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Appendix 1*: List of Equipment in Each Classroom  
Appendix 2*: Computing Resources and Guidelines for Visitors  
Appendix 3*: Tips for Students from Academic Services – Recording Classes  

*Current as of May 2, 2005. Check the online version for the most up-to-date information.
Overview

**Quick Checklist:** The instructions that follow are detailed and long. Here is a short checklist:

- Do a “dry run” before class if you are using new media.
- Make sure you know what light setting is best for your needs.
- If you are using a microphone, experiment with volume levels before class.
- Be sure to take your podium /media closet key with you to class.
- Check with the professors who have the classes before and after yours.
  - The projector could be left on for you; you could leave it on for the class following yours.
  - The classroom screen could be left down for you; you could leave it down for the next class.
  - The mouse and keyboard for the podium computer could be left out for you; you could leave it out for the class following yours.
  - Microphones could be left out for you; you could leave them out for the class following yours.
- Consider bringing your cell phone in case there are problems that the Instructions or Troubleshooting FAQs do not solve.
  - Hint: Some report that cell phones do not work well in the classrooms.
- At the end of class, turn the lights “all on” if you have used another light setting.
- Turn off the projector and raise the screen if the next class is not using them.
- Be sure everything is returned to the podium and all its doors are locked unless you know the next class will be using something you have out.
- Retrieve anything you loaded into the media equipment in the closet and lock that door.
- Push the Crestron Panel down into the podium and replace the wooden cover. The cut-out on the cover should be closest to you, not the students.

**Hint:** The Instructions and FAQs that follow have general application. You may find some items that differ slightly in your particular classroom.

- The number of buttons displayed on the Crestron Panels varies from room to room, depending on the equipment in the room.
- Most classrooms have a Room Controls Panel on the wall by one of the doors. The options provided there vary from room to room.

**Signing on to the Crestron Panel**

- Most of the time, the Crestron Panel will be ready for use when you touch it. However, if you see a number pad, you will need to sign on. Press the numbers 1 2 3 (the password) and then press enter.
Room Controls

5/3/05

Podium / Computer / Laptop

Computer / Laptop

Doc Camera

VCR

CD/DVD

Aux Video

Aux Laptop

Cameras

Video Feeds

Reset System

Projector Show

Projector Hide

Touch Panel

Send to Projector

Record Class

Record Stop

Touch Panel Speakers

Lights

Screen

Blinds

Proj On

Proj Off

Picture Show

Picture Hide

Same as "Projector Show"

Same as "Projector Hide"

Send to Projector

Put a blank tape in the VCR and press this button to record your class. The system uses the default camera view of you and the white board and/or screen (Cameras Preset 1).

Press when you are ready to show your video, DVD, presentation, etc.

You can mute or lower the volume of the Crestron Panel speakers if you are previewing a video and don’t want the students to hear.

Send to Projector

You can mute or lower the volume of the Crestron Panel speakers if you are previewing a video and don’t want the students to hear.

Record Class

Record Stop

VCR RECORD

Allows you to select a camera view different from the default (Cameras Preset 1). Used for the "Record Class" option.

Wall Panel Room Controls

Brighten Lights

Dim Lights

Need Help? Daytime—543-0453 After 5 pm—543-9901

2 May 2005
Classroom Set-Up

- The order of proceeding is not important. However, since the projector takes a bit of time to turn on, these directions start with it.
- Press the ROOM CONTROLS button on the bottom right of the screen if that page is not already displayed.
- **Projector:** Press the PROJ ON button to turn it on.
  - If you wish to set up what you will display on the screen before the class sees it, press the PROJECTOR HIDE button.
  - **Hint:** There are two PROJECTOR HIDE/SHOW buttons, one under the PROJ ON/OFF buttons (which are called Picture Show and Picture Hide), and one at the top of the screen. The PROJECTOR HIDE/SHOW buttons at the top of the Panel screen remain visible even when you leave ROOM CONTROLS and go to another screen. (Exception: when you press a media program preview window to enlarge it, the picture “takes over” the entire Crestron Panel screen. Press the word RETURN on the bottom of the screen to shrink the picture back to its small preview window and get back to the controls.)
- **Screen:** Press the down arrow to lower the room’s screen.
- **Lights:** Select from among the various settings.
  - It is a good idea to have experimented with the light settings in your room before class so that you already know which light setting you want. In general, the screen display will be seen most clearly if the lights just above the classroom screen are turned off.
  - **Hint:** Some rooms (117, 119, 127, 133, 207) also have a Room Control Panel on the wall by one of the classroom doors that includes up and down arrows (in the “lights” box) that will dim or brighten the lights in the setting you choose. These buttons work even when the Crestron Panel is not working.
- **Shades:** You can lower the shades part or all the way, though most rooms will be dark enough even with them raised. Experiment with them when you test the various light settings.
- **Wall Panel Room Controls:** Most rooms have a panel by one door that includes some Room Control switches, for instance, ones that raise and lower the classroom screen and shades.
  - These controls work even if the Crestron Panel is not functioning.
  - The Wall Panel Room Controls vary from classroom to classroom.
- **Cell Phone:** There is no telephone in the classrooms. You may wish to bring your cell phone with you to class in case you need to call for help.
  - Alternatively, rely on the kindness of students. There are bound to be numerous cell phones you can borrow if trouble strikes.
  - **Hint:** Some have reported that their cell phones do not work well in the classrooms.
  - Remember to check the FAQs before calling for help. Your problem may be answered there.
  - To contact Lenny (daytime help), call 543-0453; after 5:00 pm, call 543-9901.
Technology Resources

