

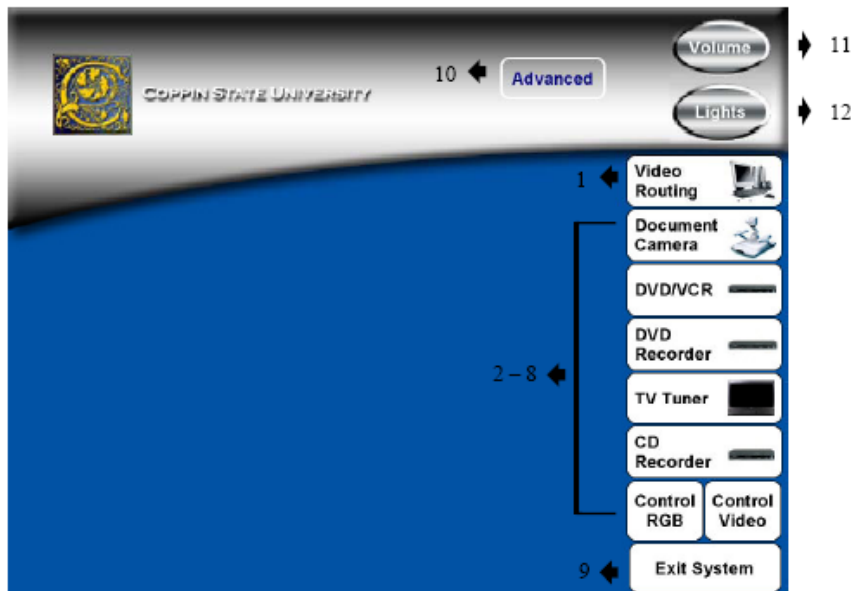


Smart Classroom: HHSB 103

Almost every classroom at Coppin State University is equipped with technology for the instructor to use during class, including a computer, projector, document camera and DVD player. A few rooms are even more advanced, such as the Amphitheater-style classroom 103 in the Health and Human Services Building.



The room has a large screen at the front, which can show 1 or 2 images.



Button 1 Video Routing Button

This room is equipped with the ability to either show one image full screen or subdivide the screen into different areas and show multiple images at once. Press this button to select what is shown on the screen and how it is displayed.

Buttons 2 – 8 Device Control Buttons

Use these buttons to display the control buttons for each device on the touch panel.

