

# Nelson Hall Classroom Technology Instructions

College of Management

NC State University

---

*Nelson Hall classrooms do **NOT** use a touch panel key pad key code to operate and access touch panel features.*

## Turning the Touch Panel (Crestron) System On

Tap the touch panel. You may need to touch the screen twice: once to “awaken” it and a second time to access the touch panel main screen “page”.

## General Information

The devices that are available to you are available on the left side of the screen. When you choose an item on the left, specific information regarding that choice is displayed on the panel. There is also another set of buttons on the right side of the touch panel that correspond to the room environment devices available in that specific classroom. For example, there is a set of “buttons” that give you control of those devices and of your classroom environment, such as the motorized shades, the sound and the lighting in the room.

\* If you’re in the Auditorium, see the microphone notes at the end of this document.\*

---

## Console Computer:

- \* Make sure the computer is powered ON!
- \* You need to tap the “computer” button on the touch panel in order to have access to and view the console PC.
- \* At the PC log-in screen, **use your UNITY ID as user name and your UNITY password as password**. This will project the computer image on both the computer monitor and on the projection screen. (Note: if no image is projected, or if the light from the projector is blue, make sure you have tapped the “computer” button on the touch panel.
- \* To **LOG-IN LOCALLY**, and **NOT** use the **NETWORK**, [click here for instructions](#) (login with your Unity ID and password):
- \* If computer sound is needed, repeat the **COMPUTER** tap and then tap **CONSOLE** to route the sound through the PC and not through the sound system.
- \* At the end of your class, **LOG OUT** of the computer by using the Windows Start button, then select “log off ‘user name’”. This will prepare it for the next user. If you don’t logout, your account and files are open to others to use.
- \* **\*\*DO NOT TURN OFF THE COMPUTER! \*\***

WIRELESS MOUSE “clicker”, slide advancer: In response to requests for these devices, they are now installed in every classroom. **To awaken the mouse, which times-out when not used for 5 minutes, click the mouse button one time.** These wireless mice have “joy stick” style navigation. As you hold it in your hand, the mouse button under the mouse will work in a “trigger” style. These mice also feature a laser pointer, provided in response to requests for laser pointers. If you have trouble with these or any other hardware, please contact COM-CS.

### Lights

- \* Press the level of lighting you would like on the touch panel main menu.
- \* You have the option of several different settings for and will be able to go directly there with the touch panel image.

### Volume

- \* There is an “arrow up” and an “arrow down” with a speaker graphic as mute.

### Projector Controls

- \* To turn the projector on, press **Projector ON**. Projector will take a few moments to warm up.
- \* To temporarily blank the projection screen, press **TEMP BLANK**. Press again to return to projection of device (PC, Laptop, VCR, etc.).
- \* To turn the projector off, press **Projector OFF**. Projector will take a few moments to cool down.

### Laptop Computer

- \* To use a laptop, attach your laptop to the provided cable on the teaching console, then tap **LAPTOP**. Note: the provided laptop adapter cable will be on the console...already fixed to the port. We have permanently screwed in the cable so it will be harder to “walk away with it”. The laptop’s external video output to the **LAPTOP VIDEO** connector and the laptop’s audio output to the **LAPTOP AUDIO** connector are hard wired already on the console cabinet. The user should connect the audio pin into the laptop’s **HEADPHONE** jack; however, each laptop is different and individual model modifications may be necessary!
- \* Wireless access is available throughout Nelson Hall, including classrooms.
- \* If wired network access is needed, connect the laptop’s network card to the RJ-45 data connector located on the **NETWORK** connector panel on the console cabinet.
- \* Activate the external monitor output by using the function key or menu selection that the specific make of laptop (IBM, DELL, etc.) requires. For example, the Dell model laptops use the following keystrokes: **Fn + F8**

- \* **\*\*NOTE:** The best resolution for the COM projectors (NEC) is 800x600 and 1024x768. Any higher resolution may throw the projector out of frame or prevent a viewable image all together.

## Document Camera

Press the Green “ON” button and the tap the Doc Cam button on the touch panel.

