3) image compatible with VHS.
VCR

- The VCR is controlled from the Crestron screen.
- The sliding bar controls the volume. You can also mute the sound, or keep the sound and mute the screen.
VCR

• To shut down the projection system, choose Exit on the Crestron screen.

• Then confirm by choosing Exit and “Turn system OFF.”
Cable TV

You will need the Crestron code before continuing.
Cable TV

- If the Crestron screen is dark, touch the screen to wake it up.
- Then touch the screen to begin.
Cable TV

- **Enter the Crestron code** and tap enter to start the projection system.
- The main menu screen will appear. From here, you can select any function.
Cable TV

• On the left side of the Crestron screen, choose Cable TV as the video source.
• The image will project onto the WhiteBoard.
Cable TV

• On the Crestron screen, **choose the station** by entering a number or using the up and down arrows.

• **The sliding bar controls the volume.** You can mute the sound, or keep the sound and mute the screen.
Cable TV

• To shut down the projection system, choose Exit on the Crestron screen.
• Then confirm by choosing Exit and “Turn system OFF.”
Document Camera

You will need the Crestron code before continuing.
Document Camera

- If the Crestron screen is dark, touch the screen to wake it up.
- Then touch the screen to begin.
Document Camera

- **Enter the Crestron code** and tap enter to start the projection system.
- The main menu screen will appear. From here, you can select any function.
Document Camera

• On the left side of the Crestron screen, choose Doc. Camera/Aux. Video as the video source.

• The image will project onto the WhiteBoard.
Document Camera

• The document camera sets on a cabinet to the left of the desk.
• If the camera is folded down, push the sliding button at the base and extend the camera.
You may need to extend the lamps on each side of the bed also.

Lay the document you want to view face up under the camera on the bed.
Document Camera

• **Remove the lens cap** from the document camera if necessary.

• **Push the large green power button** on the left side of the Document Camera.
Document Camera

- If the image does not **project**, make sure the cords are connected properly. At the back of the document camera, a black power cord and a yellow/red video cord should be plugged in.
- The yellow/red video cord should connect to the Video port on the side of the cabinet.
Document Camera

- ROTATE will turn the image 90 degrees.
- APERTURE changes the brightness of the image and makes it possible to have more or less of a 3D object in focus.
- ZOOM makes the image either closer or farther away.
- AF brings the image into focus.
- FREEZE keeps the current image on the projection screen even if the document is removed from the camera. Pushing the button a second time unfreezes the image.
- LAMP turns the lights on either side of the camera on and off.
- IRIS + and – change the brightness of the image. (Larger changes are possible than with Aperture.)
Document Camera

- **When finished**, turn off the document camera with the green power button.
- Replace the lens cap.
Document Camera

• To shut down the projection system, choose Exit on the Crestron screen.
• Then confirm by choosing Exit and “Turn system OFF.”
Window Shades and Lights
Window Shades

• By the door, there is a large white switch. Push the top of the switch to move the shades up. Push the bottom of the switch to move the shades down. Leave the switch in the middle when finished.
Lights

- **The gray switch** controls the main lights.
- **The sliding switch** controls the lights recessed into the ceiling.
Basic Troubleshooting
Basic Troubleshooting

• If the Crestron machine does not switch from one video source to another (e.g. DVD to computer)... 

• ...the switcher can be sluggish. Select the original source and switch again. Wait 30 seconds.
Basic Troubleshooting

• If the projection screen says No Signal…

• …if you are using your laptop, you may need to change your laptop’s settings so that it will output to a monitor. (See Laptop.)

• You can also try switching to a different function on the Crestron screen, waiting a moment and switching back to the function you want to use. Sometimes it will get the signal the second time.
Basic Troubleshooting

- If the projection system shuts down…

- …the system shuts down automatically in 3.5 hours. Wait 5-7 minutes and restart the system.
Basic Troubleshooting

• If the projector is not projecting onto the screen…

• …someone may have just shut the system down. The projector bulb must cool for 5-7 minutes before it will come on again.
Basic Troubleshooting

• If the projection screen asks to be calibrated...

• ...touch each corner of the projected image. It will project several images with different numbers of corners each time. Continue touching corners until you’ve touched 16. Then the screen should function normally.
Basic Troubleshooting

• If the projector will not project an image from the document camera...

• …the Video cord may have been unplugged. Check for a cord going from the video port on the side of the cabinet to the video port on the document camera. (See Document Camera for pictures.)
Basic Troubleshooting

• If the WhiteBoard responds in a different spot from where it is touched...

• …the wrong size of image may be selected. Press Screen Mode on the right side of the Crestron Screen to change the projected image’s size.

• The screen may need to be calibrated. In the upper right corner of the desktop of the room computer is an icon for the whiteboard. Click on the icon, then uncheck “Remember.” Click “Calibrate” and then push the projection button on the Walk-and-Talk remote. Then follow the above directions for calibrating. When finished, check “Remember” again so the next person does not have to recalibrate it.
Thank you for taking care of our equipment.

Questions?
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