- **Available Equipment**: See Appendix 1 for a room-by-room list.
  - You can also see a small picture of the classroom and find out what equipment is available in it by going to the Room Reservations webpage, [http://www.law.washington.edu/resourcecalendar/reservationcalendar.asp](http://www.law.washington.edu/resourcecalendar/reservationcalendar.asp) and clicking on a room number. Or, go directly to the list at [http://www.law.washington.edu/ResourceCalendar/RoomDesc.asp](http://www.law.washington.edu/ResourceCalendar/RoomDesc.asp).
  - Go to the podium for the podium computer, most microphones, and document camera. The document cameras are being installed on, and secured to, tables adjacent to the podium.
  - Media equipment, like the VCRs and DVDs, are in the media closet.
  - Both media closet and podium unlock with the same key (which you get from Academic Services).

- **Media Set-Up**: Put tapes, DVDs, music CDs, cassettes, and slides into the equipment in the media closet and then return to the Crestron Panel. (Music CDs and DVDs can also be played by loading them into the CD-ROM drive in the podium computer).
  - If you have set a starting point for your media, you may wish to hit the STOP button, just to make sure the tape, CD, etc. does not start playing automatically. ALL other controls are done by the Crestron Panel.
  - The buttons that take you to the particular media program controls are along the left side of the Crestron screen. The number of buttons there will correspond to the amount of equipment available in your classroom.
  - Once you display the particular media’s screen, use the controls there as you would use the ones on the machine itself.
  - There is a small preview window which will enlarge to “take over” the entire Crestron Panel screen when you touch it. To get back to the media controls (and shrink the picture back to its small preview window) press the word RETURN on the bottom of the screen.
  - Volume controls for the media programs are on the top right side of the Panel, labelled “Program Volume.”
  - After you set up the media program and are ready to display it, press the SEND TO PROJECTOR button on the bottom left of the screen. You may also need to press the PROJECTOR SHOW button if you had previously hidden all display.
  - **Hint**: If you switch to the computer or another media program, this program will continue to play unless you pause or stop it.
1. Press and release the “GO” Button

2. While the light is flashing red and green, enter the two digit room channel (refer to the Channel Guide below)

3. After the 2nd digit is entered, press the “GO” button again. The light should briefly remain solid green

4. Press the “1/A” button, the light should quickly flash yellow to confirm

If you do not get this result, repeat steps 1-4 as necessary

For questions regarding the audience response system, clickers, programming or transmitting, please contact Lawhelp at lawhelp@u.washington.edu
Using the Document Camera

1. Press the “Podium PC/Laptop” button on the Crestron panel

2. Turn on the document camera by pressing the power button located on the right hand side of the unit

3. Extend the camera arm to desired height

4. Use the focus ring located on the camera to bring the image into focus

To switch back to viewing either the podium pc or laptop, press the “PC” button located on the camera base

To return to the document camera, press the “Camera” button located on the camera base

PLEASE DO NOT DISCONNECT ANY CABLES FROM THIS DEVICE

For questions regarding the use of the document camera, please contact Lawhelp at lawhelp@u.washington.edu
Computers

- **Podium Computer:** Use the installed computer for the quickest and most reliable access! It has a CD / DVD drive, a floppy drive, and USB ports on the side visible to you.
  - Get the wireless keyboard and mouse from the “tall” cabinet in the podium that houses the computer. The mouse usually sits on top of the computer, and the keyboard rests on one of its narrow ends beside the computer.
    - Extra batteries for the keyboard and mouse are in an envelope in the tall cabinet. Follow the directions on the envelope if you use the extra battery.
  - The Crestron Panel serves as monitor for the computer. Press the PODIUM COMPUTER / LAPTOP button on the left side of the Crestron Panel.
  - **Hint:** If you want to set up the computer before displaying the screen to the class, press the PROJECTOR HIDE button at the top of the Crestron Panel Screen.
  - Touch the small preview window so that the computer screen becomes large enough to use. Sign on, using the same login and password that you use in your law school office. You are now connected to the law school’s network.
  - Locate whatever you want to display on the classroom screen and press the word RETURN on the bottom of the screen to shrink the computer display and allow you access to the Crestron Panel controls.
  - Press the SEND TO PROJECTOR button to send the computer image to the room’s screen. You may also need to press the PROJECTOR SHOW button if you had previously hidden all display.
  - Touch the small preview window to allow the computer screen to “take over” the Crestron Panel again.
  - **Hint:** If you are using a PowerPoint presentation and wish to move a short distance from the podium, you can take the wireless mouse with you and use the scroll wheel to move through your slides (move the wheel towards you – down – to move forward a slide; move the wheel away from you – up – to return to the previous slide). If nothing happens, you probably have moved too far from the wireless transmitter located in the podium.
  - When you are finished with the computer, log off (do NOT “shut down”), return the mouse and keyboard to the cabinet, and lock the door.