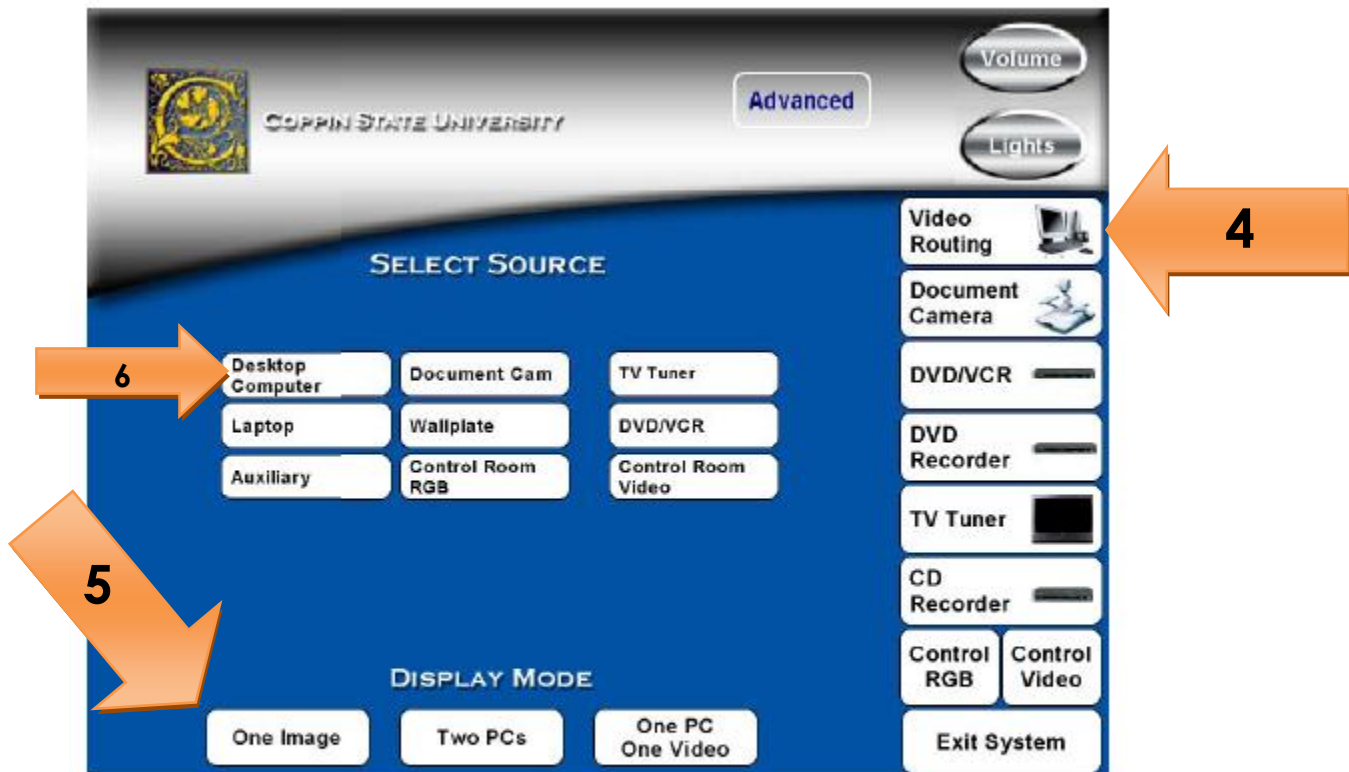
NOTE: The Control Room Buttons will only appear when the Control Room (Room 309) is sending video to the classroom.

Button 9 Exit System Button

Select this button when you wish to exit the system and shut down the classroom, when depressed, the exit system button will take you to a "sure you want to shut down" screen (page 19). Button performs the same function on every screen.

Turn on the Smart Panel and projector

1. Touch the screen of the smart panel in the wall.
2. Touch the **Video Routing** button.
3. Select one of the Display Mode options: **One Image** or **Two PCs** or **One PC/One Video**



