

Classroom User Guide

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Contact Info:

Classroom Technology

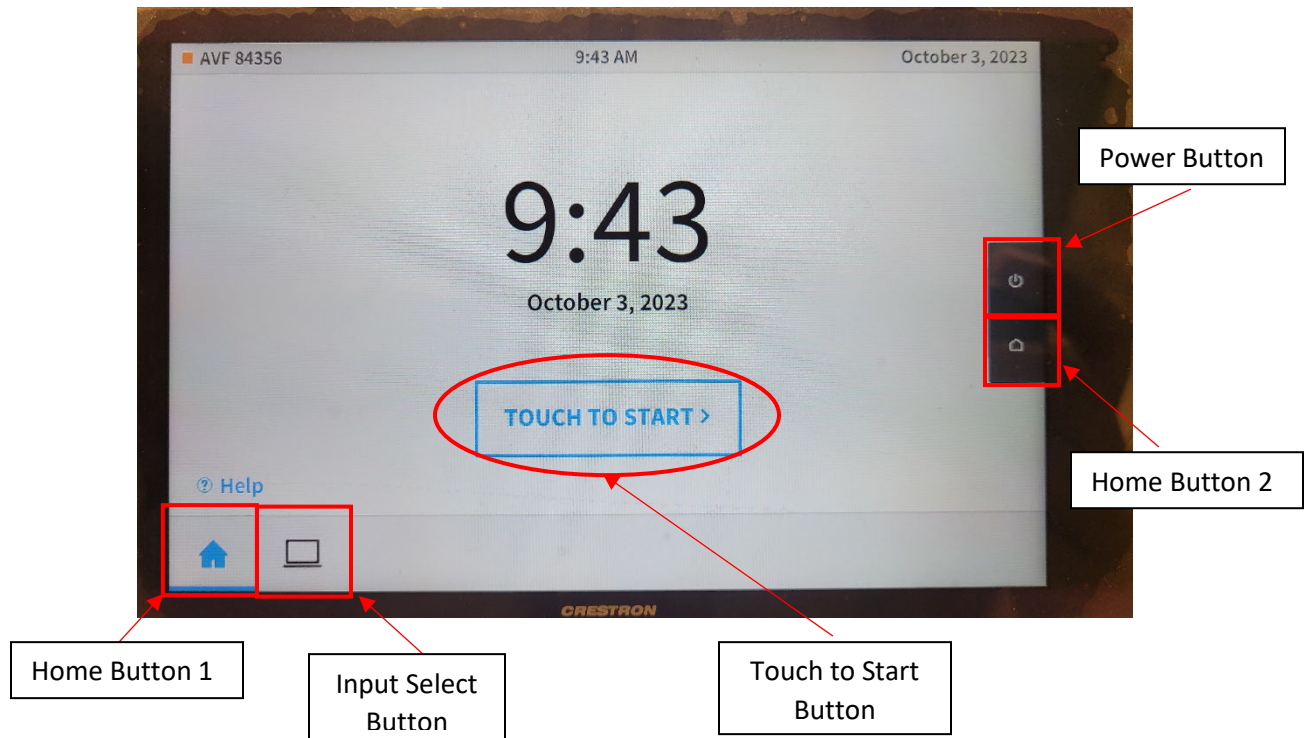
575-646-6500

classroomtech@nmsu.edu

CLASSROOM EQUIPMENT:

Crestron Touch Panel:

Home Page: Used to turn on the projector and begin displaying.



Touch to Start Button: This button turns on the projector and navigates to the Selected Source page for the desktop computer.

