




Smart Classroom

Tips for Success

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 =Shortcut  =Advice  =Caution

Introduction

To ensure a successful Smart Classroom teaching experience, please read through the tips below.

- Self Help Documents - Review the documents available to you relating to the Smart Classroom. They are all located here: <http://www.towson.edu/adminfinance/ots/trainingdoc/shr19-spectopics.asp#SmartClassroom>.
- Virtual tour - Review the virtual tours that are located here: <http://www.towson.edu/classroomtechnology/virtualtour> to become familiar with your classroom.
- Arrive Early - Sign into the computer and turn on the Crestron. Make sure you press the **START**, then **PROJECT** button on the Crestron to turn on the projector. It takes 30-45 sections to warm up.
- Have Documents Ready - Open any documents you may be using during the class (such as PowerPoint presentations or Word documents) before the class arrives.
- Set up the Document Camera - The document camera is located in the drawer on the right side of the instructor's station. Press **Source** and then the **Document Camera** button on the Crestron. Place the first document on the stage of the document camera. Refer to the document titled: [WolfVision Document Camera: Using the WolfVision Document Camera with the SMART Podium](#) for complete information.
- DVD/Blu-Ray - If you will be showing a DVD/Blu-Ray, be sure to set this up ahead of time. It may take up to 8 minutes for the image to appear after turning on the DVD. Refer to page 6 of the document titled: [Crestron TPS 6L: A Guide to Usage](#). If your DVD/Blue-Ray does not play, you may have to play it through the computer.
- Microphone - If you will be using the microphone, be sure to turn it on. To do this, click the **MICROPHONES** button on the Crestron and then press the **Use** selection on the Crestron screen.
- Turn off the Image on the Projector - Press the **NO SHOW** button on the Crestron to hide the projected image at any time.
- VCR Usage - If you wish to use a VCR, check the classroom first to see if one is supplied. If not, you may bring your own or contact your department's administrative assistant about borrowing one. For instructions on how to hook up a VCR, refer to the document titled: [CLA Smart Classroom: Hooking Up the VCR](#).
- Laptop - If you are going to use a laptop, open the flap on the cable box and plug the laptop in. There will be a VGA cable (blue-tip) for viewing the image and a sound plug for hearing the sound through the laptop. Push the **SOURCE** button on the Crestron. Touch the **Laptop** button on the Crestron screen itself under **Left or Single Image**. If using a MAC, you may need to change the screen resolution to 800 x 600.

- Who to Call - If you have any problems with the equipment, you may contact Perceptis 24 hours a day, 7 days a week. The telephone number will be printed on a placard at the instructor podium in all rooms in which the service is available. In the Liberal Arts Building, the number will also be pre-programmed in speed dial on the podium telephone—just press the Tech Support button.
- Log Off - Be sure to select the FINISH button on the Crestron and press the Yes button to the question that follows. Make sure to Logoff of the computer.

