

# Crestron Screen Quick Start Guide

## Crestron Touch Screen

### STEP 1: Starting up the System

1. The Crestron Touch Screen controller is always powered on; however, it goes into hibernation and the screen will turn black. To “wake it up” just touch the screen.
2. Once you wake up the screen, touch the blue “Equipment Power or System On” icon. See Figure 1
3. Unlock the podium door and turn on the computer (Resident PC).



Figure 1: Start Up Screen

4. System will go through a “warm up” period before it is ready to go. All three projectors will power on.
5. Login to computer.

**Login Instructions:** Users are required to login using your own Clarion username/password. **Be sure to log off (Start>Log off)** For guest login information, see CLASSROOM INFORMATION below.

**File Storage:** Instructors have 50 MB of storage available on Clarion’s Web Drive (Jupiter). The new login procedures will automatically connect users to their WebDrive space. To locate or save your files, go to **Start (Windows button on Win 7 computers) > Computer > locate the ‘W’ drive**. Other storage options include thumb drives, CD-Rom, or floppy. For more information on using Jupiter: <http://www.clarion.edu/39335/>

### Step 2: Selecting a source

1. Select source by touching the icon. See Figure 2
2. Next, select the destination by pressing Sympodium. To display Sypodium `s content using the projector/s, you need to select destinations
3. Select Destination, Left, Center, or Right Projector. You have three projectors to choose from, left, center, and right. You can select one, two, or three projectors. (Routing Screen is source/destination main screen)

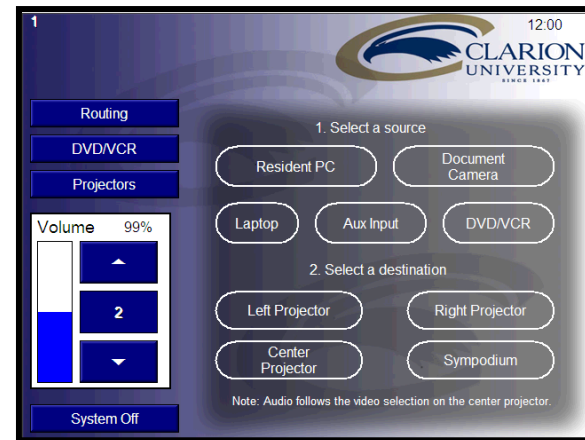


Figure 2: Routing Screen

#### SMART CLASSROOM HELP

**Please report problems to the Help Desk at 393-2640 or [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu)**

Indicate the building, the room number, Computer ID #, and identify it as a smart classroom.

After 4:30 p.m. please contact Carl Callenburg at 393-2449.

ITV or Sonic Foundry questions, contact Lynne Fleisher at 393-2778

**Training:** If you would like training on the Smart Classroom system, please contact the Learning and Technology Center (LTC) at x1848.

**Smart Classroom Web site:** For more detailed documentation, resources, and contacts see: <http://www.clarion.edu/32112/>

#### CLASSROOM INFORMATION

Building \_\_\_\_\_ Room \_\_\_\_\_

Computer ID \_\_\_\_\_

#### Guest login:

Username: smartquest \_\_\_\_\_

Password: Obtain password from Help Desk

## Controlling the Projectors

1. You can select what projectors you want to display content. To turn off projectors, Press the Projectors icon. To have certain projectors on or off, choose the top icons, they will be red if they are off and green if they are on.
2. To just have any of the projectors have a black screen choose one of the bottom projector icons. The icons will be black when you have them in black screen mode.

Note: if turn off any projectors, turn them back on before shutting down the system.

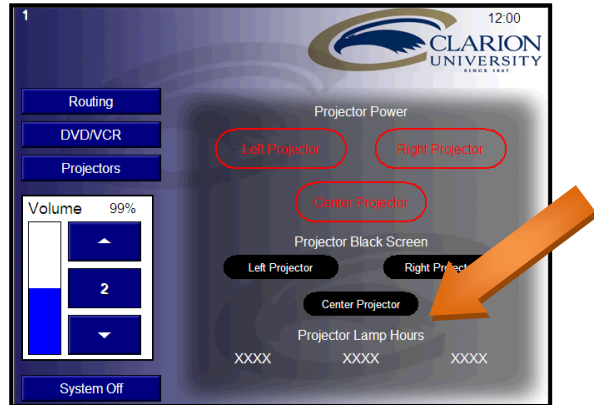
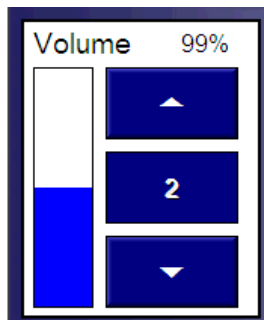


Figure 3: Projectors Screen

## Volume Controls

Volume Controls: the volume controls for the system are located on each of the screens to the left. Volume is set to 60% by default. You can adjust the volume by touching the up or down arrows on the volume control.