- **Laptop:** Use the podium computer if at all possible. However, if it is necessary to bring your laptop to class, you will find the power socket and other cables in the laptop cubby (with its black cover) on top of the podium.
  - Connect to the Crestron system by attaching the 8-pinVGA (video) cable to your laptop; it is the one with the small screws on each side of the plug.
  - There is also a sound cable if anything will be played by your computer.
  - If your laptop is a law school computer, you may use the yellow Internet cable for a hardwired connection to the Internet.
  - If your laptop is not a law school computer, you must connect to the Internet via the law school’s wireless network. See Appendix 2 for details about wireless access, or go to [http://www.law.washington.edu/Computing/VisitorComputing.pdf](http://www.law.washington.edu/Computing/VisitorComputing.pdf)
Podium Microphone
The microphone is "on" when it is plugged in. Volume level control is found on the right side of the Crestron Panel.

Wireless Microphones
Volume level control is located on the right side of the Crestron Panel.

Handheld microphone
ON/OFF button. May need to rotate bottom cover to reveal switch.

Lapel microphone:
Attach to middle of chest about 6-8 inches from, and pointing towards, your mouth.

ON/OFF button is located below this sliding plastic panel.

Lapel Microphone
ON/OFF button
Mute
Microphones

- Most classrooms have at least one microphone even if there is no sound enhancement for the microphone. A MICROPHONE MUST BE USED WHEN RECORDING A CLASS so that the speaker’s voice is recorded and for a distance class so those at the remote site can hear you.
- Control the volume of the sound with the volume controls on the right side of the Crestron Panel.
  - If recording a class, check to make sure the microphones you are using have not been muted.
- **Podium Microphone**: Located in the podium, it plugs into the black round socket on top of the podium. It is on when plugged in.
- **Lapel Microphone**: It is kept in the podium cabinet. Connect the microphone to the center of your chest about 6-8 inches away from and pointing towards your mouth. Hook the power pack on your belt, or slip it in your pocket.
  - The red ON/OFF button is under the plastic cover on one of the narrow sides.
  - You can turn the microphone on but mute it by using the small white MUTE button just above the plastic cover. When you are ready to use the microphone, you should be able to feel for the white MUTE button to toggle the MUTE off.
- **Handheld Microphone**: It is located in the podium cabinet and could be passed around to capture student comments when recording a class.
  - The ON/OFF button is located on the bottom of the microphone.
  - You may need to rotate the bottom cover to locate the ON/OFF button.
  *Hint*: If there is no microphone in the podium, check the drawer in the equipment rack in the media closet.
- **Extra Batteries**: Find extra batteries in the cabinet where the microphones are kept. The same batteries fit both the handheld and lapel microphones. Be sure to follow the directions on the envelope about reporting to Academic Services if you use the extra batteries.
- Remember to turn off the handheld and lapel microphones, unplug the podium microphone, return them to the podium cabinet, and lock the cabinet door after class.
Camera Controls

Touch the rectangle below to enlarge to full size.

These preset camera settings allow you to change the classroom view that will be recorded.

Send to Projector

Record Class

Record Stop

Press to record class using default camera view (Preset 1).

Preset 1
Preset 2
Preset 3
Preset 4
Preset 5
Preset 6

Use during class when you want to "black out" the screen. Do not use the "Proj Off" button until the end of class.

Use during class when you are ready to show your presentation.

Press here to "activate the Preset buttons below.

These preset camera settings allow you to change the classroom view that will be recorded.

Reset System
Projector Show
Projector Hide

Podium Computer / Laptop
Computer / Laptop
Doc Camera
VCR
CD/DVD
Aux Video
Aux Laptop
Cameras
Video Feeds

Turns on all the lights, raises the blinds and raises the screen.

Need Help?
Daytime: 543-0453
After 5 pm: 543-9901

11:39

VCR RECORD

Allows you to select a camera view different from the default (Preset 1) used for the "Record Class" option.

