

University of
Lethbridge



AH100 Classroom Instructions

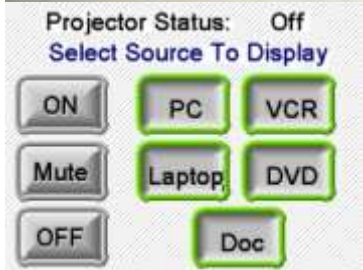
Call 2490 for additional assistance.

Updated: November 17th, 2010

LCD Data Projector



- Note: When touching the touch screen, only use the fingerprint area of your finger please. Using a sharp object will increase the risk of damaging the touch panel.



- Find and locate the Crestron Touch Panel. If the lid down, press down on a corner and it pop up. If the screen is blank, the unit will need to be woken up. This can be done by touching any of the ten buttons or touching the touch screen.
- Find the white button on the left side of the Touch Panel called “Projection Control” and press it.
- On the Touch Screen, Press the ‘On’ button and wait approximately 30 seconds for the picture to appear.
- For Laptop computer input, press the Laptop button.
- For Desktop computer input, press the PC button.
- For DVD input, press the DVD button.
- For VCR input, press the VCR button.
- The Mute button blanks the video on the Data Projector. This allows you to hide what you are doing on the screen from the audience, without having to turn off the Data Projector as that will take at least 3 minutes for cool down and warm up times.
- The Off button will power off the Data Projector. This will take approximately 2 minutes to down.

Desktop Computer



- Press the black power button located at the center of the computer system unit (located in the desk cabinet). You should see a green light appear.
- If you do not see an image on the LCD screen, use the switch located on the bottom right edge of the screen. You should see another green light on the monitor if the power is on.
- If you wish to use the LCD Data Projector via the touch panel, turn it on now. (See separate instructions for Data Projector)
- If you wish to use the Classroom Sound System, turn the amplifier (called System) on now via the touch panel. (See separate instructions for Sound System)
- Wait approximately 30 seconds for the computer to boot. You should see a login screen when it is complete.
- Enter your login username (usually “firstname.lastname”) and your password (initially your ID number). Ensure that the *Domain* is set to “Uleth”
- If you do not have a login username for the University network, contact the Information Technology department at 2490.
- When you are finished, select “Logoff” from the start menu.



Laptop Computer



- Locate the laptop connection cables in the front of the Touch Panel.
- Carefully connect the cables to the back of your laptop.
- If you wish to use the LCD Data Projector, turn it on now. (See separate instructions for Data Projector)
- If you wish to use the Classroom Sound System, turn the amplifier on now. (See separate instructions for Sound System)
- Once the data projector is turned on and set to the correct input, turn on your laptop computer and the image should appear. Most laptops will enable their video output when they are connected in the correct order. Remember to **connect the cables and turn on the projector before you turn on your laptop.**

NOTE: If you have turned on the LCD Data Projector and your laptop and the projector display is not working, you may have to **ACTIVATE** your laptop's CRT output. You should consult your laptop manual for this procedure. Most laptops have an FN key located somewhere near the bottom left of the keyboard. You should also see a function key either marked LCD/CRT or displaying a small screen icon. Pressing these buttons at the same time will toggle the CRT output on and off. If you have difficulty with this procedure, please contact the Information Technology help desk.



Hold "Fn" and press the appropriate function key.



Laptop docking connectors

Dell	FN+F8
IBM or Sony	FN+F7
Toshiba or HP	FN+F5
Compaq	FN+F4



here are some keystrokes:



If you are not sure what key to press for the video output, common laptop manufacturers and the appropriate

Your laptop should be set to a 1024x768 resolution for optimal performance.



VCR / DVD Player

- Turn on the player using the power switch on the front of the unit or the power button on the remote commander.
- Carefully insert the cassette or DVD you wish to play. If it does not load easily into the player, press the 'Eject' button as someone may have forgotten there Tape or DVD. After that, if the tape or DVD still doesn't enter easily please contact classroom support.



- Find and press the VCR button on the touch panel
- It should be the 3rd one down on the right
- VCR functions are controlled from here
- Volume for the VCR is also controlled from here
- Ensure the 'Mute' is off for both PC and Main for the volume to work
- When switching between sources, the active source is the last white button pressed with exception of the microphones



- Find and press the DVD button on the touch panel
- It should be the 4th one down on the right
- DVD functions are controlled from here
- Volume for the DVD is also controlled from here
- Ensure the 'Mute' is off for both PC and Main for the volume to work
- When switching between sources, the active source is the last white button pressed with exception of the microphones
- Pressing the 'Menu' button will trigger the menu for the DVD and the touch panel will show the next screen



- The arrow keys will move the select feature left, right and up, down
- The enter key will select the selected feature
- The Return button will return the screen to the DVD screen

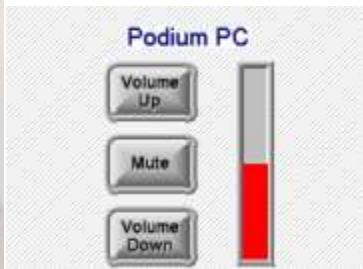


Classroom Sound System

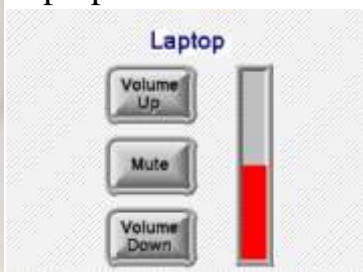
Note: The audio system has two mute buttons that need to be off for the system to be working.



PC Volume:

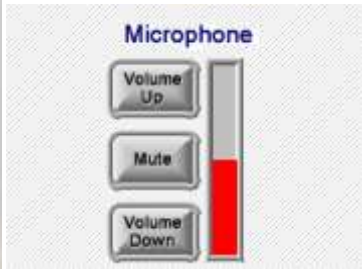


Laptop Volume:



- Find and press the white 'Power' button on the Touch Panel. It should be the one on the top left
- Make sure the 'Power Audio On' button is depressed. This will turn on the audio System
- Find and press the white 'PC Volume' button on the touch panel
- Ensure the 'Mute' is off for both PC and Main for the volume to work
- When switching between sources, the active source is the last white button pressed with exception of the microphones
- Find and press the white 'Laptop Volume' button on the touch panel
- Ensure the 'Mute' is off for both Laptop and Main for the volume to work
- When switching between sources, the active source is the last white button pressed with exception of the microphones

Wireless Microphone



- Find and press the white 'Microphone Volume' button on the touch panel
- Ensure the 'Mute' is off for both Microphone and Main for the volume to work
- When switching between sources, the active source is the last white button pressed with exception of the microphones



- Hold the power button on the top edge of the transmitter unit until a green light appears.
- Speak at a normal level and adjust the volume as necessary.
- To mute the microphone, press the power button momentarily - the green light will turn amber, indicating that the mute is enabled. To disable muting, press the power button again briefly.
- Do not press the **select** button on the front of the transmitter. This may change the frequency of the microphone and render it inoperable.
- When you are done using the microphone, **hold the power button until all lights turn off.**



- If the microphone receiver box (pictured) is not turned on, press the power button on the right side of the unit until the screen turns on.

Please remember to turn off the wireless microphone to conserve battery power for other users.