**NOTE:** No other volume settings should be adjusted.

## Other Equipment

### DVD / VCR

1. Switch source/destination by touching the blue "routing" icon.
2. Place the media (DVD or tape) in the DVD/VCR player. It should start to play automatically or use the DVD/VCR controls on the controller.  
**Note:** If using the computer DVD player you may need to use **the WinDVD or PowerDVD** software.
3. You will use the controls for play, stop, etc. by first touching the blue "DVD/VCR" button to get the following screen:

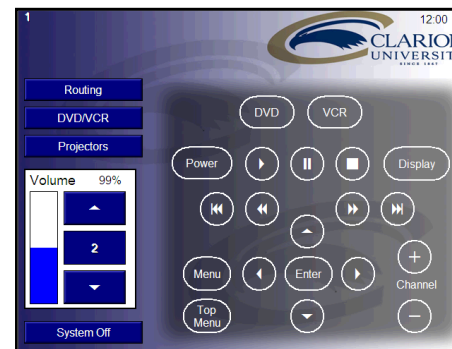
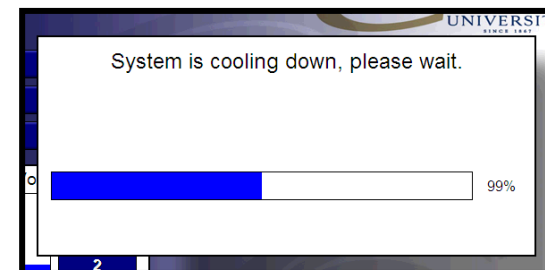


Figure 4

4. To return to computer mode when finished, switch back by using the Crestron Screen by touching the blue "Routing" icon.

## Step 3: Shutting Down

1. Before you shut down, be sure that you turn all projectors back on.
2. Log off if the computer but leave the computer on.
3. Touch the blue "System Off" screen on the lower left-hand corner. The system will go into a "cooling down" time, which will show up on the screen. (see image to the right)



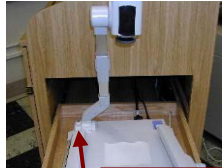
## Using the Equipment

### ● Keyboard and Mouse

Each Smart Classroom is equipped with a wireless keyboard/mouse. Some classrooms also include a full-size connected keyboard/mouse. If the wireless system is not working, please report the problem (see HELP on front).

### ● Document Camera

If equipped, set up the document camera using the release button (if equipped) located on the top-left of camera. Remove lens cap and turn on using the power button on the top of the document camera. Use the controller (Figure 1) to switch the projector image to the document camera.



Release button

Note: To ensure proper white balance, **DO NOT** place documents under the camera until the machine is completely started and lights are lit.

### ● DVD / VCR

Most Smart Classrooms are equipped with a DVD/VCR combo player.

5. Be sure the monitor or Sympodium is turned on.
6. Use the controller (Figure 1) to switch the projector image to the DVD/VCR input source.
7. Place the media (DVD or tape) in the DVD/VCR player. It should start to play automatically or use the DVD/VCR remote control.  
Note: On some DVDs you may need to use the **WinDVD or PowerDVD** software.
8. When finished viewing, press Stop on the player and remove the media.
9. To return to computer mode when finished, press the computer source button on the controller again until the computer light is illuminated.

### ● Laptop



Cables for a laptop connection are located on the top of the podium. You may need to press the appropriate function key on the laptop for the computer to show on the screen. (Refer to your laptop Help menu or manual for this information).

See other side for detailed info on using/hooks up your laptop.

## Teaching with the Sympodium

Anything you can display on your computer monitor will be projected onto the SMART Sympodium. Touching the SMART Sympodium screen with the pen stylus is equivalent to clicking on your computer screen using your mouse. Tap once on the sympodium for a single mouse click; tap twice on the sympodium for a double click.

**Laptop note:** To use the Sympodium tools with your laptop, the SMARTBoard and USB switch software must first be installed.