**INT/EXT:** The lights should be off. If there is a light behind EXT 1 or EXT 2, press the button until the lights are off. This will also turn this feature off.

**MODE:** There are three modes available. We use the SVGA mode. If either of the other two choices is selected, the projected image will be “thrown” over different parts of the screen, the resolutions will change, and there will be a general projected image problem. Mode SVGA should be selected and never changed.

**AWC:** Color adjust

**IRIS:** (+) On a scale of 1-100, the higher the Iris setting the brighter the image. (+) equals a brighter image, but text can get blurred out. (-) equals a darker image. Moderate brightness setting is at about 70.

**LAMP:** All Document Camera lamp controls. Press once to change the lamp from upper to lower, press again for all lamps off, press again to cycle the lamps to the upper lamps. This is the button that is used to project transparencies; bringing the light source from above to below.

**AF:** Auto focus. When image changes, press to have the document camera focus automatically.

**FREEZE:** Image will freeze so user may remove and replace the item on the base. Pressing once will turn freeze on, press again to turn freeze off.

**ZOOM:** (+) zoom in or closer to the document or item on the document camera. When zoom finishes, the document camera will initiate an auto focus. (-) zoom will zoom out or further away from the document or item on the document camera.

**APERTURE:** 2 different modes - Text Mode and Image Mode.

**ROTATE:** 90, 180, 270, 360 degrees.

## VCR

- \* Insert tape in VCR.
- \* Turn on projector.
- \* Press **VCR** on touch panel menu. A “window” will pop up on the touch panel. Control the VCR by pressing the touch panel buttons.
- \* Sound is controlled as described above.

## Turning the Touch Panel System OFF

- \* At the end of your class log out of the computer! If you don't logout, your account and files are open to others to use.
- \* **DO NOT POWER OFF THE COMPUTER!!**
- \* *After logging out, press **Shutdown/SYSTEM OFF** on the touch panel. This will turn off all the devices to ensure everything is off and ready to go for the next user.*
- \* Press **YES** to confirm you are ready to turn the system off.

---

### **Classroom Technology Help**

If in a Nelson Hall classroom, press the help button on the touch panel.

Email: [com-it-help@ncsu.edu](mailto:com-it-help@ncsu.edu)

*(This generates a service call to a tracking system monitored by all COM-CS staff.)*

Lynn Rasmussen  
[lynn\\_rasmussen@ncsu.edu](mailto:lynn_rasmussen@ncsu.edu)  
2412 Nelson Hall  
513-1110

Beau McElreath  
[beau\\_mcelreath@ncsu.edu](mailto:beau_mcelreath@ncsu.edu)  
2416 Nelson Hall  
513-1112

College of Management – Computing Services (COM-CS)

## Auditorium Microphone Notes

Two Handheld Microphones

One Lavalier Microphone with belt pack

- \* To control the audio levels of both the Lavalier mic with belt pack, and the handheld mic, use the “sliders” on the touch panel.
- \* The two blue “sliders” adjust the volume of the handheld mics and the grey “slider” adjusts the volume for the lavalier mic.
- \* For convenience and ease of use, the microphones are labeled to correspond with their touch panel “names”. Mic A and C are handheld and B is the lavalier with belt pack. Adjust the microphone sounds levels as needed by pressing **MIC A VOLUME, MIC B VOLUME or MIC C VOLUME** “sliders” on the touch panel main menu. Touch and hold the upper or lower area of the slider to raise or lower the volume of all microphones simultaneously.

Two Handheld Microphones:

- \* Power on is on the bottom of the microphone, press and hold the button at the bottom where there is a triangular symbol.
- \* Batteries are housed in the microphone casing. These microphones use two AA batteries.

#### Lavalier Microphone with Belt Pack:

- \* Power on is the button on the side that says, “Power Mute”; as this same button is also the mute button. When pressed once the power button will turn the microphone ON. When pressed a second time, the button will MUTE the microphone; in addition, the LCD display on the belt pack will display the word “mute”. To power Lavalier mic off, press this “Power Mute” button a third time.
- \* Press and hold the Power button on the belt pack of the lavalier microphone to turn the microphone on, and press again to mute, which will display the word “mute”.