Hardware

- Control System
- Projector
- Document Camera
- VCR
- DVD
- Computer

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

- Fluorescent light controls are located near the entrance to the room.
- Dimmable fluorescent light controls are located near the entrance to the room.
  - Tip: Adjust lighting after you project an image.

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]

- **Note:** Door lock controls are accessed by touching the “Room Options” button. The “Room Options” button is located both on the top of the screen on the beginning page and the on the top right hand side of the main page.

### Windows Log in

- 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.)

![Welcome to Windows]

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

**Computer**

- Touch Computer on the touch panel. The computer image will display on the projection screen and on the monitor at the instructor console.
  - Tip: The computer may be sleeping. If the image is blank, move the mouse to wake the computer up.
- To view the computer full screen while in ITV mode, touch the (Computer/Laptop/Doc Cam) window on the touch screen.

**Sound Volume**

- Touch Up to increase volume on the desired input/output.
- Touch DN to decrease volume on the desired input/output.
  - Tip: Pushing and holding on either the UP or DN button will only increase or decrease the volume by one unit.
  - Tip: the bar graph is NOT active. In order to increase or decrease volume, the user must tap the UP/DN button several times.
  - Tip: The number inside the bar graph is based on a range of +20 to -20dB.
- Touch Mute to mute the desired input/output.
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 only for the off-campus students.
- Attach the microphone element roughly four inches away from the neck, and aim the element towards the neck.
- Attach the belt pack 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 belt pack.
- 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.
  - Tip: Using the key combination of “Fn” and “F4” on most laptops enables the user to toggle through several options in order to turn on an exterior monitor.

Document Camera

- Touch Doc Cam on the touch panel. The document camera will appear on the projection screen and on the monitor at the instructor console.
- Freeze captures a still.
- Int/Ext is non-functional.
- Zoom in/Out increases or decreases image size on the screen.
• Lamp toggles Upper Lamp and Lamp Off.
• AWC adjusts color.
• AF automatically adjusts focus of the image.
• Rotate rotates the image 90, 180, and 270 degrees off the main axis.
• Bright increases or decreases brightness of the image.
• To see the document camera full screen while in the ITV mode touch the (Computer/Laptop/Doc Cam) window once. Touch anywhere on the screen to revert back to the original mode.

**DVD/VCR Combo**

• 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.
  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

**VCR Players**

• Touch VCR on the touch panel. The VCR image will appear on the projection screen and in the Video Out window (top left window if using ITV mode).
• The VCR Controls will display just above the source selection buttons. All VCR Controls are also available on the VCR itself.
  o Tip: The VCR Controls will disappear after 5-10 seconds of inactivity.
• The VCR is located behind the instructor console, in the cabinet built into the wall.
• If using ITV mode, to see the VCR full-screen touch the Video Out window once. Touch anywhere on the screen to revert back to the main ITV page.

**DVD Players**

• Touch DVD on the touch panel. The DVD image will appear on the projection screen and in the Video Out window (top left window if using ITV mode).
• The DVD Controls will display just above the source selection buttons. All DVD Controls are also available on the VCR itself.
• The DVD player is located behind the instructor console, in the cabinet built into the wall.
• If using ITV mode, to see the DVD full-screen touch the Video Out window once. Touch anywhere on the screen to revert back to the Main ITV page.
Display Layout

- From the "Main Page" Touch "Display Layout." This will open a subpage that gives the user control of the front projection screen and back wall plasma.
- There are two categories; "Front Display" and "Back Display"
- When "Site 1", "Site 2" or "Current Output Selected" are selected, that particular source will appear full-screen on the desired display.
- When "Remote 1 & Selected Output" or "Remote 2 & Selected Output" are selected from the "Front Display" category, the projector will shrink both images so they both display side-by-side on the front projector screen.

![Main Page]

ITV Cameras

- Touch the desired camera (Instructor or Classroom). The appropriate camera will display on the Video Out window.
- Camera controls will superimpose of the image.
- Touch the Up or Down arrows to tilt the camera up or down.
- Touch the Left or Right arrows to pan the camera left or right.
- Touch the In or Out icons (in the middle of the image) to zoom in or out. Zoom in is the top button, Zoom out is the bottom button.
- The controls will automatically disappear after 10 seconds of inactivity. Select the same camera again to have the controls reappear.

Remote Source

- Remote only works in the On-Site Presentation mode.
- Touch Remote Source. Site 1 from ITV will appear on the screen.

Telephone Conferencing

- From the "Main Page" on the Crestron Touch Panel touch "Room Options."
  - If there is an incoming call, a subpage will appear on the "Main Page" allowing the user to answer or ignore the incoming call.
- Select "Number Pad" from the "Telephone" heading.
- A Telephone Interface will appear. Enter in the appropriate number you wish to dial.
  - Tip: Be sure to include "9" if dialing an outside number
- While the phone line is connected, the system allows additional numbers to be dialed.
  - To adjust outgoing audio, click on "ITV Vol Controls" from the "Main Page."
- Use the "Backspace" button to remove all numbers from the display.
- Touch "Hang Up" to end the phone conversation.
  - While connected, the "Main Page" will show a button allowing the user to disconnect the phone without needing to be in the "Number Pad" subpage
**Auxiliary Input**

**Note:** The Auxiliary Input is only available on On-Site mode.

- Touch Aux Input. The VCR image will appear.

**Picture in Picture**

- Touch PiP ON/OFF to enable or disable closed captioning.
- Touch inside the yellow squares in the Video Out window to move the location of the picture.
- Touch outside the yellow squares in the Video Out window to swap the smaller picture for the bigger picture.
  - The PiP controls automatically disappear after 5-10 seconds of inactivity. Touch PiP again to have the controls re-appear.
- Touch PiP ON/OFF to turn off PiP
  - Tip: You may have to push the PiP button twice to turn off PiP

**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.

**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.
- Touch the system, touch “Yes.”
  - Tip: After shutdown has completed the system can be started again.
- If you viewed this page by mistake, touch “No.”