Mute
Program Volume

Mute
Podium Mic

Mute
Wireless Mic

Mute
Room Controls

5/3/05
Recording a Class

- Academic Services has a sheet of tips for students who want a class recorded at [http://www.law.washington.edu/Students/TipsRecordingClasses.pdf](http://www.law.washington.edu/Students/TipsRecordingClasses.pdf).
  - See Appendix 3 for a copy of the tips.
  - Professors have discretion to grant or refuse student requests to record a session.
- To record, take the tape to the media closet, choosing the RECORD machine if your room has two VCRs.
  - Before loading the tape, check the display window, which should read L1.
  - If the display window does not read L1, turn the channel selector dial on the front of the VCR until the display reads L1.
- **Microphone**: If you record a class, you MUST use a microphone.
  - Check the microphone volume level (right side of the Crestron Panel). Make sure no microphone is muted.
  - For best results, set the volume for the podium and handheld microphones a bit higher than \( \frac{3}{4} \) maximum and the lapel microphone just above \( \frac{1}{2} \) maximum.
- **One-Button Recording**: Press the RECORD CLASS button on the bottom center of the screen when class begins. At the end of class, press the RECORD STOP button, also located on the bottom center of the Crestron Panel.
  - That RECORD CLASS button has been pre-programmed with a default camera setting. The default is Preset 1 (on the CAMERAS screen) for the rear camera.
    - The default camera setting typically includes the podium and the classroom’s screen, but perhaps not the entire white board.
    - Writing on the white board may be too small to be read easily on the recorded tape.
  - To check the default camera setting, press the CAMERAS button on the left side of the Crestron Panel. Press PRESET 1 if another Preset is highlighted.
VCR Record

Turns on all the lights, raises the blinds and raises the screen.

Use during class when you are ready to show your presentation.

Use during class when you want to "black out" the screen. Do not use the "Proj Off" button until the end of class.

Need Help?
Daytime—543-0453
After 5 pm—543-9901

Record to VCR
Touch the rectangle below to enlarge to full size.

To Record: 1st Pick a Source. Then, Hit Record Button

Video

Stop

Record

Send to Projector

Room Controls

11:39

Podium
Computer / Laptop

Doc Camera

VCR

CD/DVD

Aux Video

Aux Computer

Video Feeds

Podium
Computer / Laptop

Reset
System

Projector
Show

Projector
Hide

Send to
Projector

RECORD CLASS

Record Stop

VCR RECORD

Program Volume

Podium Mic

Wireless Mic

Mute

Mute

Mute

Mute

Mute
Recording a Class (continued)

- **More Controlled Recording**: The VCR RECORD button located just above the ROOM CONTROLS button on the right side of the Crestron Panel screen allows you to select any of the camera preset angles for recording the class.
  - First press the CAMERAS button on the left side of the Crestron Panel screen. If the room has more than one camera, select a camera.
  - Choose the camera preset that you prefer.
  - Press the VCR RECORD button to bring up the VCR RECORD screen.
    - When that screen is displayed, choose CAMERA as the source to be recorded. The small display window will show the camera setting you chose.
    - Press the RECORD button (the oval with the red circle inside).
  - When the class is over, press the STOP button on the VCR RECORD controls or the RECORD STOP button on the bottom center of the Crestron Panel.
  - If you do not like any of the camera presets, contact Lenny Hom at 543-0453 well ahead of your class so that he can work with you to set up a new camera preset for your needs.

- **Single VCR recording**: If your classroom has only one VCR for both recording and playback, you may still change the default camera setting.
  - There will not be a VCR RECORD button on the Crestron Panel.
  - You must first start recording the class by pressing the RECORD CLASS button.
  - Then, press the CAMERAS button and choose another camera preset. The new camera preset you have selected will override the default for that recording session.

- Remember to retrieve the recorded tape at the end of class!
End of Class Procedures

- If you know that the professor whose class follows yours often uses media in his/her classes, you may wish to leave the screen down and the projector on.
- To return the room back to its pre-class state, find the red RESET SYSTEM button at the very top of the Crestron Panel screen, to the left of the PROJECTOR SHOW and PROJECTOR HIDE buttons.
  - The RESET SYSTEM button turns all the lights on and raises the screen and shades.
  - The button does NOT affect the projector.
  - To turn off the projector, press the ROOM CONTROLS button (bottom right of the screen) and press the PROJ OFF button. A red pop-up window will ask if you are sure you wish to turn the projector off, since that process takes about five minutes (during which time the projector cannot be turned back on). Press YES.
- You may also go directly to ROOM CONTROLS to raise the screen and shades, turn all the lights on, and turn the projector off.
- Go to the control screens for any media equipment that you have used and stop the play.
- Press the RECORD STOP button if you have been recording the class.
- If you have used the computer, log off.
  - If you have used your law-school sign on, subsequent users could access your files unless you log off.
  - Put the keyboard and mouse back in the cabinet.
- Put away any microphones you may have used.
- Press the Crestron Panel down into the cabinet and replace the wooden cover.
  - Hint: the cut-out in the top should be closest to you, not closest to the class.
  - The wood grain on the cover and the desktop should match. (It has been reported that some Crestron Panel covers apparently have wandered into other classrooms and changed places with the cover there. If so, the wood grain may be different.)
- Get any tapes, disks, etc. from the media closet and the podium computer.
- Be SURE the cabinet and media closet doors are locked!
- Do all of this while gathering together your class notes and talking to the large group of students who have come up after class to ask various questions.
Troubleshooting FAQs

