

# Quick Start Guide for using TEC Classrooms

## #1: Activate the System

A code may be needed to access the Crestron unit. Please contact your department secretary for codes.

If the Crestron screen is dark, touch once to awaken from sleep mode and once to activate the system. Projector controls will appear on the Crest-

## #2: Click to turn projector on

Select the input you would like to project from the Projector Controls: Doc Cam (if available), DVD, PC, or Laptop. Wait 30 seconds for the projector to warm up completely.

## #3: Turn on the Computer and Login

Turn the computer on by pushing the Power button on the front of the computer. Simultaneously press the Ctrl, Alt and Delete keys.

At the login screen, enter your Rowan network username and password. Click OK.

### DVD (through the PC)

Play your DVD through the PC by inserting the DVD into the PC's DVD drive. Click on-START, then on COMPUTER. Right-Click on DVD Drive. Click on PLAY WITH VLC MEDIA.



### Document Camera (if available)

Press the Document Camera button on the Crestron screen. Power on the document camera. Place the document to be displayed face up under the document camera.

### USB/Flash/Jump Drive

Insert a USB/Flash drive into the USB port on the PC front or corner of keyboard. Before removing USB drive, click on **Safely Remove** on the Windows taskbar.

### Sound

Controls for adjusting and muting volume can be found on the Crestron unit. Sound can also be adjusted in the program and in the windows system tray.

### Television

To access live television, visit [tv.rowan.edu](http://tv.rowan.edu) from a web browser such as Internet Explorer or Google Chrome.

### Powering Down

On the computer, click the start button and choose shut down. On the Crestron touch panel, press the exit button. You will be asked if you are sure you want to power off the system. Touch the **yes** button.

## #4: For more information

For detailed instructions, see the TEC Classroom Manual in the desk drawer or visit: [http://www.rowan.edu/toolbox/tec\\_rooms](http://www.rowan.edu/toolbox/tec_rooms) to view or print any manual for any TEC classroom. Report Equipment problems to **(856) 256-5552** and **leave a voice message including a phone number and classroom location you can be reached** or email [atsupport@rowan.edu](mailto:atsupport@rowan.edu).