Instructions for Using Equipment in STEM I Classrooms

[http://www.ric.edu/toolbox/building_information/levels/eclassroom_lab_information.htm](http://www.ric.edu/toolbox/building_information/levels/eclassroom_lab_information.htm)

**In this classroom, the AV equipment is controlled by the Crestron Panel located on the instructor’s desk.**

*Note: For immediate assistance, please call the Help Center at 456-8803. We are located in Gaige Hall 113.*

**To access the System:**

1) The Crestron screen may be blank, tap it to wake the system. You should see the Main Control Menu of the Crestron Panel.

2) For Basic projection, select the equipment from the Preset buttons. They are at the top of the Main Control Menu.

*Note: For instruction of Advanced Controls, please call the Help Center for assistance at 456-8803.*

**Press the Preset button on the Crestron Panel for the equipment to display from data projector:**

**Instructor PC for the computer** - The computer is in the instructor’s desk, and will need to be powered on.

*Note: A smaller image of the computer monitor will be displayed on the Crestron panel.*

**Laptop** – Connect the laptop to the VGA cable that is on the instructor’s desk.

*Note: If the laptop is not projecting, You may need to send the image from your laptop. On the laptop, push both the “Fn” & “CRT/LCD” keys from the keyboard at the same time until you see the image from your laptop projected on the screen.*

**VCR/DVD is for the Combo Player** - The player is in the instructor’s desk. Once the video is loaded, you can control it from the Crestron Panel.

**Doccam w/Instructor PC** – This activates dual projection. The computer projects on the main screen, and the document camera on the side screen.

**For Advance functions, please call the Help Center at 456-8803 for assistance.**

**To turn off the System:**

Press “System OFF” button on the Crestron. Then Press “YES” to confirm the shutdown. The Projector will turn off, and the screen will go up.

*Note: If you are using the computer… Please shut it down, the system does NOT power the computer.*