Display Mode

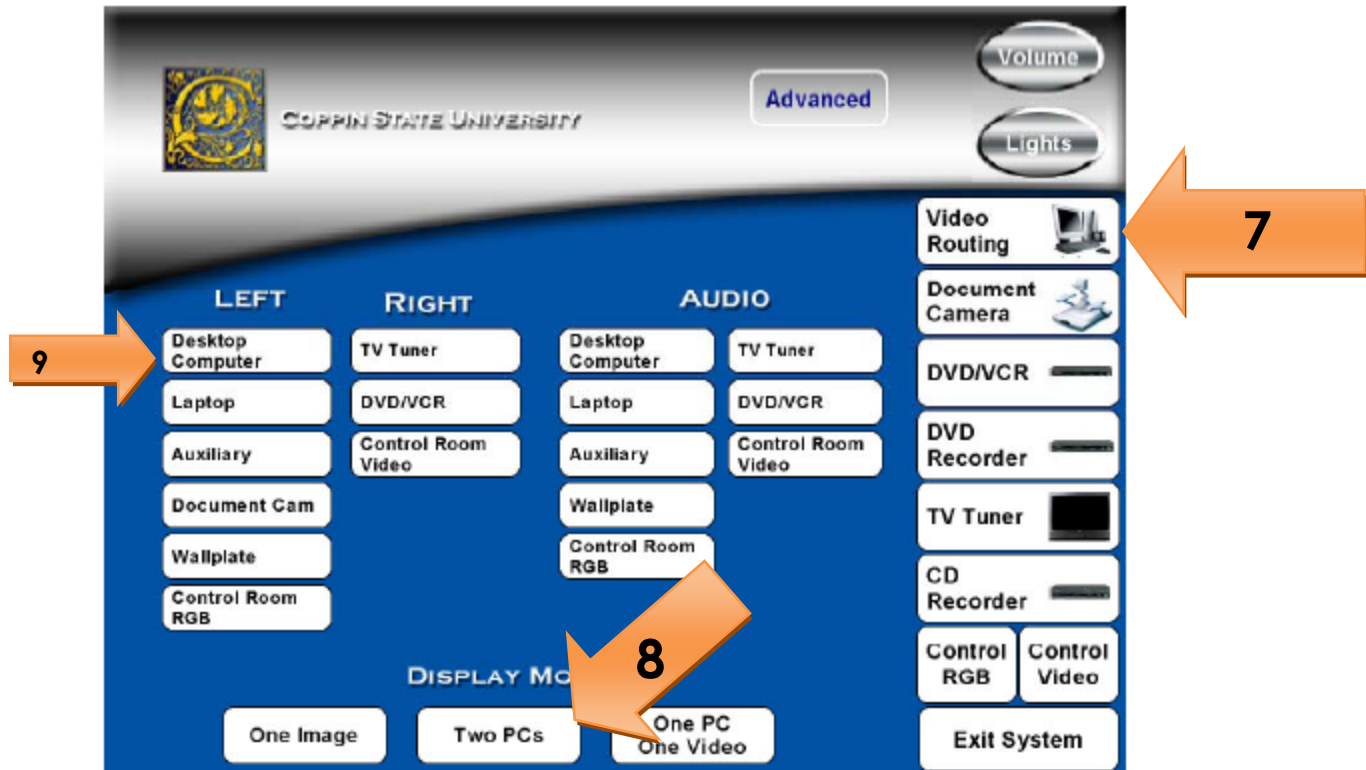
The display mode buttons along the bottom of the screen are used to select how the projection screen is configured. The available options are One big Image, Two PCs, or One PC and one Video. PC inputs are Desktop Computer, Laptop, Auxiliary, Document Camera, Wall plate, and Control Room RGB. Video inputs are TV Tuner, DVD/VCR, and Control Room Video.

EXAMPLE: Display the room computer

4. Touch **Video Routing**
5. Touch **One Image**
6. Touch **Desktop Computer**

EXAMPLE: Display the room computer AND the document camera

- 7. Touch **Video Routing**
- 8. Touch **Two PCs**



Display Mode

The display mode buttons along the bottom of the screen are used to select how the projection screen is configured. The available options are One big Image, Two PCs, or One PC and one Video. PC inputs are Desktop Computer, Laptop, Auxiliary, Document Camera, Wall plate, and Control Room RGB. Video inputs are TV Tuner, DVD/VCR, and Control Room Video.

Multiple Image Source Select

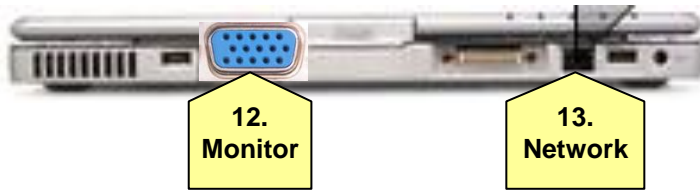
When the screen is divided into multiple windows, the source for each video window, and the audio source must be selected individually. To select the source to be shown in the left window, select one of the source buttons listed under left. To select the source to be shown in the right windows select one of the source buttons listed under right. To select the source to listen to select one of the source buttons listed under audio. The picture above depicts the One PC/One Video Display mode. When the Two PCs mode is selected, the source buttons listed under left and right are identical.

