Overview

The Crestron Touchscreen System is an in-class presentation hub that enables instructors to operate various classroom media from one location. Crestron Systems come in three different forms: a podium, a standalone box, or a wall-mounted box. All Crestron Systems are located at the front of the classroom and are controlled via a standard touchscreen interface.

The systems are connected to a ceiling-mounted projector, which displays an image on to a screen hanging at the front of the room. The systems are connected to speakers which provide sound for the system's various sources and microphones.

Every Crestron Touchscreen System includes a VGA connection used to connect and project from laptops, phones, and tablets. All Crestron rooms also include a VCR and a DVD player. Some Creston rooms are equipped with a document camera, international DVD player, Blu-ray player, RCA inputs, HDMI input, wireless lavaliere microphone, or hand-held microphone. For a full list of equipment available in each DCS room, please visit the Classrooms section at dcs.rutgers.edu.

For a quick guide to using the Crestron Touchscreen System, please view the sections below.

Getting Started

• The touchscreen is located near the top of the system. If the system has been idle, the touchscreen will be asleep. Press anywhere on the touchscreen to bring it out of sleep mode. You will then see a welcome screen. Press the touchscreen again to turn on the system.

• In rooms with manual screens, pull down the screen. In rooms with electric screens, the screen will automatically lower when the system is turned on. You may also control electric screens by pressing the SCREEN button on the touchscreen or pressing the up and down buttons on the wall.

• The projector will automatically turn on and may take up to two minutes to warm up. Once the projector is ready for use a main menu will appear on the touchscreen.

Using a Laptop or Mobile Device

• All Crestron systems include a VGA cable with three rows of pins. If your laptop does not have a VGA port, you will need to purchase a VGA adapter. Connect this adapter to your laptop.

• The system VGA cable will either be coming out of a hole in the front of the podium near the touchscreen or stored in the front drawer. Plug one end of the cable into your laptop or VGA adapter. The audio cable is located next to the VGA cable. Plug the audio cable into your device's headphone jack. If the other ends of the cables are not already connected to the system, connect it to the VGA and audio ports located next to the touchscreen.

• On the touchscreen, press the LAPTOP button.

• Turn on your laptop.

• The laptop will likely not project until your operating system has fully loaded. If it is not projecting once your desktop appears on the laptop monitor, you may need to change your laptop's settings to tell it to project. You may also need to adjust your resolution. We recommend starting with a resolution of 1024 x 768.

• If the image is projecting but is not properly aligned, press the APA button on the touchscreen.

• To play audio from your device, make sure the volume is raised on your laptop and press the VOLUME button on the touchscreen. In some rooms, you will need to select PROGRAM volume. Then, use the up, down, and mute buttons to control the audio.

• For more information on projecting from laptops and portable devices, view the How Do I… section at dcs.rutgers.edu or contact DCS.

The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session.

Digital Classroom Services

Tillett Hall - Room 112 • 848-445-3612 • website: dcs.rutgers.edu • email: dcs@rutgers.edu
Using the Document Camera

- Large Crestron rooms include a document camera. Document cameras can be used to project images from documents, transparencies, and objects.
- To begin, select DOCUMENT CAMERA or VISUALIZER on the touchscreen.
- Raise the document camera lights and camera and angle them so they are pointed down at your materials. You can move either your materials or the camera to project the portion you would like to show.
- If you are projecting a transparency, use base light mode. For all other materials, use arm light mode. You can change modes by pressing the CHOOSE ARM LIGHT/CHOOSE BASE LIGHT button on the touchscreen. The button will toggle between the two options each time you press it.
- On the touchscreen, use the ZOOM IN, ZOOM OUT, FOCUS IN, FOCUS OUT, DARKEN, and BRIGHTEN buttons to adjust the image. You may also press AUTO FOCUS once you have aligned your image and adjusted the zoom.

Playing a Videotape

- Select VCR on the touchscreen’s main menu.
- Insert your tape into the VCR, located in the lower front of the system.
- Use the VCR buttons on the touchscreen to control playback.
- To adjust the volume level, press the VOLUME button. In certain rooms, you will then need to press PROGRAM. Use the up, down, and mute buttons to adjust the audio level.
- When you are finished, press the EJECT button on the touchscreen or on the VCR to remove your videotape.

Playing a DVD

- While all Creston Systems are equipped with a DVD player – certain rooms also include Region 0 (International) DVD players, Blu-ray players, or laser disc players. To get started, choose the player you would like to use from the touchscreen main menu (either DVD, Blu-ray, Region 0, or Laser Disc).
- A new set of DVD buttons will appear. Press OPEN/CLOSE to open the disc tray. Place your disc in the tray and press OPEN/CLOSE again. The players are located in the podium, below the touchscreen.
- Use the DVD buttons to control playback. Press MENUS for additional controls, including chapter selection.
- To adjust the volume level, press the VOLUME button. In certain rooms, you will then need to press PROGRAM. Use the up, down, and mute buttons to adjust the audio level.
- When you are finished, press OPEN/CLOSE again to remove your disc.

Using the Microphones

- Larger Crestron rooms have wireless lavaliere microphones and hand-held microphones. The microphones can be found in the side document camera compartment or the front drawer or shelf.
- To use the wireless lavaliere microphone, attach the microphone to your collar. Press and hold the button on top of the microphone body pack until it is green. Tap the button once to mute audio – the light will turn orange. If the light blinks red, the batteries need to be replaced. Batteries are kept with the microphone. Press the two tabs on the front sides of the body pack to remove the battery compartment. Replace the batteries and close the compartment lid. You may put the old batteries in the dead batteries bin in the podium.
- To use the hand-held microphone, remove the microphone and XLR cable. Plug one end of the cable into the microphone. Plug the other end into the system input. The input will either be located next to the touchscreen or on the side of the podium. Move the switch on the microphone into the on position.
- To adjust the volume level, press VOLUME on the touchscreen, followed by MICROPHONE. Use the up, down, and mute buttons to adjust the level. When adjusting the volume, please note that most rooms will only produce audio in the student area and not in the teaching area. Therefore, the best place to gauge audio level is typically in the audience.

Advanced Features

Some Crestron systems include certain additional features.

Mute Video

- This feature allows you to blank the projected image. While projecting, press the MUTE VIDEO or HIDE VIDEO button. The button will blink while active. Press it again to unmute the video.

Dual Display

- In rooms with two projectors, instructors can use one projector, display the same image on both screens, or display different sources on each screen.
- On the left-hand side of the touchscreen, choose the projector you would like to use. Left and right refer to the instructor’s point of view, not the student’s. Next, choose the source you would like to display.
- To use a second projector, choose the other projector and your second source. Please note, the audio of the source last selected will be audible.

External Inputs

- External inputs allow you to bring and connect your own device using RCA video cables. Please note, you will need to supply your own cables.
- Connect the red-white-yellow cables to the red-white-yellow ports on the podium.
- On the touchscreen, select EXTERNAL INPUT or AUX INPUT.
- To adjust the volume level, press the VOLUME button. In certain rooms, you will then need to press PROGRAM. Use the up, down, and mute buttons to adjust the audio level.