Crestron Panel:

- **Crestron Panel is black, even after I touch it.**
  - Press the screen more firmly and a little longer.
  - There is a black clip on the underside of the Panel toward the left side. Sometimes this clip has become loose. Check it and push it back in if necessary.
  - If that does not work, call for Lenny at 543-0453. After 5:00, call 543-9901.

- **There is a number pad displayed on the Crestron Panel; what is the password?**
  - The password is 1 2 3; then press ENTER.

- **The buttons on the Crestron Panel do not work when I touch them.**
  - Gently press your finger on the button and hold for a bit longer, OR
  - Press the button more firmly, supporting the back of the Panel if necessary.

- **Where are the sound controls?**
  - The buttons that control the sound level of the media programs and microphones are on the right side of the Panel.
  - The buttons that control the sound level of the speakers in the Crestron Panel are on the ROOM CONTROLS screen. Mute or lower the volume for those speakers if you wish to prevent students from hearing any audio you are previewing.

- **Why is the media screen or the computer screen already displayed on the room’s screen; I thought I had to press SEND TO PROJECTOR first?**
  - It may be that a prior user pressed SEND TO PROJECTOR and that command is still active. When you are setting up, always check the room screen and press PROJECTOR HIDE, if necessary.

- **I pressed PROJECTOR HIDE when I was setting up the classroom, and now I can’t get the program to the classroom screen, even when I’ve pressed PROJECTOR SHOW and SEND TO PROJECTOR.**
  - Those buttons sometimes interact strangely. If you continue to press the PROJECTOR SHOW and SEND TO PROJECTOR buttons both (perhaps in alternate order each time), the program will appear on the screen. Persistence will prevail!

- **What does the RESET button do?**
  - RESET turns on all the lights, raises the shades, and raises the screen.
  - RESET does NOT affect the projector. It will remain on or off, just as it was.

Document Camera:

- **How do I change the focus?**
  - Leave the AUTO FOCUS on. Turning it off will not make the document clearer and will result in poorer images for subsequent documents.
  - The only change you can make to the focus is to zoom in or out. A few lines, especially if they are in large print, will be clear. A whole page will probably be too fuzzy to read.
  - To zoom in, press the button with the one-person silhouette; to zoom out, press the three-silhouette button.
• Can I use transparencies with the document camera?
  o Yes, but the glare from the transparency adversely affects the clarity.
  o Consider bringing a sheet of colored paper (light blue, say) to go underneath the transparency.
  o Try turning the document camera light off. The document camera will still be connected to the projection system and the ambient light may be sufficient without using the document camera’s light.

Laptop and Computer

• If I bring my laptop to the class and try to go to a website outside the UW domain (any URL outside washington.edu), I get a window requiring me to enter my UW NetID and password. That doesn’t happen when I use the podium computer. Why?
  o The UW’s Computing & Communications department has established this procedure as part of their online security measures.
  o Anyone using the law school’s wireless Internet access or using the Internet connection in the podiums will be required to enter a UW NetID to venture to non UW websites on the Internet.
  o Hint: All non Law School computers must use the wireless Internet connection; only Law School laptops may use the yellow Internet cable in the laptop cubby on top of the podium.

• When I use the wireless connection in the classroom, I get a window requiring me to enter my UW NetID and password. What are these two?
  o UW faculty and staff use their UW NetID as part of their email address, the part before “@u.washington.edu.”
  o The password you need to enter is the same password you use to access your UW email account.

• I do not (or my guest lecturer does not) have a UW NetID. What can I do so that I (or my guest lecturer) can use a laptop and connect to websites outside the UW domain (any URL outside washington.edu)?
  o Guests (or their hosts) may go to the circulation desk in the library and check out a guest UW NetID. Alternatively, the host (at least one week in advance) can ask computing services to have a UW NetID created for the guest.
  o If you are hosting a guest lecturer, be sure that your guest has a copy of the Guidelines for Law School Visitors, Appendix 3, also found at http://www.law.washington.edu/Computing/VisitorComputing.pdf.
  o If you are full time or part time faculty, you can get your own personal UW NetID. For information, go to https://uwnetid.washington.edu/newid/.

