



ROCHESTER

COMMUNITY AND TECHNICAL COLLEGE

How To Use:

RCTC Classroom Technology

IT Department
August 19, 2022

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Starting Up with Classroom Computer:

The section describes how to use RCTC's upgraded classrooms with the classroom's computer.

Sign into the computer:

- Wake up the classroom computer.
- Sign into the computer using your StarID and your StarID password.



Turn on the room:

- Locate the room controller.
As shown above the control panel is located on the teacher's station.



- Select the "Computer" presentation source on the room controller's touchscreen
The room will take around thirty seconds to start up.

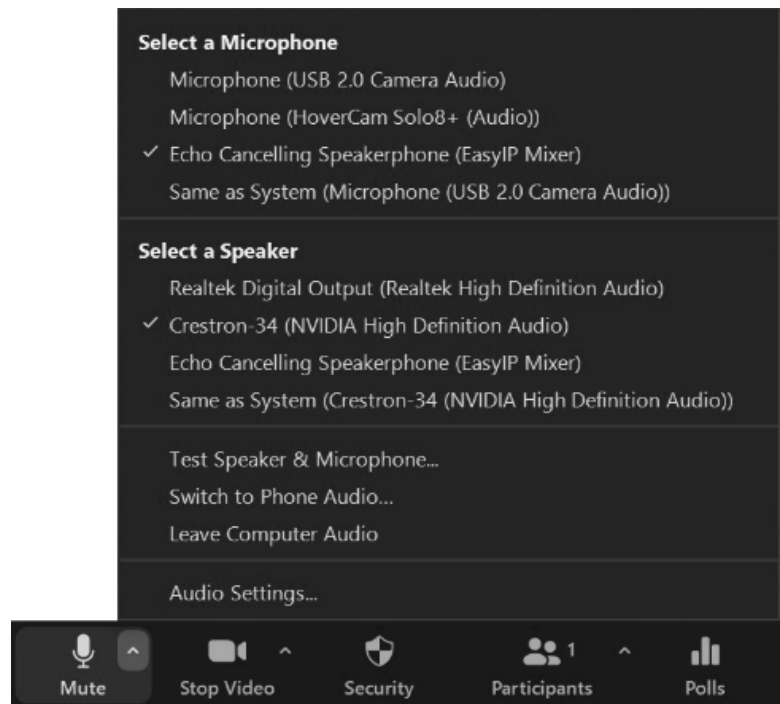


Starting Up Zoom:

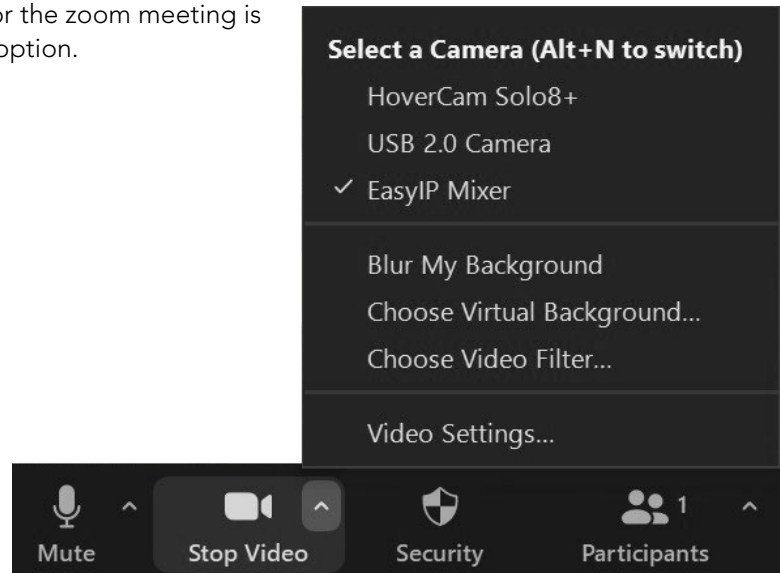
- Launch the zoom client on the room computer to connect online with remote students.
- Sign into the zoom client with SSO using the minnstate domain and your minnstate account.
- Start your Zoom meeting.
- Make sure to click the "Join with Computer Audio" button on the audio conference options popup.
- Check the speaker, microphone, and camera options before continuing:
 - Make sure that the speaker for the zoom meeting is set to the **Crestron-34 (NVIDIA High-Definition Audio)** option.
 - Make sure the microphone for the zoom meeting is set to the **Echo Canceling Speakerphone (4- EasyIP Mixer)** option.