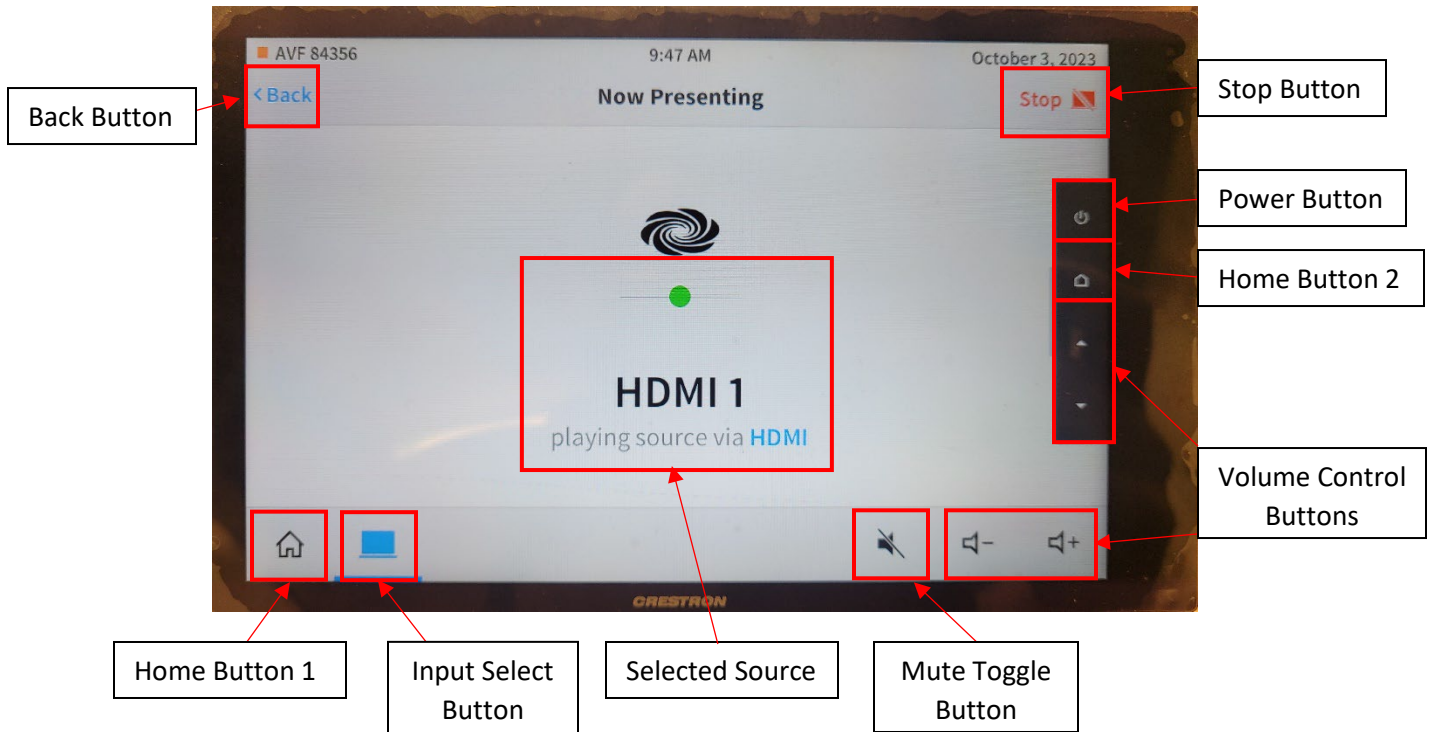
Home Button 1: This button returns the user to the Home Page. This is very rarely, if ever, required.

Home Button 2: Identical functionality to Home Button 1.

Input Select Button: Navigates the user to the Present a Source page. Selecting this button does NOT turn on the projector, so it will be required to press the Touch to Start button first.

Power Button: This button is used to turn off the projector. Once selected, the user will be prompted with a “The system will turn off automatically in: 30 seconds” message and the option to Shutdown or Continue Use.

Selected Source Page: Used to control the volume of the selected source, as well as to blank the projector, if necessary.



Back Button: This button navigates to the Present a Source page.

Home Button 1/2: This button returns the user to the Home page. This is very rarely, if ever, required.

Input Select Button: Navigates the user to the Present a Source page. Selecting this button does NOT turn on the projector, so it will be required to press the Touch to Start button first.

Mute Toggle Button: This button mutes the audio for the selected source. When muted, the icon will show as red with a circle around it. When unmuted, it will show as it does above.