• If I have (or my guest lecturer has) a wireless card for the laptop, how do we get it properly configured?
  o Academic Services has a properly configured laptop that you can arrange to borrow. Call Lenny at 543-0453. Non-law instructors call 543-9901.

• What type of VGA (video) cable is provided for connecting laptops?
  o The laptop cubby has a standard 8-pin VGA (video) “male” plug. If your laptop has a different “female” socket, or if your computer uses a UBS port for connecting to a
projector, you will need to bring an adaptor. Adaptors typically come with computers that do not use the standard 8-pin plug.

- **I connected all the cables, but the classroom screen is black, or my laptop screen is black. How can I see the computer display on both?**
  - Find the Function key (Fn) on your laptop keyboard; it is usually found among the keys on the bottom left.
  - Find the F-key marked CRT/LCD. The F1 through F12 keys are located above the numbers at the top of the keyboard.
  - Holding the Fn key down, press the CRT/LCD F-key as many times as necessary to show the computer display on the laptop and classroom screens at the same time.

- **How can I regulate the sound volume of a video or audio streaming segment?**
  - There are three ways to adjust the volume for computer-based sound. Try the three together for maximum flexibility.
    - Use the program volume controls on the right side of the Crestron Panel.
    - Use the volume control built into the software playing the segment.
    - Use the volume controls on the computer or laptop.
      - Look on the bottom of your computer screen at the taskbar.
      - Beside the time (at the far right) are several icons. If you do not see an icon that resembles a speaker, click the left arrow, which will make all the icons visible.
      - Click on the speaker icon. The window that pops up allows you to set the volume or mute the sounds your computer makes.
  - Remember that if you wish to lower (or mute) the sound on the Crestron Panel speakers so that students will not hear anything when you are previewing your streaming video or audio, you must go to the ROOM CONTROLS screen to find the sound level controls for the Crestron Panel speakers.

- **I want to display an Internet website, but the print is too small to be seen by students at the back of the room. How can I make it larger?**
  - Click on VIEW on the menu bar at the top of Internet Explorer.
  - In the drop-down menu, choose TEXT SIZE. Select a larger print size.
  - *Hint:* A larger print size means that you will need to scroll down more often to see the bottom of a webpage.
  - The law school’s computing services has set a default text size for Internet Explorer. When you log off, the text size will revert to the default for the next person who logs in with his/her login name and password.

- **I have to scroll down too much to show an Internet website, can I make the print smaller?**
  - Click on VIEW on the menu bar at the top if Internet Explorer.
  - In the drop-down menu, choose TEXT SIZE. Select a smaller print size.
  - *Hint:* A smaller print size may mean that students in the back of the room will not be able to read the material on the website.
  - The law school’s computing services has set a default text size for Internet Explorer. When you log off, the text size will revert to the default for the next person who logs in with his/her login name and password.
• My computer’s display as it appears on the classroom screen is cut off on the left side. Can I fix that?
  o If you are displaying something that is in a window, like a Word document or an Internet Explorer webpage, just move the window a bit to the right on the computer’s screen.
  o You can also adjust the computer’s “screen resolution” setting.
  o Right click on the desktop of the computer. One choice, usually at the bottom, is PROPERTIES. Click on that.
  o At the pop-up window, choose the SETTINGS tab.
    • In the middle of the Settings tab is a Screen Resolution sliding scale.
    • Move the indicator towards “More” and check the classroom screen to see if the problem is resolved. Click on OK or APPLY.
  o Hint: Changing the screen resolution may affect the size of text on your screen.
  o The law school’s computing services has set a default screen resolution. However, the computer only reverts to the default when the system is reset, which occurs in the “wee hours” of each night. Thus, if you change the screen resolution, you should return it to the default at the end of your class so that subsequent users of the computer that same day will not be affected.

Lights:

• The Crestron Panel light controls don’t work.
  o Try turning the lights ALL OFF or ALL ON and then selecting a light level.
  o Try the light buttons that are part of the Wall Panel Room Controls. You may need to turn all the lights off (or all on) before selecting the light level you want.
• None of the light settings is what I want.
  o Try the Wall Panel Room Controls by one of the doors. Select a light setting and then use the RAISE or LOWER button to increase or decrease the brightness.
  o Hint: Only rooms 117, 119, 127, 133, and 207 have these dimmers.

