

JENKINS HALL 310F

Quick Reference Guide – Page 1

Please Note: This reference is not to leave this room!

To obtain your own copy, please visit
<http://www.loyola.edu/classrooms/>.

Need Help??? Call 2255!!!

Logging On to the PC

- To log on to the network: If the workstation is not already logged on, press [CTRL] – [ALT] – [DEL] and type **jh300-study2** in the user name box and press [ENTER] to log on.
- To use your “G” drive: Once the computer has been logged on, double-click the “G Drive Login” icon on the desktop. Enter your Novell user name and password and click the “OK” button. A Web page will open with instructions for using your “G” drive. When you have finished... LOG OUT! If you fail to logout, your files will be available to anyone who subsequently uses this computer. You MUST double-click on the “G Drive Logout” icon on the desktop to logout.

Turning the System On



- Locate the “SYSTEM ON/OFF” buttons found in the upper left of the Crestron remote control. Press the “ON” button below the “SYSTEM” heading.

- If pressing the “ON” button does not start the system, look at the bottom of the podium for the “Surgex” unit. There will be two large “On/Off” switches. If the switches are in the “Off” position, move them to the “On” position. Wait approximately thirty seconds and then press the “ON” button on the remote control to start the system.

Using the Plasma Display



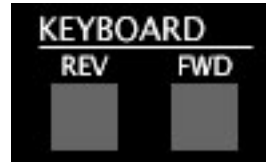
- Make sure that the system is on. If it is not on, please see the “Turning the System On” instructions.

- Press the “ON” button under the “PLASMA” heading located at the top of the Crestron remote control.
- Press the “MAIN” button under the “SCREEN” heading.



- Press the appropriate button located under the “SOURCE” heading. The image from the selected source will now appear on classroom screen.
- You can choose any of the sources shown, under the “SOURCE” heading. Sources include PC, Laptop PC, VCR, TV and document camera.

Keyboard Presentation Control



- When giving a presentation, you can use the Crestron remote control to go forward or backward in your presentation.

- The keyboard control buttons are located on the top right of the remote control.
- Press the “FWD” button to advance to the next slide or bullet point.
- Press the “REV” button to return to the previous slide or bullet point.

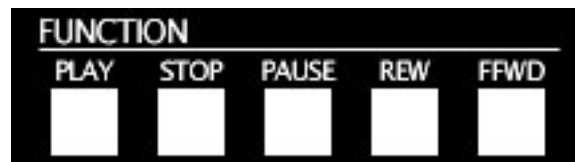
Blanking the Screen



- If you want to blank the classroom screen, press the “BLANK” button on the Crestron remote control. To un-blank the classroom screen, press the appropriate button (e.g. PC).

Using the VCR

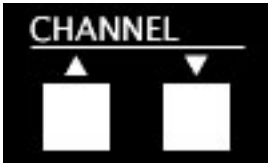
- To display a videotape, make sure that the system is on, the projector is on and the classroom screen is down. Insert your tape into the VCR in the rack located inside the podium.
- On the Crestron remote control, press the “VCR” button located under the “SOURCE” heading.



- To operate the VCR, use the controls under the “FUNCTION” heading. The controls will play, stop, pause, fast forward and rewind the tape.
- To adjust the volume, please see the “Adjusting the System Volume” section of this guide.
- When finished, do not forget to take your videotape with you. To eject the tape, use the “Eject” button on the VCR.

Using the TV Tuner

▪ To display a program running on the Campus Cable Network, first make sure that the system is on, the projector is on and the classroom screen is down.



▪ To use the TV Tuner, press the “TV” button located under the “SOURCE” heading on the Crestron remote control.

▪ To adjust the Channel, press the up and down arrow buttons located under the “CHANNEL” heading.

Using the PC to Play Audio CDs

▪ First, make sure that the system is on. If it is not, see the “Turning the System On” section.

▪ To use the PC to play an audio CD, open the CD tray by pressing the button located under the tray. When the tray opens, place your CD on the tray and gently push the tray to close it.

▪ Once you insert an audio CD, an audio player program will start. Use the program to control the CD. It will allow you to play, pause, stop, and change the track of the CD. You may also eject the CD using the program’s eject button.

▪ If you cannot hear the audio, you may need to adjust the volume on the PC. Locate the icon of an audio speaker in the Task Bar and double click it. Adjust the appropriate sound level and close the window when finished. Also, see the “Adjusting the System Volume” section of this guide.

Adjusting the System Volume



▪ To adjust the volume, locate the “VOULME” heading on the Crestron remote control, and press the up arrow to increase the volume or press the down arrow to decrease the volume.

▪ To mute the volume, press the “MUTE” button located under the “VOLUME” heading. To un-mute, press the “MUTE” button again.

Using the Document Camera

▪ Make sure that the system is on. If it is not on, see the “Turning the System On” section near the beginning of this guide. Also, make sure that the projector is on. If it is not on, see the “Using the Projector” section.

▪ On the Crestron Remote Control, press the “DOC” button under the “SOURCE” heading.

▪ If the document camera is not visible, it is stowed on a pull out shelf in the podium. Pull out the shelf and adjust the document camera by lifting up on the both of the light arms. Raise the camera arm by pushing button at the bottom of the camera arm base and lifting until the arm is in place. Move the camera until it slides into position facing down at the board. Power the document camera on by using the power switch on the lower left side of the unit.

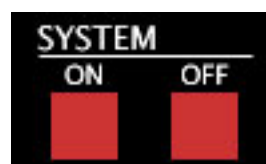
▪ To display a piece of paper or object, place the item on the board of the document camera.

▪ If the object requires top light to be visible, press the “Lights” button on the document camera. If the object requires backlight to be visible, press the “Back Light” button on the document camera.

▪ To adjust the zoom, press either the “Wide” button to zoom out or the “Tele” button to zoom in. To adjust the focus, press either the “Near” button to focus in or the “Far” button to focus out.

▪ When you have finished using the document camera, please power the document camera off and stow in the podium.

Turning the System Off and Logging Off Your “G” Drive



▪ When you have finished using the system, please shut it down. To do so, touch the “Exit / Shutdown System” button in the upper left hand corner of the touch screen. On the menu that appears, touch “Yes” to shut the system down.

▪ If you have logged on to your “G” drive, you must log off to protect your files. To log off, double-click the “G Drive Logout” icon on the desktop. If successful, a dialog box will appear informing you that you have successfully logged off of your “G” drive.