Conference Rooms

Hardware

- Most conference rooms are equipped with a Windows PC, external laptop connection, and a DVD/VCR combo unit. Projectors and screens are also included.

Laptop Connection Capabilities

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

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.
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.

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

**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.

**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.
  o 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

### 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.