DO NOT REMOVE FROM CLASSROOM
Art 111
Smart Classroom User Help Guide
Smart Classroom Quick Start Guide

Orientation

Art 111
Orientation & Start-Up Procedure

1. Unlock Cabinets.
Unlock the Cabinet doors.

A) Reset by turning counterclockwise.
B) Release.
C) Press first two numbers at the same time.
D) Press third number.
E) Turn clockwise. Open Cabinet.

If you don’t know the combination or if you can’t get in, contact Tech Help by using the Help Phone on the Podium.

Note: The following are directions on how to use the combination not the combination itself.
2. Turn on computer by pushing the Power Button.

DO NOT ATTEMPT TO ADJUST EITHER OF THESE UNITS!
3. Turn on Monitor power.

4. Turn on Document Camera power.  
   *Switch on top right of unit.*

Start-Up Procedures
After the PC boots up the Novell Client Login Window will appear.

Enter your Novell Username & Password. Click OK to continue to the Main Windows Start Menu.

Workstation can be used if the network has gone down or if your Novell login won’t work. You will **not** be able to access your network Faculty or Student drives.

*If you don’t know your username or password contact the ITS Help Desk at 753-8100.*
Note: Control of all the functions of these pieces of equipment is now thru the Digital Control Panel on the Touch Panel.
Crestron Digital Remote Control

Control of all the Smart Classroom equipment in this room is now handled digitally through the Control Touch Screen with the use of the Crestron Digital Controller. This remote, programmable unit does away with the need for hand held remotes. The control program is accessed using the Control Touch Panel sitting on the top of the Podium.
Podium Control Instructions

To use the controls on the Touch Panel just touch the screen. The first X-Panel Control will appear. Login is not necessary.

Start-Up Procedures

1. Touch on “Push Here To Start” to turn on the Projector.
Podium Control Instructions

This window will appear.

When the projector is ready you will see the X-Panel controls on the next page.

Start-Up Procedures
Podium Control Instructions

When the projector is ready it defaults to the PC input & you see this window.

Control Buttons
These buttons will not source the projector but only allow you to control the pieces of equipment.

Source Buttons

2. To choose the source you wish to project, single click on a Source Button.

One of the windows on the following pages will open and be projected on the screen.
Podium Control Instructions

Document Camera “ELMO”

You may need to turn on the Power switch on the Elmo.

If you touch the D. Cam Button you will get this screen.

You can control the Elmo from the Touch Screen or from the units own Control Panel. This will not cause any problems.

Crestron Control Panels
Podium Control Instructions

To view the Elmo on the Computer Monitor press on the button marked Doc Cam under the label “Monitor Source” on the Elmo control panel.
When you touch on the “DVD” Button a new X-Panel window for the DVD controls appears.

You can control all the functions of the DVD player from this Panel. Check the next page for more details.
Podium Control Instructions

DVD Player

Touch “Exit” to return to original Control Panel.

Opens DVD Menu

Used to Navigate around Menu.

Turns Player “On & Off”

Turns Closed Captioning “On & Off”

Opens door to DVD Drive.

Crestron Control Panels
Podium Control Instructions

When you touch on the “VCR” Button a new X-Panel window for the VCR controls appears.

Touch “Exit” to return to original Control Panel.

Equipment Control Buttons.

Turns Closed Captioning “On & Off”
Podium Control Instructions

Laptop Controls

If you wish to use your Laptop connect the Laptop Cables from the Podium to your unit and follow the instructions on how to set up a remote monitor in your computers manual.

Touch on the “Laptop” Source Button in the Control Panel.
Podium Control Instructions

Volume Control

The volume control for each component is located on its’ Control Panel.

Touch the “Mute” Button to turn the sound Off or ON.

Crestron Control Panels

Touch and Hold on the Up or Down Arrow to Raise or Lower the Volume.
Podium Control Instructions

Blank Screen Function

If the “Show” Button is engaged there will be an image on the projection screen.

If the “Blank” Button is engaged there will not be an image on the projection screen but the projector will Remain On.

Crestron Control Panels
Podium Control Instructions

1. To turn off the projector and other equipment Touch on the “Projector Off” Button on the bottom right of the Control Panel.

This window will appear.

2. Touch “Yes” and the system shuts off. Touch “No” and the system returns to the previous screen.
Podium Control Instructions

3. After you have shut down the system, you cannot restart it until the cooling down panel disappears.

Shut-Down Procedures
4. At this point you can choose to either Logoff or Shut Down the PC. Logoff is the preferred procedure if there is a class after yours. If yours is the last class of the day you should Shut Down the PC.

To Logoff double click on Icon

To Shut Down open Start Menu, click on Shut Down and select Shut Down on menu box and click OK.
5. Turn off computer monitor.

6. Close & lock Podium doors.