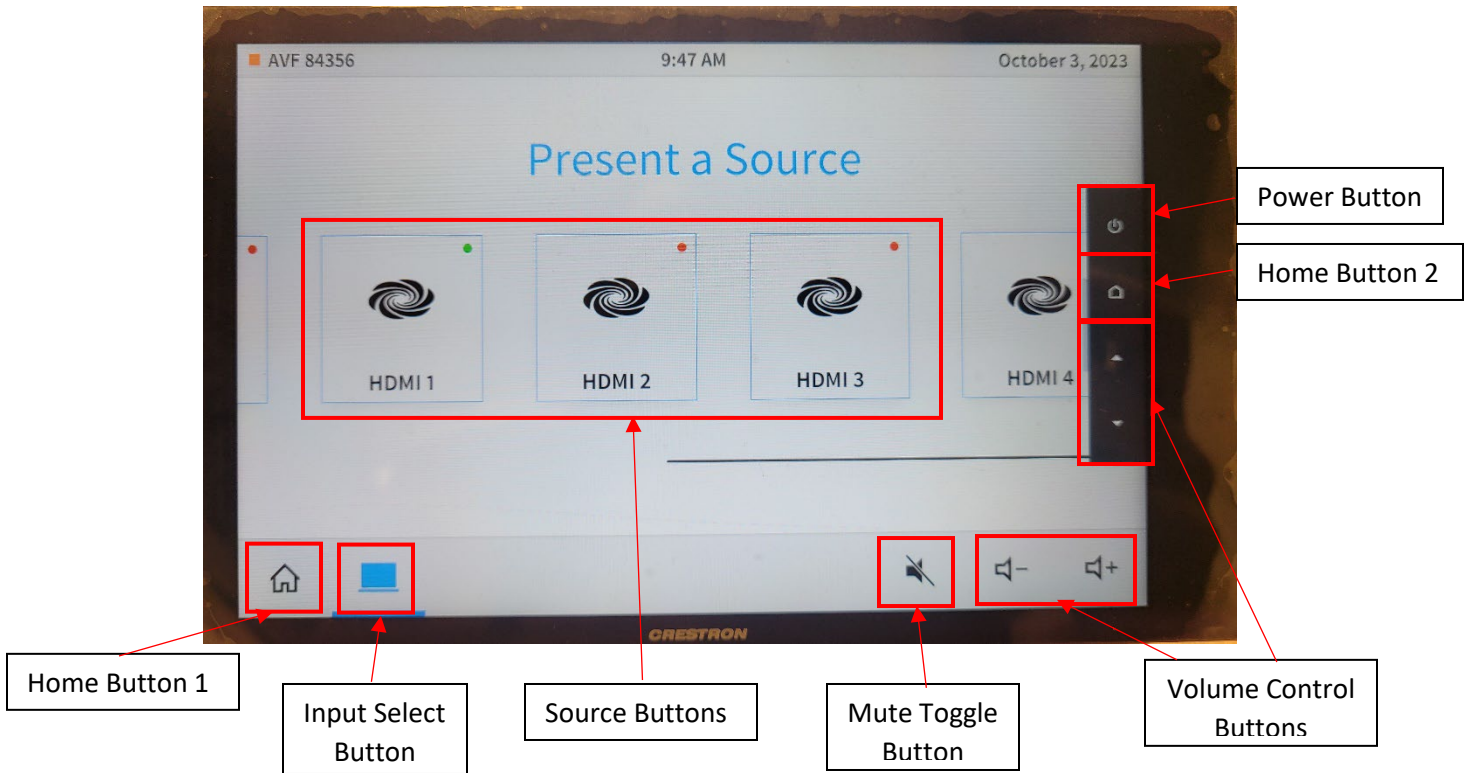
Volume Control Buttons: These buttons are used to increase or decrease the volume level for the selected source. The “+” or “^” will increase the volume, while the “-” or “v” will decrease the volume.

Power Button: This button is used to turn off the projector. Once selected, the user will be prompted with a “The system will turn off automatically in: 30 seconds” message and the option to Shutdown or Continue Use.

Stop Button: This button blanks the projector and navigates to the Present a Source page.

Selected Source: Shows the selected source. A green dot indicates a good connection, whereas a red dot represents a disconnect from that source.

Present a Source Page: Used to display a list of all available sources and their connection statuses.



Home Button 1/2: This button returns the user to the Home page. This is very rarely, if ever, required.

Input Select Button: This button does nothing while on the Present a Source page.