Microphones:

• Where are the microphones kept?
  o First try the center door of the podium cabinet. If there is no microphone there, look in the drawer of the equipment rack in the room’s media closet.
  o Hint: not every room has a microphone. Check the equipment list for your classroom, Appendix 1, or at http://www.law.washington.edu/ResourceCalendar/RoomDesc.asp.
  o If you do not find a microphone, call Lenny at 543-0453. After 5:00, call 543-9901.
• Where are the on/off switches?
  o For the handheld microphone, look on the bottom. You may need to rotate the bottom cover to locate the on/off switch.
  o For the lapel microphone, look on the side under the clear plastic sliding cover.
  o Hint: There is a small white button above the plastic cover. That is the MUTE button; you can turn on the microphone, then mute it (to avoid broadcasting rustling papers and movements) until you are ready to speak.
  o The podium microphone is on when it is plugged in.
• None of the microphones in my room work.
  o Only the larger rooms have sound amplification for the microphones. The speakers in the room project media program sound, but do not always provide sound enhancement for the microphones.
  o Rooms have microphones because you must use a microphone for recording a class, or for creating a video feed (for the distance learning room 219, for instance).
• I turned the lapel microphone on, but it still does not work.
  o Check the white mute button, above the sliding plastic Panel.
  o The battery may be dead. Check the podium for a new one (and be sure to follow the instructions about notifying someone that you used the replacement).
  o It may be that the frequency has accidentally been changed by a prior user so that someone needs to go to the control room to fix the problem. Call Lenny at 543-0453. After 5:00 pm, call 543-9901.
• Where should I attach the lapel microphone so it is most effective?
  o Attach it in the center of your chest, about 6-8 inches from your mouth. Be sure the microphone head is pointed toward your mouth.
  o If possible, attach the power pack to a belt, or something similar, rather than putting it inside a pocket. If a pocket is your only alternative, just use that.
• I want to make sure everyone hears student comments. Can I use the podium microphone and one of the mobile microphones at the same time?
  o Yes.
  o Note that the sound levels of the podium and mobile microphones are regulated separately.
  o Users report that the podium and handheld microphone sound levels usually need to be set higher than the lapel microphones.
• Can I use the handheld and lapel microphones at the same time?
  o No
  o The two use the same frequency, so only one can be used at a time.
• Where are the batteries for the handheld and lapel microphones?
  o Look in the cabinet of the podium.
  o Hint: There are instructions with the extra batteries about what to do with used ones and whom to notify.

Projector:

• Nothing happened when I pressed the projector’s ON button.
  o The projector takes awhile before the light comes on. Wait a little longer.
  o Try pressing the ON button one or two more times.
    • If you stand under the projector and look up, you will see a steady green light when the projector is on.
    • If you see a yellow/orange light, the projector is not on.
  o Check to see that the PROJECTOR SHOW button is active.
  o If the professor in the prior class turned the projector off just before you tried to turn it on, the projector may still be shutting down. Wait a few minutes and try again.
  o Press the projector’s OFF button, wait a few minutes until the PROJECTOR IS SHUTTING DOWN window disappears and turn it on again.
  o As a last resort, call Lenny at 543-0453. After 5:00 call 543-9901.
When I turned the projector on, I saw a message on the bottom of the screen to clean the filter. What should I do?

- The projector displays this message at set intervals. The message does not indicate that anything is wrong with the projector.
- Lenny Hom monitors the filters, so just ignore the message.
- After several seconds, the message will disappear from the screen.

Recording a Class:

Who makes the decision about whether or not a class is recorded?

- Each faculty member makes that decision. See Appendix 3.
- The policy is also posted on the law school website, linked from the students’ webpage, at http://www.law.washington.edu/Students/TipsRecordingClasses.pdf.

Where do I get a video/audio tape?

- If you agree to record the class for a student, the student should supply the tape.
- If you want to record the class, use your faculty support account to purchase a tape. Part time tax faculty contact Gloria Strickland at 616-8340.
- Academic Services has a limited number of tapes for emergency use. Students can contact them if they do not have time to get a tape to you.
  - Hint: Time between classes is limited and Lenny might have prior requests for his time.
  - If you pick up a tape for a student who has an unanticipated absence, please remind the student that he/she should return a blank tape to Academic Services.
- Remember, if you have several requests to record a class, you can place the video or audio tape on reserve in the library.
- Check the list of equipment in each classroom in Appendix 1 or online at http://www.law.washington.edu/ResourceCalendar/ReservationCalendar.asp (not all classrooms have an audio and video tape recorder).

What sort of tape do I use to record a class on the VCR?

- The classroom VCRs use standard VHS tapes.

What is the easiest way to record a class on the VCR?

- Go to the media closet. Be sure, if there are two VCRs there, that you choose the one labeled RECORD.
- Before loading the tape, check the display window on the VCR to make sure it reads L1. If not, the channel selector dial is by the display window. Turn it until the display reads L1. Go to the Crestron Panel for all other controls.
- Press the VCR program button on the Crestron Panel to make sure the tape is stopped, rewound, and ready to go.
- Get a microphone out and check to make sure the sound is not muted.
  - For the podium and handheld microphones, set the sound level to a bit above ¾ of maximum.
  - For the lapel microphone, set the sound level a bit above ½ of maximum.
- Press the RECORD CLASS button on the bottom of the Crestron Panel when you are ready to begin class. It starts recording when you press the button and continues until you press the STOP RECORD CLASS button.
Remember that everyone MUST use a microphone! If you want to record student comments during the class, they should also speak into a microphone.

