

## *Classroom Technology*

## *Mervis Hall Classrooms B75, 104, 114, 115, 117*

### **Log in to the Computer**

You can log in to the podium machine using your **Pitt user name and password**. This is the same user name and password you would use for your email, Blackboard, or other Pitt resources. Press CTRL + ALT + DEL to log on. Please note that if you have a guest speaker who does not have a Pitt ID, you will need to log in to the podium machine prior to the start of your guest's presentation.

### **Start a Presentation**

- Tap the Crestron control panel built in to the podium. It is okay to tap a little harder if it doesn't respond. Give it a few seconds to warm up, and then click **Start Presentation**.
- Select a source for the projector by touching the respective source button, e.g. Laptop, Blu-Ray/DVD, or PC. The screen will lower and the projector will power on automatically.

To temporarily blank the projector during a presentation, touch the **Blank Screen** button. Touch the **Blank Screen** button again to bring the picture back.

### **Choose an Input Source for the Projector**

**PC:** This is the machine resident in the podium. Open the door on the lower left to access the machine. The keyboard and mouse are located in a sliding drawer built in to the lectern. If you need to plug in a USB drive, use the USB slots on the left-hand side of the monitor.

**Laptop:** Open the black metal access panel above the Crestron control panel. Gently pull out the video and audio cables inside. Plug the video cable into the VGA/video out port of your laptop. The audio cable may be plugged into the headphone/audio out port of your laptop, if you will need sound for your presentation.

**Doc Cam:** Open the sliding drawer in the right-hand side of the podium. Carefully unfold the document camera, making note of the diagram which explains this procedure. Press the power button in the upper right corner of the camera to start. If you have transparencies, please place a white piece of paper beneath them to view them correctly with the document camera.

**Blu-ray/DVD:** The media player is located in the lower right-hand side of the podium. Turn the unit on, and load your media as usual. Controls will be displayed on the Crestron control panel when you select these inputs.

### **Rear Confidence Monitor**

Classrooms are equipped with a rear confidence monitor, so the instructor can view the presentation without turning around or standing at the podium.

## Interactive Display

The PC's monitor is actually an **interactive pen display**, like a tablet. You can use it like a tablet with the pen attached to the monitor.

## Sound, Microphones, and Cameras

You may adjust volume for any of the inputs by adjusting the **Program Level** setting on the Crestron control panel.

There is both a podium microphone and a wireless lapel microphone available. The wireless microphone pack will be in the podium cabinet or under the document camera. Just turn the lapel microphone receiver on to get started by flipping open the case and pressing the **ON/OFF switch**. You may mute the microphones at any time by pressing the **Mic Mute** button on the Crestron control panel, or by using the mute switch on the lapel mic.

All classrooms have cameras to record lectures and meetings. You may use the Panopto Recorder program to save a recording. Contact the help desk for more information.

## Lighting

From the initial Creston screen, you may choose from three lighting schemes. After you have started a presentation, press the **Lights** button to adjust the lighting levels. You may turn on or off the front, middle, and rear banks of fluorescent lights, and the front and rear banks of incandescent lights.

## Displays

Press the **Screen** button on the Crestron control panel to raise and lower the main screen, if applicable. Note that the main screen will be lowered automatically at the beginning of a presentation. The controls for the auxiliary screen are located in the lower left-hand side of the podium.

## End Your Presentation

**Log out of the computer.** Please leave the computer on so the next person can log in quickly.

Press the **Exit** button on the lower right-hand side of the Crestron control panel. Click **Yes** to exit presentation mode. The projector will be automatically turned off, and the main screen will be raised. If you need to turn the projector back on, make sure you let it cool for at least two minutes prior to re-starting your presentation.

## Getting Help

There is a phone in the podium cabinet. Please call Katz IT Services at 8-1601 (412-648-1601) for assistance. If it is inconvenient to call, please come to 317 Mervis Hall. Katz IT Services is open 8:30 a.m. to 7:00 p.m., Monday through Thursday, and 8:30 a.m. to 5:00 on Friday.