Most auditoriums are equipped with a document camera, Windows PC, closed captioning, wireless mic, projector, DVD, VCR, and Crestron Control System.

Laptop Connection Capabilities

- Video (VGA)
- Network/Ethernet
- Sound (Audio)

Cabinet Key

- Check with your office manager to obtain the cabinet key if needed. Cabinets usually contain auxiliary items such as wireless mics.

Lighting and Screen Controls

- Lighting fixtures are different from building to building on campus. Many of the buildings that have been built or remodeled recently have lights that are motion activated and turn off automatically. The Crestron Control panel may be used to turn on the lights. (See next heading) Alternatively, some rooms use light switches and other use dimmer controls. In addition to overhead lights in the room, there are often fluorescent lights above the screen which can be controlled to better see a projected image.
- Some screens need to be lowered prior to use. Screens can either be lowered using the Crestron Control System, (see the next heading), or by using a control or switch that is located on the wall.

Crestron Control System

- Touch the “Crestron” touch screen to wake it up. The touch screen is on the instructor console.
- Touch the button labeled “Touch to Begin”
- The system will begin its power on sequence. A page called “Main Page” will appear when the system is ready.
- The computer will automatically be selected when the “Main Page” appears.

![Main Page](image)

**Windows Log In**

**Note:** The following rooms have only a Windows Machine and do not contain a DVD/VCR, laptop connections, or a document camera:

- Wick Science Building 302, 303, 305

- Activate Touch Panel (Touch the panel.)
- Choose "CPU" from "A/V Sources"
- Refer to computer monitor screen/instructor’s screen monitor to log on. (For additional help, click help button.)

![Windows Log On](image)

- St. Cloud State University HuskyNet logon appears (Ten-Minute log on.)
  - Browse this information and then click "OK"
- "Log On to Windows" dialog appears
- Provide HuskyNetID and Password (same combination as your e-mail login)
- Click "OK"

![Log On to Windows]

- Personal settings are loaded
- User is now logged on to instructional space

**Computer**

- On the "Crestron" display, touch the "Computer" button, so it appears grey.
- If a blank screen appears, move the mouse in case the computer is on standby.
- If that does nothing, confirm the computer is powered. A green light will appear in the lower middle of the computer if it is powered.
- If no green light appears press the power button, which is in the bottom center of the computer.
- If these options do not work, call the HelpDesk by pressing the "Hotline" button on the phone or by dialing 8-2077.

**Sound**

- After the system startup, volume will increase to roughly 60%
  - Tip: The bar graph indicator acts only as a relative level. This is not accuracy guarantee. This device is controlled via an IR signal, which is not guaranteed communication.
- To increase volume, touch “Vol Up” on the Crestron” display.
- To decrease volume, touch “Vol Down” on the “Crestron” display.
- To mute sound, touch “Mute Vol” on the “Crestron” display.
Wireless Microphone

- The wireless microphone is not for sound reinforcement in this room.
- The wireless microphone is designed to amplify the instructor’s voice during a lecture.
- Attach the microphone element roughly four inches away from the neck, and aim the element towards the neck.
- Attach the beltpack to your body in some fashion (typically in a pocket or on a belt). Be careful not to ruin the microphone cable or antenna.
- Turn on the beltpack.
- Push the BATT CHECK button and hold. Look at the LEDs. If there are any Red LEDs, replace the battery.

External Laptop

- Cables are located in the black compartment to the right of the computer monitor. Attach laptop cables before powering up the laptop.
- On the “Crestron” display, touch the “Laptop” button, so it appears grey.
- Power up the laptop. The image on the laptop should appear on the projection screen.

Document Camera
o On the “Crestron” display, touch the “Doc Cam” button, so it appears grey.
o Confirm the lens for the document camera is off.
o “Lamp” cycles through 1) upper lamp 2) lower lamp 3) no lamp.
o “Freeze” button captures an images, so you can show an image while placing a different document on the document camera.
o “Int/Ext” is non-functional.
o “Nega/Posi” cycles through positive and negative images.
o “AWC” automatically adjusts the color.
o “Red” increases or decreases the amount of red in the image.
o “Blue” increases or decreases the amount of blue in the image.
o “Tone” toggles between lighting best suited for text and best suited for images.
o “Mode” cycles through SXGA, SGA, SVGA, VGA.
o “Iris” increases or decreases image brightness.
o “Volume” is not used.
o “Zoom” allows you to adjust the distance of the image.
o “Focus” allow you to adjust the focus of the image.

Note: Some auditoriums will have a DVD/VCR Combo while other will have DVD and VCR units that are seperate.

- To insert or eject a DVD, press the eject button to the right of the DVD tray, not the button to the right of the VCR bay.
- On the “Crestron” display, touch the DVD or VCR button, so it appears grey. The DVD/VCR image will appear on the project screen. DVD/VCR controls will appear on the “Crestron” display, in addition to being on the player.
  o Tip: To enable or disable closed captioning for the VCR pres the “Closed Captioning” while the VCR is selected.
  o Tip: To enable or disable closed captioning for the DVD:
    ▪ Press “DVD adv…” on the Crestron display
    ▪ Press the “Subtitles” button
    ▪ Press “<Back” button to return to the main menu
Note: Some rooms will have a DVD/VCR Combo while other will have DVD and VCR units that are separate.

- **Multi-Format VCR:**
  - Touch “VCR” on the “Crestron” display, so the VCR icon turns grey.
  - VCR controls are available on the “Crestron” display and the VCR itself.
- **Single-Format VCR:**
  - On the “Crestron” display touch the VCR button, so it appears grey. The VCR image will appear on the projection screen. VCR controls will appear on the “Crestron” display, in addition to being on the VCR.
    - Tip: To enable or disable closed captioning for the VCR press the “Closed Captioning” button while the VCR is selected.

**DVD Players**

Note: Some rooms will have a DVD/VCR Combo while other will have DVD and VCR units that are separate.

- On the “Crestron” display, touch the “DVD” button, so it appears grey. The DVD images will appear on the projection screen. DVD controls will appear on the “Crestron” display, in addition to being on the DVD player.

**Windows Log Off**

- Remember to log off!
  - Click “Start”
  - Click “log off” (do not shut down.)
    - Click “Log Off” button
    - After CPU log off, refer to touch screen for other system options (A/V sources, system power, etc.),
    - Please refer to the quick reference guides for touch screen and A/V sources controls.