Join with Computer Audio

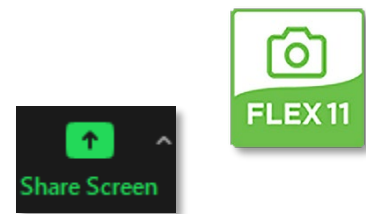


- Make sure the camera for the zoom meeting is set to the **EasyIP Mixer** option.



Starting Up Document Camera:

- Open the **HoverCam Flex 11** document camera app.
- Extend the arm of the document camera to the desired position.
- To display the view of the document camera on a zoom meeting:
 - Select the **Share Screen** option in the zoom meeting's toolbar
 - Select the **HoverCam Flex 11** window
 - Click the **Share** button



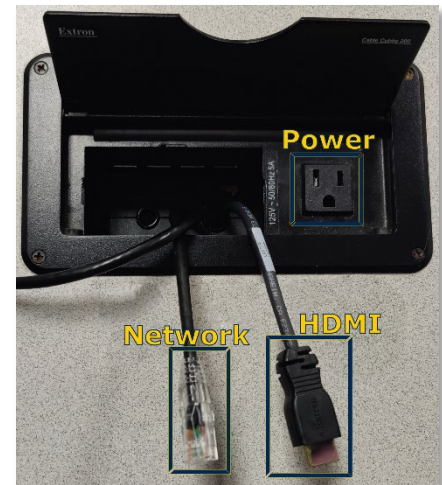
Starting Up with Laptop Input:

The section describes how to use RCTC's upgraded classrooms with a personal or school provided laptop.

Notice: the room cameras cannot be used when connected to the room with a laptop.

Connect your laptop:

- Connect your laptop the room data cables: HDMI and Network.
If your laptop does not have an HDMI data port, contact the TSC for an adapter.
- Connect your laptop to power if desired.



Turn on the room:

- Locate the room controller.
The control panel is located on the teacher's station beside the cable box.



- Select the "Laptop Input" presentation source on the room controller's touchscreen.
The room will take around thirty seconds to start up.



Starting Up with Wireless Input:

The section describes how to use RCTC's upgraded classrooms with a wireless connection.

Notice: the room cameras cannot be used when connected to the room wirelessly.

Turn on the room:

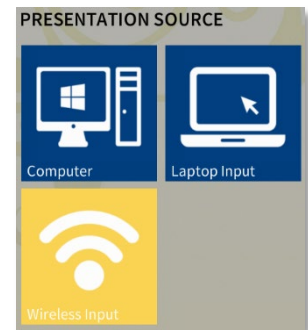
- Locate the room controller.

The control panel is located on the teacher's station beside the cable box.



- Select the "Wireless Input" presentation source on the room controller's touchscreen.

The room will take around thirty seconds to start up.



Connect to Wireless Input (Mac or Windows):

- Follow the "Wireless Input" directions as described on the Room Control Panel

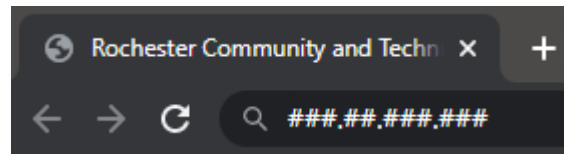
WIRELESS INPUT

Connect to WiFi **RCTC (password: rctcwifi)**

Visit ###.##.###.### from your web browser
or AirPlay to AirMedia-#####

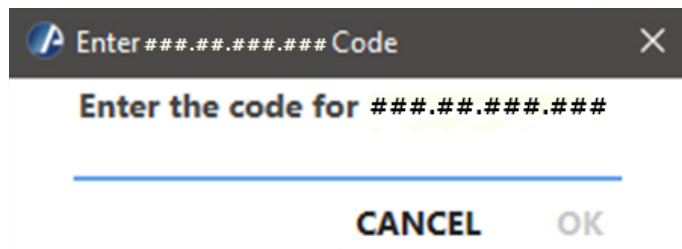
Code is ####

- Open a browser on the device you would like to display from.
- When prompted, download, install and run the correct utility software depending on the operating system being used.

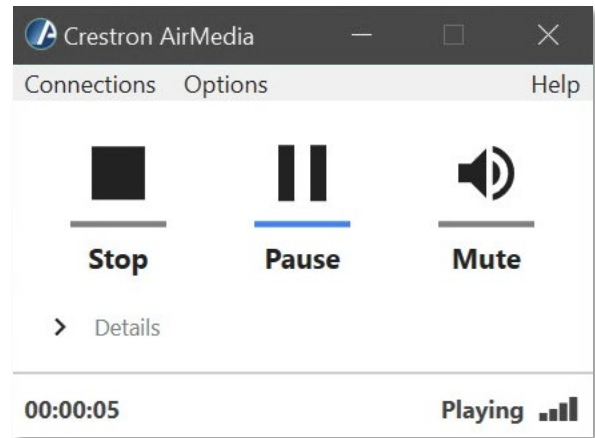


- A popup will appear asking for a code. Use the 4-digit code displayed on the room controller.