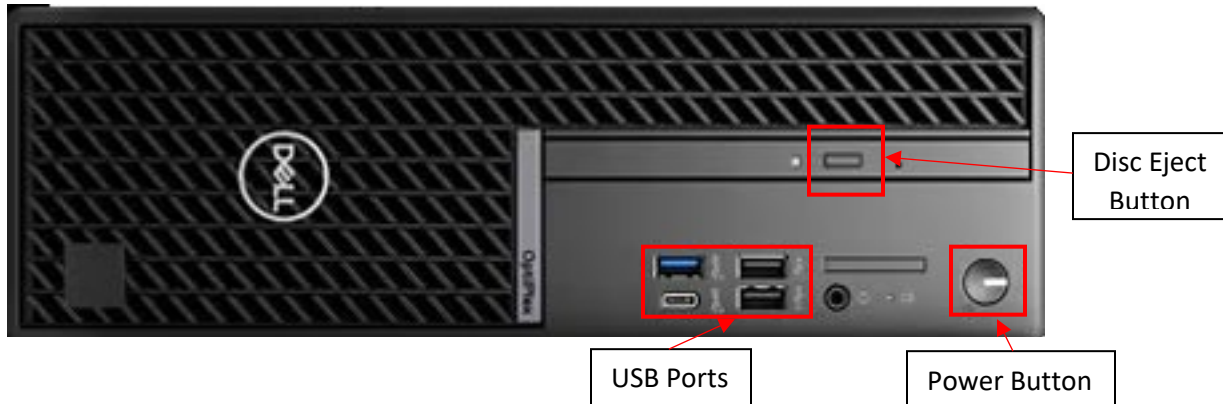
Mute Toggle Button: This button mutes the audio for the selected source. When muted, the icon will show as red with a circle around it. When unmuted, it will show as it does above.

Volume Control Buttons: These buttons are used to increase or decrease the volume level for the selected source. The "+" or "^" will increase the volume, while the "-" or "v" will decrease the volume.

Power Button: This button is used to turn off the projector. Once selected, the user will be prompted with a "The system will turn off automatically in: 30 seconds" message and the option to Shutdown or Continue Use.

Source Buttons: These buttons are used to select the desired source and display it on the projector. If a source is currently selected, the corresponding button will be blue and have an additional Stop button. The green dot in the upper right corner of the button shows a good connection, whereas the red dot shows a disconnect.

Computer:



Power Button: Used to power on/off the computer. Power on is indicated by a white light on the power button and power off is indicated by no light on the power button.

Disc Eject Button: Used to open the disc tray to insert a CD or DVD if necessary.

USB Ports: Combination of USB ports for flash drives, clickers, etc.

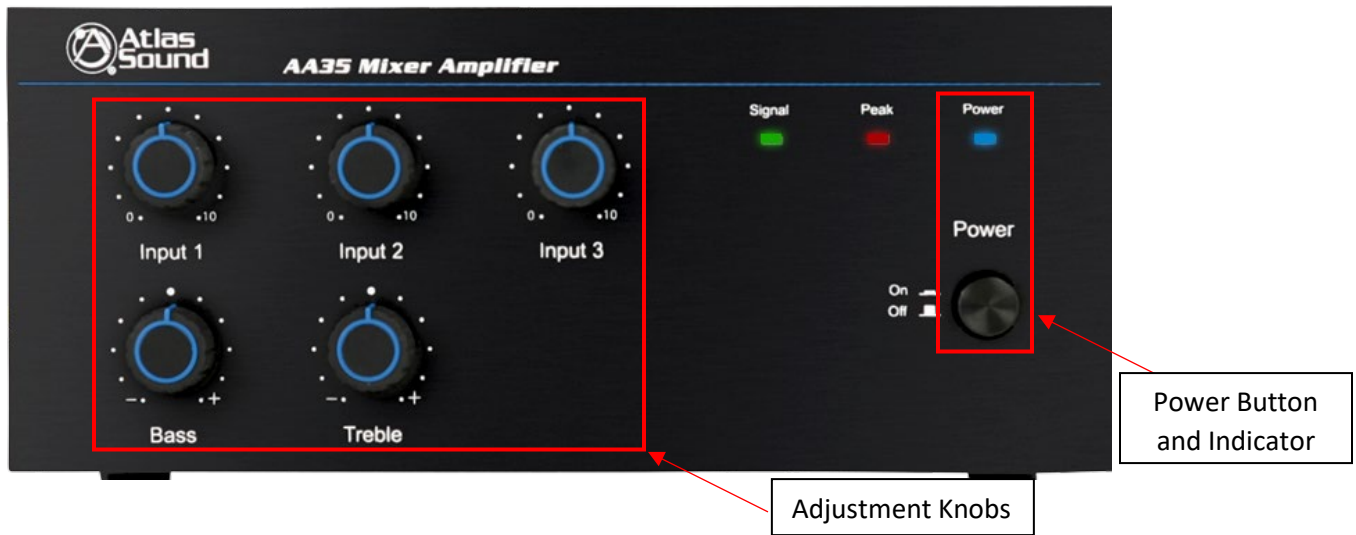
Document Camera:



Power Button: Used to power on/off the document camera. Press to power it on, indicated by a solid blue light. Hold to power off the document camera, indicated by a blinking red light. The document camera should be turned off after every use.