**How can I check what classroom view will be recorded?**
- There is a default camera view preselected for the RECORD CLASS option. The view typically shows both podium and screen, but perhaps not the entire front of the room.
- To view the preselected camera setting, press the CAMERAS program button on the right side of the Crestron Panel.
  - If there is more than one camera in the room, select the rear camera.
  - The default camera view is PRESET 1.

**How can I select a different camera view for recording my class?**
- If your classroom has a separate VCR for recording:
  - Press the CAMERAS button on the right side of the Crestron Panel.
  - Choose a camera if necessary (if there is more than one camera in your classroom) by pressing the button at the top of the camera program screen.
  - Press the various PRESET buttons to find the camera view you prefer.
  - When you are ready to record the class, press the VCR RECORD button on the right (on the left in Room 213) of the Crestron screen.
  - At the VCR RECORD screen, choose CAMERA to be recorded. You will see the camera preset you chose in the small window.
  - Press the RECORD button (blue oval with a red circle inside).
- If your classroom has only one VCR for both recording and playback:
  - There will not be a VCR RECORD button on the Crestron Panel.
  - You must first start recording the class by pressing the RECORD CLASS button.
  - Then, press the CAMERAS button and choose another camera preset. The new camera preset you have selected will override the default for that recording session.
- When the class is over, remember to press the STOP RECORD CLASS button.

**My class is longer than two hours. How can I adjust the tape speed?**
- Check the drawer in the media closet to find the video remote control.
- The remote control permits you to change the speed. Look for the SP/EP button.

**I pressed the RECORD CLASS button. How do I know it is actually recording?**
- Be sure to press the button firmly. As you do so, the button indicates that it has been activated by turning red until you release it again.
- The only sure way to know that the VCR is recording is to look at the VCR in the closet and see the red “record” light.

**Video:**

**Why is my video running even though I did not start it?**
- When you place a video in the VCR, wait there about 2-3 seconds. If it starts running, press STOP. (The reason that it may start automatically involves the tab that prevents someone from recording over a tape.)
- Make all other adjustments with the Crestron Panel.

**When I press the start button on the video control screen, nothing happens.**
- Give the system a bit of time. It will start!
• Is there a counter for the video so I will know where to start my tape?
  o Yes, when you press the play button, the counter will also display. It disappears after a few seconds.

Wireless Keyboard and Mouse:

• The wireless keyboard and/or mouse don’t work; how do I fix them?
  o Try moving the keyboard or mouse a little bit closer to the computer in the tall podium cabinet (you will still need to be close enough to read the Crestron Panel, which is acting as the computer’s monitor).
  o Look in the tall cabinet and check the location of the receiver. It is about the size of a mouse and usually sits on top (and towards the back) of the computer.
    • If the receiver has fallen beside the computer, so that the computer is between the receiver and the mouse and keyboard, the mouse and keyboard will not work well. Put the receiver back on top of the computer.
  o Try pushing batteries in more securely or rolling them around with your finger.
  o Try resetting them by following the instructions below for what to do after replacing the batteries.
  o Replace low batteries. Extra batteries are in the podium, along with instructions about the old batteries.

• How do I know if the mouse or keyboard batteries are low?
  o The mouse pointer may respond slowly or not at all.
  o The mouse may not register button clicks.
  o The red light on the bottom of the mouse may flash rapidly or erratically.
  o The red light on the bottom of the mouse may be out.
  o The keyboard may not register some or all key presses.
  o The IntelliPoint icon on the taskbar may show a yellow or red exclamation point.
    • The taskbar runs across the bottom of the computer screen from the START button.
    • Look for the icon near the time, at the far right of the taskbar.
    • If you do not see the icon, click the left arrow button by the time.
    • If you place your cursor over an icon, a pop up window will identify it.

• I replaced the batteries, but the mouse and/or keyboard still fail to respond.
  o Press the button on the front of the wireless receiver, which is the black oval gadget about mouse size in the computer compartment with a cord connecting it to the computer. It is often on top of the computer, towards the back.
  o Then press the small button marked CONNECT on the underside of the keyboard and mouse. You may need to use a pen or something similar.
  o If the devices still fail to respond, repeat, pressing the wireless receiver and device buttons at the same time.

• Can I use the wireless mouse to advance to the next slide in PowerPoint?
  o Yes, but you will not be able to move very far from the podium, where the receiver is located. You will need to explore the range of the mouse.
  o Moving the scroll wheel down (towards you), advances to the next slide; moving the scroll wheel up (away from you), returns to the previous slide.