

- A General Purpose Classroom (Z-4) key is required in order to gain access to any General Purpose Classroom. Z-4 keys are available to all OU faculty and staff; keys must be obtained in person at the Classroom Support Help Desk located in 116 Varner Hall. A valid OU faculty or staff ID is required.
- Begin by swiping across the CRESTRON touch screen located on the top of the instructors desk, then **press anywhere on the screen to turn on the system**. Finally select the desired device from the available sources given at the top of the touch screen.

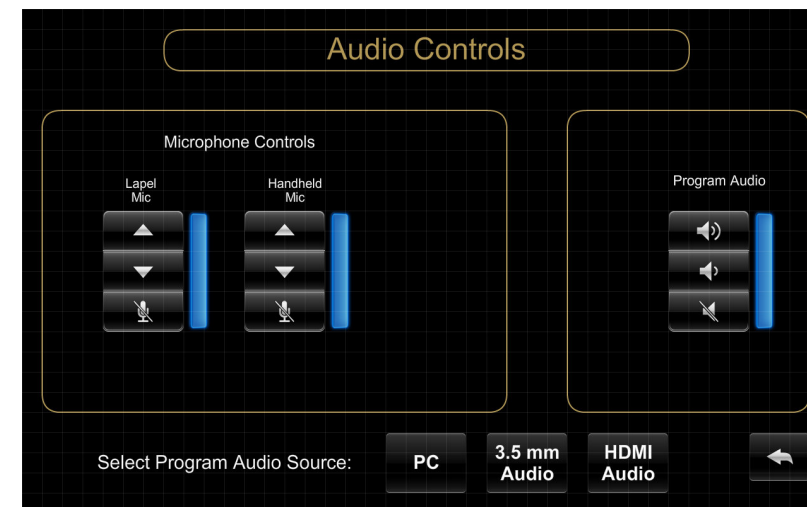
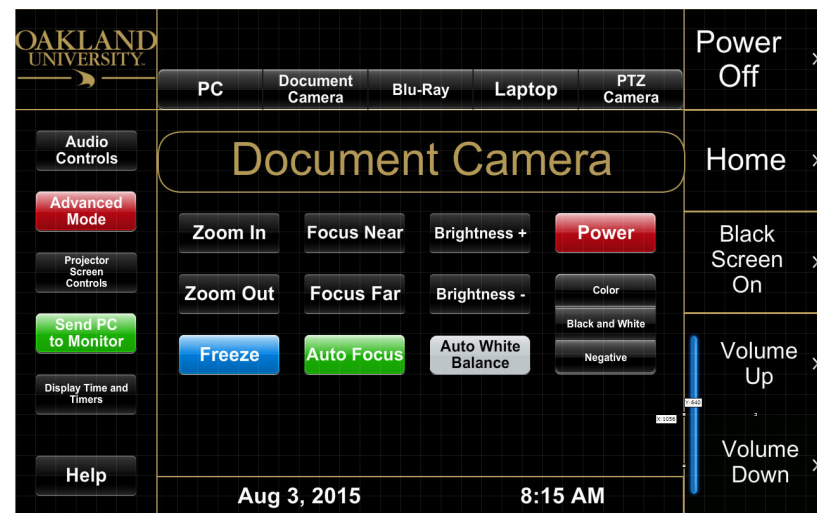
- Remote controls, microphones, and all other accessories are located in the instructor's desk drawer (where applicable).
- To display a black screen on the classroom projector(s), select the **Device Control** menu located in the upper right corner of the monitor, then select **Utility**, then press the **Video Mute** button.

Note: Volume level is adjustable via the device control menu located in the upper right corner of the CRESTRON monitor

- Please turn off and secure all classroom IT/AV resources before leaving the General Purpose Classroom by pressing the **Power Off** button located in the upper right of the touch panel.
- See below for additional CRESTRON control system help documentation.
- Please send an email directly to csits@oakland.edu or call (248) 370-2461 for assistance.

To reset your ADMNET password please visit:

<http://netid.oakland.edu>



For further information on classroom technologies, please visit:

<http://www.oakland.edu/csits>



Classroom PC:

- Press the **PC** button from the available sources given at the top of the touch screen Press the **POWER** button on the front of the computer located in the equipment rack of the instructor's desk.
- If audio is desired, ensure that the program volume is set at an appropriate in the bottom right corner of the touch screen.
- Login with ADMNET credentials when prompted
 - If you have an ADMNET login and have forgotten your password, please visit netid.oakland.edu or scan the QR code above.
 - If you need ADMNET credentials, please visit forms.oakland.edu to fill out the ADMNET account request form. Credentials must be obtained in person from DHE 220.
- For more detailed instructions on the classroom computer please visit the URL to the right of the CRESTRON monitor pictures.

Connect a Laptop/Tablet:

- Press the **LAPTOP** button from the available sources given at the top of the touch screen
- Select the desired laptop video connection. (**HDMI, HDMI with 3.5mm Audio, VGA with 3.5mm Audio, Aux Video**)
- Connect laptop to the Computer, Audio, and Cat-5 cables located on the top of the instructors desk in the cable cubby.
- Configure laptop display and audio settings per device.

Document Camera:

- Press the **Document Camera** button from the available sources given at the top of the touch screen. Press the **Power Button** located on the side of the document camera to turn it on.
- When on, a green LED will illuminate on the top of the document camera.
- The **ZOOM** and **auto focus** buttons located on the face of the document camera allow for the adjustment of the document camera image.
- For more detailed instructions on the document camera in the classroom please visit the URL to the right of the CRESTRON monitor pictures.

DVD/Blu-Ray Operation:

- Press the **Blu-Ray** button from the available sources given at the top of the touch screen. Insert DVD/Blu-Ray into the player located in the instructor's desk equipment rack.
- Use the on screen controls to navigate the media.
- DVDs can also be played with the classroom computer.

Interactive Touch Panel Display:

- See the PC section for information on how to login to General Purpose Classroom computers.
- Locate the pen attached to the interactive touch panel display
- Annotations can be created in any Microsoft Office program or in the whiteboard program located on the Desktop.
- For more detailed instructions on the interactive touch panel display in the classroom please visit the URL to the right of the CRESTRON control panel picture.

Microphone:

- Microphones are located in the instructor's desk equipment drawer.
- Turn on the microphone and then manipulate the volume by adjusting the **Microphone Volume** level located in the **Audio Controls** Menu located in the left hand column of the touch screen.
- For more detailed instructions on using the microphone in the classroom please visit the URL to the right of the CRESTRON monitor pictures.