HDMI Ports: HDMI Out should only be used. HDMI In does not display to the projector.

Amplifier:



Power Button: Used to power on/off the amplifier. Power on is indicated by a solid blue light on the Power indicator and power off is indicated by no light on the Power indicator.

Adjustment Knobs: These should NEVER be adjusted. Doing so could permanently damage the equipment.

Crestron DMPS:

THESE DEVICES SHOULD NEVER BE INTERACTED WITH.



OR




GENERAL USE GUIDE

1. Turn on the projector by touching the “Touch to Start” button from the Crestron touch panel.
2. The default source will be the desktop computer. If a different source is desired, select the Input Select Button on the Crestron touch panel.
3. Select the desired source from the Present a Source page on the Crestron touch panel.
4. If using the computer, login using NMSU credentials.
5. If sound is desired for any input, adjust the volume to the desired level on the Crestron touch panel.
6. When session is over, turn off the projector by touching the Power Button on the Crestron touch panel and selecting “Shutdown” when prompted.

NOTE: Please turn off the projector after every class to prolong the life of the equipment.

TROUBLESHOOTING GUIDE

Desktop Computer Troubleshooting:

1. Cannot login to computer
 - a. Make sure that the computer has network, indicated by 
 - i. If no network indication is present, call Classroom Technology at 575-646-6500.
 - b. Make sure that credentials are being entered correctly and Caps Lock is OFF.
 - i. Username should NOT include “@nmsu.edu”
 - ii. If unsure of credentials, call Help Desk at 575-646-1840 for a password reset.
2. Computer not displaying on monitor AND projector
 - a. Make sure that the projector is on, indicated by a small green light on the projector.
 - b. Make sure that the computer is powered on inside the desk, and if it is not, press the power button.
 - i. If the computer does not turn on, call Classroom Technology at 575-646-6500.
 - c. Make sure that the computer monitor is on, indicated by a constant light on the bottom corner.
 - i. If the computer monitor is off, press the power button to turn it on.
 - ii. If the computer monitor does not turn on, call Classroom Technology at 575-646-6500
 - d. If both the computer and the monitor are powered on, but it is not displaying on the monitor or projector, call Classroom Technology at 575-646-6500.
3. Computer not displaying on monitor, but is displaying on projector
 - a. Check display settings, and make sure that they are set to Duplicate.
 - i. Press the Windows key + P at the same time to bring up a side menu on the projector, and select Duplicate with the mouse or keyboard.

- b. For rooms with two monitors, make sure that the display settings are set to Extend.
 - i. Press the Windows key + P at the same time to bring up a side menu on the projector, and select Extend with the mouse or keyboard.
- c. If Duplicate or Extend is already chosen and it is still not displaying on the monitor, call Classroom Technology at 575-646-6500.
- 4. Computer not displaying on projector, but is displaying on monitor
 - a. Make sure that the projector is on, indicated by a small green light on the projector.
 - b. Check display settings, and make sure that they are set to Duplicate.
 - i. Press the Windows key + P at the same time to bring up a side menu on the projector, and select Duplicate with the mouse or keyboard.
 - c. For rooms with two monitors, make sure that the display settings are set to Extend.
 - i. Press the Windows key + P at the same time to bring up a side menu on the projector, and select Extend with the mouse or keyboard.
 - d. If Duplicate or Extend is already chosen and it is still not displaying on the monitor, call Classroom Technology at 575-646-6500.
- 5. Desktop computer displaying, but sound is not working
 - a. Make sure that the Crestron touch panel is not muted and that volume is set at a reasonable level.
 - b. Make sure that the Atlas Amplifier in the desk is powered on, indicated by a blue light next to the power button.
 - i. No other buttons or dials should be adjusted as they could cause permanent damage to the equipment.
 - c. Make sure that the volume is turned up on the laptop.
 - d. Make sure that the Crestron is selected as the audio output.
 - i. Click the speaker icon in the lower righthand corner and select “Crestron” from the dropdown menu given.
 - ii. If “Crestron” does not appear as an option, call Classroom Technology at 575-646-6500.
 - e. If sound is still not working for the room, call Classroom Technology at 575-646-6500.

