# Electronic Classrooms

## Hardware

- Most electronic classrooms are equipped with a Windows PC, external laptop connection, document camera, and a DVD/VCR combo unit. Projectors, screens, and telephones are also included. Some rooms have additional technologies and peripherials which are noted on this page.

## 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.

Macintosh Log In

**Note:** The following rooms have Macs: Brown Hall 134, Education Building 124A, Performing Arts Center: 101, 221, 271, Stewart Hall 115

- Activate Touch Panel (Touch the panel.)
- Choose "CPU" from "A/V Sources"
  - CPU/monitor may be asleep-click the mouse to wake up the CPU/monitor
- Mac log in dialog box appears
  - Provide HuskynetID and Password (same combination as your e-mail login)
  - Click "Log In" button

- Authentication screen appears (Please be patient—this process may take a few minutes.)
- User is now logged in to their instructional space

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.)

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

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

**Sound**

• After the system startup, volume will increase to roughly 60%
  o 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

Note: The following electronic classrooms have wireless mics: Education Building 119A, 226A, Eastman Hall 201, Miller Center: 206, 207, B31, Stewart Hall 108

- 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

- Some document cameras are operated via remote while others are activated using the control panel on the camera itself.
- Using a remote:
  o Using the Sony Projector Remote, push the INPUT button until INPUT-B appears on the projection screen.
  o Zoom controls are located at the front right side of the document camera.
- Auto Focus controls are located at the front right side of the document camera.
- Additional controls are available via the IR remote control. The IR remote control is located in a slide-out drawer on the front left side of the document camera.

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

---

**DVD/VCR Combo**

**Note:** The following rooms do not have a VCR or a DVD Player: Stewart Hall 310

- 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.
  - Tip: To enable or disable closed captioning for the VCR press the “Closed Captioning” while the VCR is selected.
  - 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

---

**VCR Players**

**Note:** The following rooms have multi-format VCR Players: Lawrence Hall G18, Miller Center 102, Stewart Hall 214, Performing Arts Center 101, 221

**Note:** The following rooms do not have VCR players: Brown Hall 232, Engineering & Computing Center 134, 112, 117

- 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:** The following rooms have region free DVD players: Lawrence Hall G18, Miller Center 102, Performing Arts Center 101, 221, Stewart Hall 214

**Note:** The following rooms do not have DVD players: Education Building 232, Engineering & Computing Center 134, 112, 117, Headley Hall 228

- 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.

### Macintosh Log Off

- Remember to log out!
  - Click the “Blue Apple” (Upper left corner.)
  - Click “Log Out”
  - Dialogue box appears, click “Log Out” 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.

**Power Off the System**

- If you have not logged off the computer, log off before preceding (see previous heading). You cannot log off during or after the system shutdown sequence.
- Touch "System Power" on the "Crestron" display. The "Confirm Shutdown...." page will appear.
- To shutdown the system, touch "Yes."
  - Tip: After shutdown has completed the system can be started again.
- If you viewed this page by mistake, touch "No."