DO NOT REMOVE FROM CLASSROOM

Music 173

Smart Classroom User Help Guide
1. Unlock Cabinet.

Orientation & Start-Up Procedures
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.
2. Turn on Computer by pushing Power Button.

3. Turn on Monitor.

Keyboard in pull out drawer.

DVD/CD Drive

Computer (PC)

Power Button

USB Drive

Orientation & Start-Up Procedures
Orientation & Start-Up Procedures

Right Side

Audio Volume Controller

Crestron Unit

DVD/VCR Deck

Audio Cassette Player

Audio Amplifier

Do Not Attempt to adjust this piece of equipment.
There are Alternative Push Button Switches on the podiums which will allow you to turn the projector On or Off & assign input from the various sources.

NOTE: You **can not** control the actual functioning of the piece of equipment like you can with the on-line controls. That has to be done manually.

You can turn on the A/V Equipment by pushing the “On/Off” button on the Control Pad. This turns on the Projector and turns on power to the rest of the A/V sources other than the PC.

The Alternative Switches Can be used if you don’t want to use the PC or in case of a Network failure. They allow you to use the Smart Podium equipment without the computer control panel.
Note: Control of all the functions of these pieces of equipment is now thru the Digital Control Panel on the Computer.
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.
Crestron Digital Remote Control

Control of all the Smart Classroom equipment in this room is now handled digitally thru the Computer with the use of the Crestron Digital Controller. This remote, programmable unit does away with the need for hand held remotes. The procedures for use are as follows:

1. Double Click on the “Podium Control” icon.

This is the screen that appears with the Crestron Control “X-Panel.

Start-Up Procedures

At this point you have two choices. See the next page.
Podium Control Instructions

1. You can either turn on the Projector or turn on the Audio equipment only.

2. Left click on "Click here to start" and both the Projector & Audio equipment will turn on.

3. Left click on "Audio Only" to turn on the Audio equipment if not using video.

**NOTE:** Clicking here also turns on all the other equipment.
Podium Control Instructions

If you start the Projector this window will appear.

It takes 80 seconds for the Projector to warm up and be ready to use the Podium Controls.

Count Down Timer.

When the projector is ready you will see the X-Panel control 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 DO NOT send a picture to the Projector

**Note:** When not in use the Control Panel can be minimized. If closed it will reopen in the same configuration as before.

1. 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 control the Elmo from the PC Monitor or from the units own Control Panel. This will not cause any problems.

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

Equipment Control Buttons.

Crestron Control Panels
When you click 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

- **Turns Player “On & Off”**
- **Turns Closed Captioning “On & Off”**
- **Opens door to DVD Drive.**
- **Click to return to original Control Panel.**

**Opens DVD Menu**

**Used to Navigate around Menu.**

**Crestron Control Panels**
Podium Control Instructions

Click on the CC Button to turn ON Closed Caption.

Equipment Control Buttons.

Crestron Control Panels
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.

Click on the “Laptop” Source Button in the Control Panel.

Crestron Control Panels
Podium Control Instructions

Blank Screen Function

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

If the Blank Screen “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

If you click on “audio only” this screen will appear.

The VCR/DVD(CD) Deck is a Video source but can be used as an Audio source only.

The Cassette Player is Not a Projector Source.

Turn on the Cassette Player manually with the Power Button on the unit. Open the cassette door and insert tape.

Click on the “Tape” Icon and the Controls will appear. See next page.

Crestron Control Panels
Podium Control Instructions

Cassette Player

Audio Cassette Controls.

Crestron Control Panels
Turn these knobs to control volume.
Podium Control Instructions

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

   ![This window will appear.]

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

   ![This window will appear.]

   2. Click “Yes” and the system shuts off. Click “No” and the system returns to the previous screen.

   ![This window will appear.]

Note: When not in use Control Panel can be minimized. If closed it will reopen in the same configuration as before.
3. After you have shut down the system, you cannot restart it until the cooling down panel disappears.
Podium Control Instructions

4. At this point you can chose 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 the Logoff icon.

To Shut Down, open Start Menu, click on Shut Down, select Shut Down on the menu box, and click OK.
5. Turn off Computer Monitor.

5. Close & Lock Cabinet.