For detailed information on using the Sympodium and installing laptop software, click on downloads at: <http://www.clarion.edu/36854/>

### Using Smart Board Tools

Use the stylus attached to the SMART Sympodium to draw on the screen. Do **not** write on the SMART Sympodium screen with dry-erase markers or pens.

#### Pen Tools

Use the Pen Tools to select the ink color, eraser, or mouse cursor (Figure 3) or use the floating tool menu (Figure 4).

#### To return to the Mouse/Keyboard

Choose the arrow button on the Sympodium or the mouse button on the Floating Tools menu.

1. Press the appropriate button on the bottom of the Sympodium (Figure 2) to quickly open Notebook software, the on-screen SMART keyboard or the Floating Tools.



Figure 2: Sympodium

Figure 3: Pen Tools

2. Choose the tool you wish to use from the Sympodium (Figure 3) or the floating toolbar located on the desktop (Figure 4).

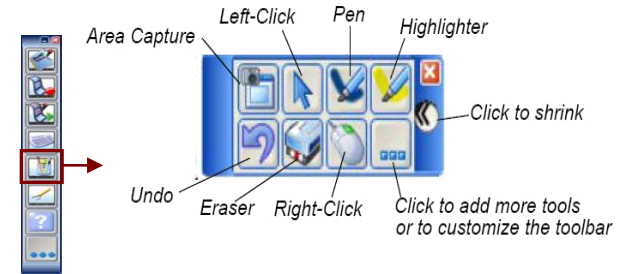


Figure 4: Floating Tools

## Smart Software Version 10

### Smart Sympodium Ink Layer

When selecting a drawing pen, a frame called the ink layer appears as a border to your drawing area. While this frame is active, normal mouse functions are not available – only pen functions.



There are multiple ways to close the Ink Layer. You may select the left mouse button on the Sympodium



- Or you may click on the red X oval in the upper right corner of the ink layer

For additional information on the Ink Layer, visit [http://downloads01.smarttech.com/media/trainingcenter/flash/tutorials/3\\_theinklayer/inklayer.htm](http://downloads01.smarttech.com/media/trainingcenter/flash/tutorials/3_theinklayer/inklayer.htm)

## If the Sympodium or Smart Device is not detected:

### Belkin USB Peripheral Switch

The Switch gives multiple computers access to a single USB 1.1-compliant device—such as a printer, camera, scanner, touch screen, or an external storage device.

#### Legend



(yellow color)The device is connected to another computer or connection (e.g. laptop connection).



(Yellow-Green color)The device is currently connected to your computer (Right clicking on the icon will show the word “switch” grayed out)

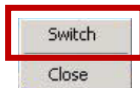


(Red color)Another computer is using the device; the device is not allowed to switch between PCs at this moment (busy status).

### Access the Belkin USB Device

There are two ways to gain control of the Belkin USB device:

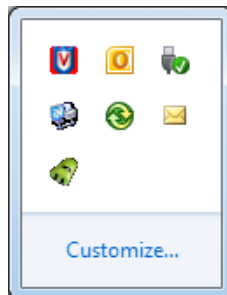
1. Right-click on the USB status icon on your taskbar and select “Switch”.



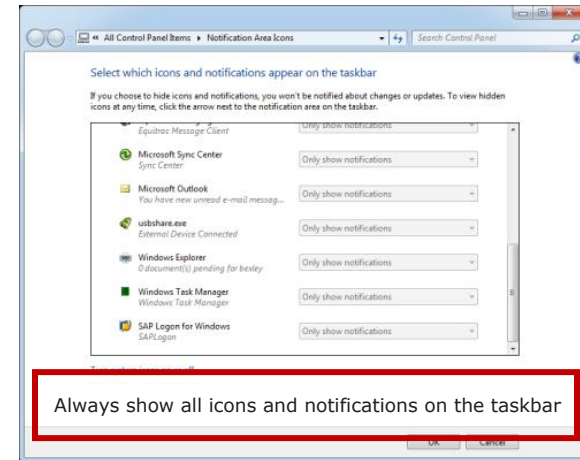
- a) If the Belkin Icon does not appear in the task bar, click on the up arrow to show hidden icons



- b) Click on “Customize”



- c) Check “Always show all icons and notifications on the taskbar”



- d) Now you can right-click on the USB status icon on your taskbar and select “Switch”.

2. Use hot key commands: Ctrl +F11, or for Mac OS, Alt + F11.

You are now able to use the connected USB device.