Laptop Troubleshooting:

- 1. Windows laptop not displaying on projector
 - a. Make sure that the projector is on, indicated by a small green light on the projector.
 - b. Make sure that the “Laptop” or “HDMI” source is selected on the Crestron touch panel.

- c. Disconnect the HDMI cable and reconnect it to the laptop.
 - d. Check display settings and make sure that they are set to Duplicate or Extend.
 - i. Press the Windows key + P at the same time to bring up a side menu on the projector, and select Duplicate with the mouse or keyboard.
 - e. If the laptop is still not displaying on the projector, call Classroom Technology at 575-646-6500.
 2. Windows laptop displaying, but sound is not working
 - a. Make sure that the Crestron touch panel is not muted and that volume is set at a reasonable level.
 - b. Make sure that the Atlas Amplifier in the desk is powered on, indicated by a blue light next to the power button.
 - i. No other buttons or dials should be adjusted as they could cause permanent damage to the equipment.
 - c. Make sure that the volume is turned up on the laptop.
 - d. Make sure that the Crestron is selected as the audio output.
 - i. Click the speaker icon in the lower righthand corner and select “Crestron” from the dropdown menu given.
 - ii. If “Crestron” does not appear as an option, call Classroom Technology at 575-646-6500.
 - e. If sound is still not working for the room, call Classroom Technology at 575-646-6500.
 3. Mac laptop not displaying on projector
 - a. Make sure that the projector is on, indicated by a small green light on the projector.
 - b. Make sure that the “Laptop” or “HDMI” source is selected on the Crestron touch panel.
 - c. Disconnect the HDMI cable and reconnect it to the laptop.
 - d. Check display settings and make sure that they are set to mirrored.
 - i. Click the Apple logo in the upper left-hand corner, and select System Settings, then Displays. Default will be extended displays, but to mirror the displays, hold the Option key and drag the two displays on top of each other.
 - e. If the laptop is still not displaying on the projector, call Classroom Technology at 575-646-6500.
 4. Mac laptop displaying, but sound is not working
 - a. Make sure that the Crestron touch panel is not muted and that volume is set at a reasonable level.
 - b. Make sure that the Atlas Amplifier in the desk is powered on, indicated by a blue light next to the power button.
 - i. No other buttons or dials should be adjusted as they could cause permanent damage to the equipment.

- c. Make sure that the volume is turned up on the Mac.
- d. Make sure that the Crestron is selected as the audio output.
 - i. Click the Apple logo in the upper left-hand corner, and select System Settings, then Sound. Click the Output on the right and select the “Crestron” output option.
 - ii. If “Crestron” does not appear as an option, call Classroom Technology at 575-646-6500.
- e. If sound is still not working for the room, call Classroom Technology at 575-646-6500.

Document Camera Troubleshooting:

1. Document camera not displaying
 - a. Make sure that the projector is on, indicated by a small green light on the projector.
 - b. Make sure that the document camera is powered on.
 - i. A red blinking light indicates that the document camera is off. Press the power button to turn it on, and the red blinking light will change to a constant blue.
 - c. Make sure that the “Document Camera” source is selected on the Crestron touch panel.
 - d. Make sure that the HDMI cable is plugged into the HDMI Out port of the document camera.
 - i. There are two HDMI ports on the document camera, but only the HDMI Out port will allow the document camera to be displayed.
 - e. If connections are correct and the document camera is powered on, call Classroom Technology at 575-646-6500.

Blu-Ray Troubleshooting:

1. Blu-Ray player not displaying
 - a. Make sure that the projector is on, indicated by a small green light on the projector.
 - b. Make sure that the Blu-Ray player is on, indicated by a small white light in the upper righthand corner of the player.
 - i. If the Blu-Ray player is off, then press the power button located in the upper righthand corner of the player.
 - c. If the Blu-Ray player is on but it is still not displaying, call Classroom Technology at 575-646-6500.
2. Blu-Ray player displaying, but sound is not working

- a. Make sure that the Crestron touch panel is not muted and that volume is set at a reasonable level.
 - b. Make sure that the Atlas Amplifier in the desk is powered on, indicated by a blue light next to the power button.
 - i. No other buttons or dials should be adjusted as they could cause permanent damage to the equipment.
 - c. If sound is still not working for the room, call Classroom Technology at 575-646-6500.
3. If Blu-Ray player is not working or available, the desktop computer can be used instead.
 - a. Insert disc into disc tray and open VLC application to view.

For All Other Issues:

Please call Classroom Technology at 575-646-6500.