- 9. In the Left column, select **Desktop Computer**
- 10. In the Right column, select **Document Cam**
- 11. In the Audio column, select **Desktop Computer**


Presenting with your Laptop

Connect cables to your Laptop

Back of the Laptop:



12. Connect the monitor cable to your laptop.

You may need to press the **Fn** and **F3** OR **LCD / CRT** or  keys on your laptop.

NOTE: Each laptop is different. Typically, you will first press the FN key and hold it down, then press the F3 key. This will cycle through 3 settings: (1) Projecting the image on your laptop screen only; (2) Projecting the image through the projector only (laptop screen goes black); and (3) Projecting on both the laptop screen and the projector.

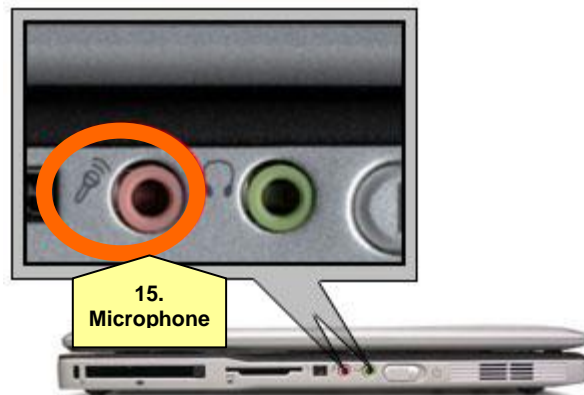
13. Connect the network cable to your laptop.

14. Login to your laptop.

If you were working on your laptop in your office, and were connected to the network there, you need to **Log off** and log on again. Click the **Start** button, then select **Log Off**. Then log on.

If you are going to record with Tegrity:

15. Connect the cable with red tape to your laptop's microphone input jack.



16. Take the wireless microphone out of the pocket in the podium. Turn on the microphone and attach to your collar.



Project the laptop screen:

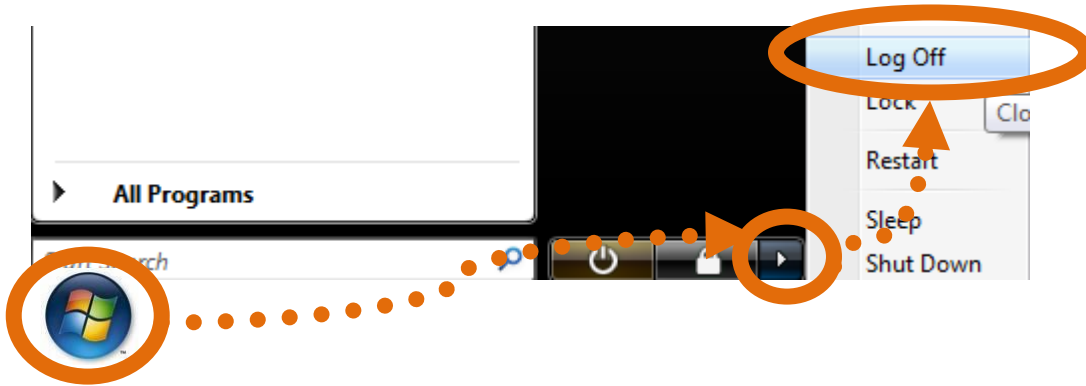
- a. Touch **Video Routing**
- b. Touch **One Image**
- c. Touch **Laptop**

Now you are all set to present from your laptop in the Smart Classroom.

Before Leaving the Classroom

Log out of the computer

1. Click the Windows Start  button in the lower left corner of the screen.
2. Click the right-pointing arrow button  and select **Log Off**.



Shut down the Projector

Before leaving the classroom, be sure to shut down the Crestron (Audio-Visual Projector) system. This will turn off the projector.

1. Touch **Exit System**.
2. Touch **Yes**.



Additional Resources

- If you need help, please contact the Help Desk:
410-951-3888