Using the Classroom at KSU CPM

(Photos: Joan Lannoch, KSUCPM)
Contents
Using the Classroom at KSU CPM ................................................................. 1
Turning System On ......................................................................................... 3
Microphones and Slide Advancers ............................................................... 5
  Microphones .............................................................................................. 5
  Slide Advancer ........................................................................................... 6
Choosing a Different Input Mid-Presentation .............................................. 7
Manual Adjustments to the Room Environment .......................................... 7
  Adjusting the Window Shades ................................................................. 8
  Raising/Lowering the Projector Screen .................................................... 8
  Powering On/Off the Projector ................................................................. 8
  Changing the Room Lights .................................................................... 9
  Adjusting the Pan, Tilt, and Zoom of the Camera .................................. 9
  Adjusting the Audio Volume .................................................................. 10
Turning System Off ....................................................................................... 11
Quick Troubleshooting ................................................................................. 12
Turning System On

Tap the Crestron panel once to bring it out of sleep mode, and again to start the system.

Tap the “Lectern” button to drop the screen and window shades

Select the appropriate input button depending on if using the Podium Computer, the VGA laptop cable, or the HDMI laptop cable. This menu will appear after you tap the “Lectern” button.
If using the document camera, manually move the camera arm into position and turn it on by holding down the power button until the orange light turns green. The camera will automatically take priority over all other devices. Next, select the “Doc Cam” input button from the “Lectern” menu.

If using the Podium Computer, log in with your Flashline ID and password OR Student for the username, and Student for the password.

The lectern monitor automatically goes to sleep after one hour of inactivity. Press the power button once to bring it out of sleep mode.
Microphones

Each classroom is equipped with a gooseneck microphone at the lectern and a wireless lapel microphone in the drawer.

If the presenter will be staying at the lectern for the entire presentation, the gooseneck microphone is recommended. Tap the flat button on the base of the microphone once to turn it on and again to turn it off. A green light will appear when the microphone is on.

If the presenter will be moving about the room during the presentation, the lapel microphone is recommended. Before the start of your presentation, please swap the batteries with the rechargeable spares in the lectern cabinet below the monitor in the higher of the two shelves.

After placing the lapel microphone on your person in a comfortable location, hold the top button until the red light turns on to power on the microphone. When completed, hold the same button again until the red light turns off to power off the microphone.
Each room comes equipped with a slide advancer for use during your presentation. Before the start of your presentation please swap the batteries with the rechargeable spares in the lectern cabinet below the monitor in the higher of the two shelves.

After beginning your presentation, the left and right buttons will move your slides backwards and forwards respectively.

The red button on the advancer serves as a laser pointer respectively.

The monitor button on the advancer will blank the screen when pressed. Press it again to return to your presentation.
Choosing a Different Input Mid-Presentation

Ensure that the Lectern button is selected on the Crestron panel. You may need to tap the screen to bring it out of sleep mode.

Select the alternative input desired

You may use this process to quickly switch back and forth.

Manual Adjustments to the Room Environment

All adjustments are performed from the Tools menu. Press “Tools” to access this menu.
Adjusting the Window Shades

Press the up or down buttons next to the Shades title to adjust the amount of natural light in the room.

Raising/Lowering the Projector Screen

Press the up or down buttons next to the Screen title to adjust the height of the projector screen.

Powering On/Off the Projector

Press the On or Off buttons next to the Projector title to adjust the projector as needed during your class.
Changing the Room Lights

Four different presents of lighting arrangements have been provided for your use via the “Scene” buttons. “Scene 1” is the selection with the most light. “Scene 4” will make the room nearly completely dark. “Scene 2” and “Scene 3” will provide a moderate amount of light.

Adjusting the Pan, Tilt, and Zoom of the Camera

If utilizing the recording camera in the room, press the “Camera Controls” to make any adjustments necessary to the camera at the rear of the room or its Presets.

When complete, press the “Tools” button to return.
Adjusting the Audio Volume

Press “Back” to return to the Main Menu. The Program Volume slider is located on the lower-right corner of the Crestron panel and can be used to adjust the audio levels of the room.

Do NOT adjust the individual microphone levels in the “Tools” menu.

When you have completed your adjustments, be sure to press the “Back” button to return to the Main Menu.
Turning System Off

Ensure you can see the red “Off” button on the lower-left part of the Crestron screen. You may need to tap the screen to bring it out of sleep mode or press “Back” to head back to the main menu.

Press the red “Off” button, and “Yes” to confirm that you wish to shut down the system. The projector will shut off, the lights will turn back on (if off), and the windows screens will rise.

Log off of the Podium Computer if used. You may disconnect your laptop (if used) at any time.

If you had used the document camera, move the camera arm back to its resting position and power the camera off by holding down the power button until the light turns orange.
Quick Troubleshooting

**Nothing is showing up on the projector after I turned the system on**
Access the “Tools” menu and manually ensure the projector is turned on.

If using the podium computer, ensure the computer in the lower-right cabinet is turned on.

If using a laptop, check to ensure that your connection is fully plugged in. Ensure that your appropriate input method has been selected from the “Lectern” menu. Also check your laptop to ensure that it is in presentation mode. The method necessary to adjust this depends on your laptop model. Refer to your specific user guide as needed.

If using the document camera, ensure it has been powered on and the camera arm is in position. Ensure that your appropriate input method has been selected from the “Lectern” menu.

**The wireless microphone or slide advancer is dead and doesn’t respond**
Change the batteries with the spare rechargeable batteries in the upper-left shelf of the lectern. Please be respectful of the presenter that follows you and place the depleted batteries onto the charger. A battery icon will appear on the respective charger slot when the battery has been appropriately inserted.

Check the Crestron panel to adjust the Microphone volume from the “Main” menu.

The slide advancer may not be equipped to work with your specific presentation tool if it is not a mainstream program. If slides with your program cannot be advanced or reversed with the arrow keys of a keyboard, the advancer will not work with your program.

**The image from the document camera is blurry or zoomed inappropriately**
The camera zoom and resolution can be adjusted from the camera arm as needed.

**I still can’t find the answer to my question.**
Please contact the CPM-IT department so we can resolve your specific issue by calling 216-916-7545 or extension 17545 from an internal KSU phone. The department is staffed during normal campus operational hours and Saturdays by request.

If you only wish to leave a report for CPM-IT to follow up on at a later time please send an email to cpmit@kent.edu.