Code is ####



- Once properly connected, the Crestron AirMedia app will show a control panel that can be used to control wireless input.



- To end the presentation, click the "Stop" button.

Extra Options:

This section covers the extra options and ways to customize and control an upgraded RCTC classroom. They all require that the room be turned via a computer, a laptop, or a wireless input connection.

Hide the Computer Image:

If the room is turned on, the computer, laptop, or wireless image can be temporarily turned off.

Select the "Image Shown" icon in the bottom right corner of the control panel.



Use the Cameras:

Open the Camera Controls:

Select the "Cameras" icon in the bottom right corner of the control panel to bring up the controller's Camera Controls.

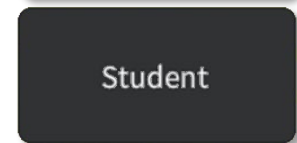
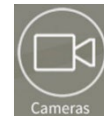
Close the Camera Controls:

Select the "Cameras" icon or the Close button.

Switch Cameras:

The room controller's camera controls allow switching between different cameras.

Select the desired camera from the list of cameras in the camera controls.

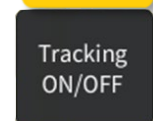


Enable/Disable Auto Tracking:

The room controller's camera controls allow for the tracking feature of cameras to be enabled or disabled.

Not all room cameras have auto-tracking available.

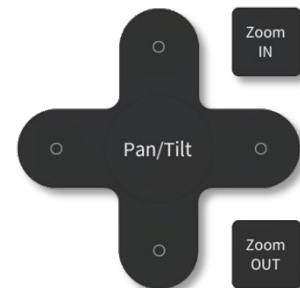
To enable or disable tracking on a room camera, simply select the "Tracking ON/OFF" button.



Adjust Camera:

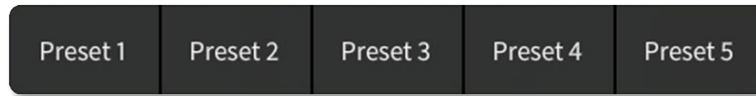
The room controller's camera controls allow for direct control over the pan, tilt and zoom of a room's cameras.

Use the Pan/Tilt, Zoom IN, and Zoom Out controls to focus the camera at the desired position.



Switch Between Presets:

Five preset camera positions are available for each camera.
To switch between these presets, select the desired preset
and wait until the camera has finished adjusting.



Selecting other controls while the camera is in motion will disrupt the transition and stop the camera.

Set Camera Presets:

Five presets for the camera's pan, tilt, and zoom settings are available for every camera in every upgraded classroom. These presets are available in the [camera controls](#).

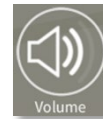
To set a camera position preset:

1. Use the camera's controls to direct the desired camera to the desired perspective.
2. Then, press and hold the desired preset button for 15 seconds.

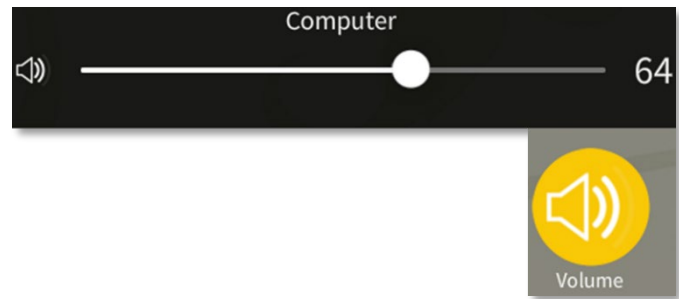
This will set the preset to the new camera position.

Adjust the Room Volume:

Select the "Volume" icon in the bottom right corner of the control panel to bring up the controller's room volume controls.



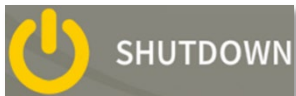
Select a position on the volume control or drag the control node around to set the room's volume.



Close the volume control by selecting the "Volume" icon.

Turn Off the Room:

To turn off the room, simply select the "Shutdown" icon in the bottom left corner.



Confirm you want to turn off the room by clicking the "Yes, Turn off" option

