Turning on the Teaching Station

1. Log in to the computer using your CCSU credentials -. The default display is the computer connected to the teaching station.
2. Touch (tap) the screen on the Crestron control panel (shown below) to turn on the system. If the computer is not projected onto the screen, please check to see if the "image mute" button for the projector/display is on (it will be blue or red).

3. Choose an input (choices are across the top of the screen and may vary, depending on equipment available in the room).
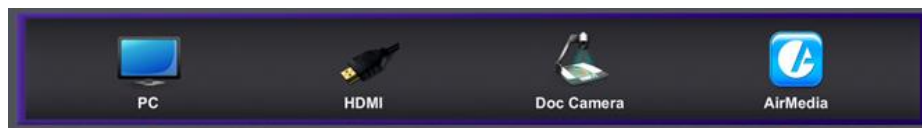
Turning off the Teaching Station

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1. Make sure to logout of the teaching station computer.
2. If you "muted" the image or sound, please make sure to unmute them.
3. Touch the "Exit System" in the lower right corner of the touch panel, and yes to confirm.

(return to menu)

Muting the Projector (but not turning off)

Muting the projector does not turn off the projector/display, however the computer image will not appear on the screen/display. Under Projector, press the Image Mute Button, it will turn red or blue if the image is muted.

Please do not forget to take the projector out of image mute! It's easy to miss because nothing is being projected, and if the classroom is left with this feature engaged, the next person to use the room may think the projector is not working. The proper usage is to take the projector out of Image mute and then choose "Exit System" when leaving the room.

(return to menu)

Muting/Controlling Audio

On the right side of the control panel there is a "Media Volume" section. Please use this to control the sound levels. By pressing the "Mute" you will prevent the sound (the mute button will change to red or blue if engaged). Please remember to unmute the sound before leaving the room. Otherwise, the next person to use the room may think the sound isn't working.

(return to menu)

Using HDMI & Liberty Rings

A courtesy cable with an HDMI connector should be connected to the teaching station if you would like to use your own device. Connect your device to the HDMI cable and choose "HDMI" on the top of the Crestron control panel.
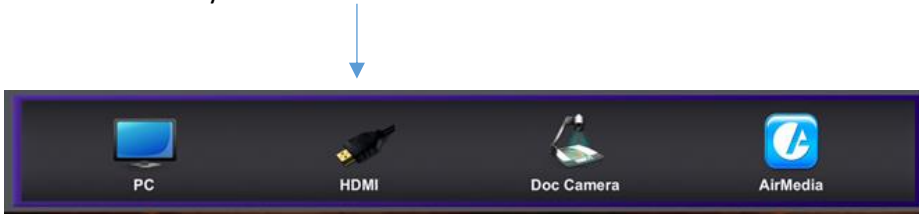

Many rooms are also equipped with a liberty ring. If the room does not have one yet, they are being phased into each building. Liberty rings provide adapters such as USB-C and Lightning to facilitate connecting various devices via the HDMI connector.

Using the Document Camera

Many classrooms are equipped with a document camera. If the room has one, it will be listed on the top row of the control panel. If the room has a podium, the document camera may be housed in a pull-out shelf on the side of the podium.
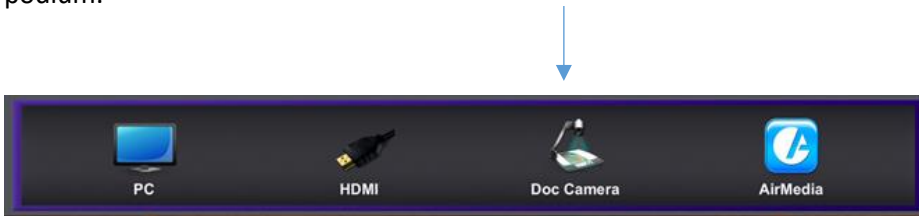

1. Select "Doc Camera" on the Crestron control panel.

2. Turn on the document camera using the power button on the camera.

3. Press Brightness button to activate controls on touch screen, including Lighting.

4. Press Auto Focus to focus and/or Zoom Tele & Wide to zoom in and out.

5. Turn off Document Camera when finished.

Controlling the screen (if motorized)

Many rooms in newer buildings and larger rooms have motorized screens. If the screen is motorized, the controls will be in the middle of the Crestron panel (Up, Down, Stop).

AirMedia
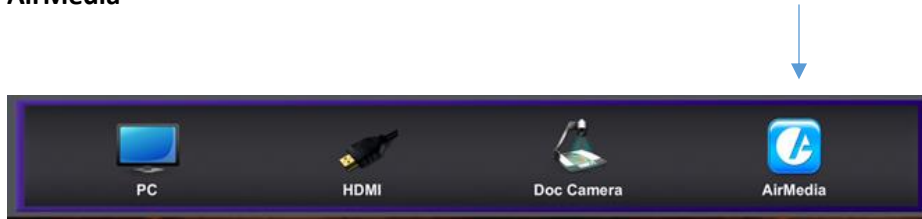
AirMedia is an input option in many classrooms and is being phased in building by building. AirMedia allows you to wirelessly present (mirror) laptop, tablet, or smartphone screens on the projector screens in the classroom. Click here for detailed instructions.

Help

There is a "Help" button at the bottom of the Crestron control panel which will display options for how to get support.

- Expedited Support: Call the IT Help Desk at (860)832-1720. Let them know you are in a classroom, provide the building and room number. Let them know whether or not it's okay for a technician to come into the room while you're teaching.
- Non-urgent Support: Email techsupport@ccsu.edu – these are responded to within 1 business day, Monday through Friday.
- Chat Support: This is available from most teaching stations in classrooms. Look for the icon with the orange "B." on the teaching station's computer desktop. This is a handy option in buildings that have poor cell phone coverage. This option is also considered expedited support.

Tips:

- Projectors/Displays will stop projecting after 180 minutes of inactivity on the Crestron control panel. If this occurs, please exit the system and then turn it back on.
- Please leave the room the way you found it and report any issues so that Information Technology can resolve the issue for the next person using the room.
- Please do not disconnect/change the configurations of the teaching station without IT involvement. Many people use these rooms, and we need to keep the configurations standard and working as there are only 10 minutes between class meeting times and we need to keep the rooms functioning properly for all.