

# **Instructions for the Crestron Media in**

# **Stranahan Hall Building**



**THIS IS FOR ROOM USE ONLY!**  ANY QUESTIONS, PROBLEMS, OR FOR ADDITIONAL COPIES CALL 419-530-4607.

Starting Up

* If the Crestron screen is black then touch the Crestron screen to turn it on
* If the Crestron is turned on but the projectors are off/ showing a black screen please restart the Crestron system to fix this.

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* When the UT picture is displayed, then touch the screen to begin.



* Projector will warm up for about 60 seconds - **Please Be Patient**, a light should illuminate in the projector. (The projector will automatically shut off after 5 minutes if nothing is being displayed on the screen)



* A menu screen of devices will appear on the Crestron screen.



IF THE MONITOR IS OFF…

* Make sure the power button is green.  This is located on the lower right hand side of the monitor.

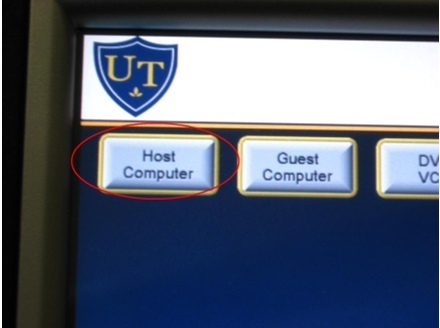
C:\Users\asenapa\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\584BD377.tmp

* Also check to make sure that the computer is on by checking to see if the power button is blue.

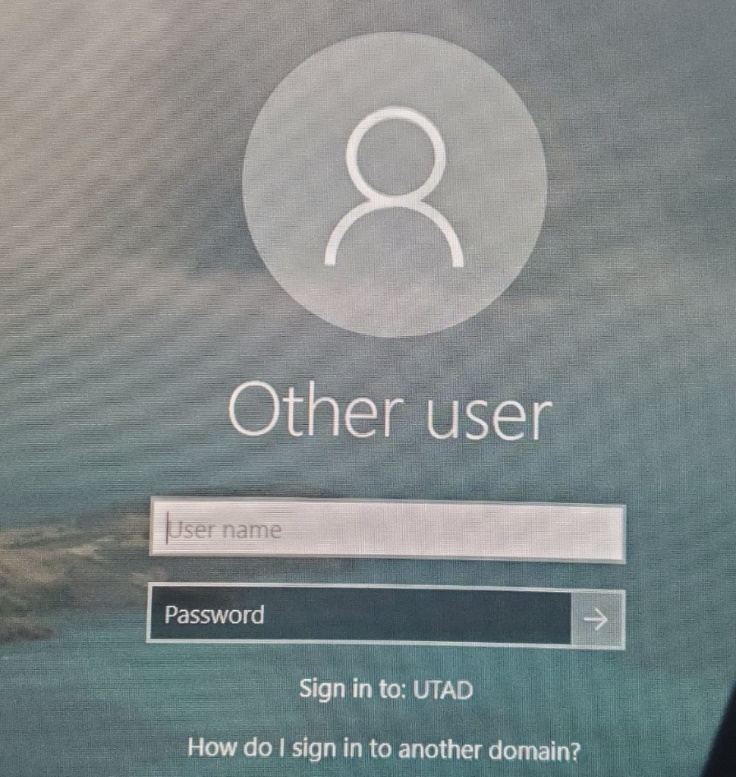
C:\Users\asenapa\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\DACF4439.tmpC:\Users\asenapa\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FAE9EBAF.tmpC:\Users\asenapa\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\579CF4B3.tmp

HOST COMPUTER

* To display the host computer on the projector, touch the Host Computer button.



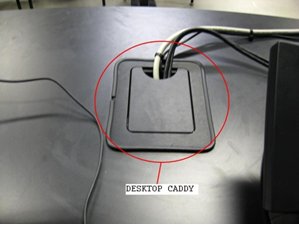
* To login to the Host Computer press “Ctrl Alt Delete” simultaneously.
* Your login screen will appear.  Type in your username and password and make sure the “Log on to” is set to UTAD.



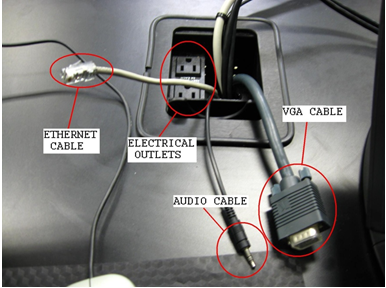
* Do not forget to logoff when you are finished.

GUEST COMPUTER

* Located on the desktop is the caddy.



* Inside the caddy are 2 electrical outlets, an audio cable, VGA cable, and an Ethernet cable for the guest computer.
* WIFI is also available when using a guest computer. Either UT guest network or EDUROAM can be used.



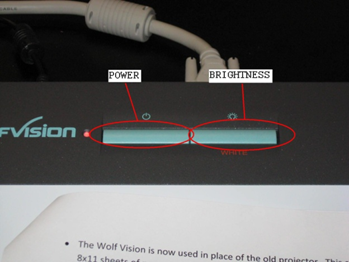
* Make sure that the VGA cable is plugged into your laptop.
* To view your laptop through the projector, push the Guest Computer button.

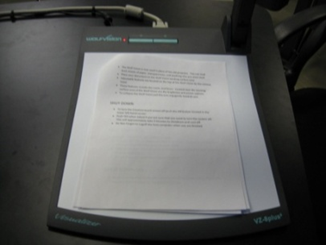
DOCUMENT CAMERA

* The Elmo Document Camera is now used in place of the overhead projector.  It can read 8x11 sheets of paper, transparencies, and any printed material you want to project.



* Located near the base of the ELMO is the power button. To turn on press the power button and it should be illuminated blue.



* Place your document under neither of the ELMO camera head.
* To zoom or focus in on your documents, use the knob located on the opposite end of the head from the camera.

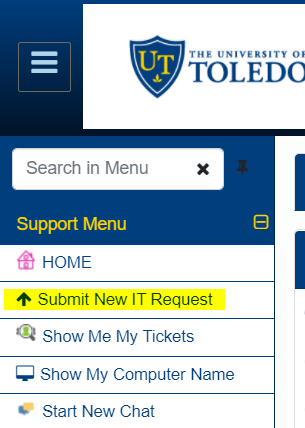


SHUT DOWN

* At the end of your class, please turn off the projector.  To do this, touch the Off button located in the bottom left side of the Crestron touch screen.



* Touch YES when asked if you are sure that you want to turn the system off.  This will approximately take 2 minutes to shut down and cool off 

Sending a Help Desk Request

* Go to: <https://ithelp.utoledo.edu/>
* Use your credentials to login
* Click “Submit a New IT Request”
* Fill out the Form, and click

