

Technology in Room 215 Ramseyer Hall

- Built-in projection unit
- AV plugs for laptop
- Computer with CD/DVD-ROM, and USB hub
- VCR/DVD Player
- Interactive SMART Board
- Polycom (Contact OTEL If you would like to set up a Video meeting)



Getting Started

Tap Crestron Screen to Start: If the Crestron screen is dark, tap it once to turn on.

Tap the ON button to turn on the projector and lower the screen



Using the Computer

If the computer isn't on, push the computer's POWER button.



To log on:

- Hold down on the 'Ctrl', Alt, and Del Keys
- Type in 'Guest' in the Username field, and click the 'Log In' Button. There is no password.

- Tap the 'PC' button to view the computer screen on the projector.

To access the Internet, you will first need to sign in using your OSU Internet username and password (name.#).

Using your own laptop

- Using provided monitor cable, plug the cable into your laptop's monitor out port and into the 'Computer' port on the AV Tower



- Turn on Projector **THEN** turn on your laptop

NOTE: If you have an Apple Macbook or Macbook Pro you will need the DVI (or mini DVI) to VGA (RGB) adaptor that came with your computer. If you do not have an adaptor, you may borrow one from OTEL. Please contact OTEL at least 24hrs prior to the time you need the adaptor.

Using VCR/DVR



- Turn on DVD/VHS Player
- Tap the DVD or VHS button on the Crestron Screen
- Insert your disk or tape

- You can adjust the sound from the Crestron Screen.

Using the SMART Board

Once you've logged into the Desktop computer attached to the AV Tower you can start interacting with the computer from the SMART Board.

Your Finger Is Your Mouse

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, double-press (tap) the application icon with your finger.

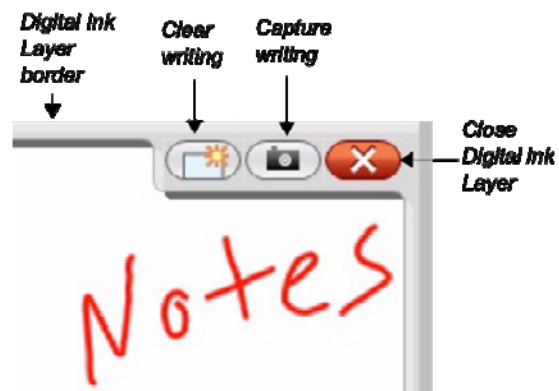
Writing and Erasing Notes

- To write over your desktop image or application, pick up a pen from the pen tray and write on the interactive whiteboard.
- To write in a different color, pick up a different-colored pen.
- The color recognition comes from the optical sensors in the pen-tray slots and not from the pens themselves.
- Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

NOTE: The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase, regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you have finished using it.


Saving Your Notes

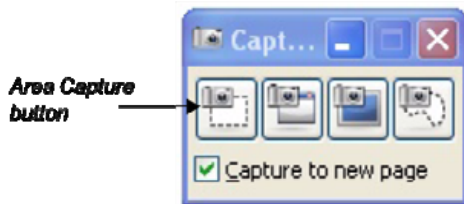
- You can save the notes you have written on your interactive whiteboard for future reference.
- When you pick up a pen from the pen tray.



- The Digital Ink Layer border will appear on your screen.
- To save, press the Capture writing button in the top right hand corner of the border.
- An image of the screen including your writing will be saved in a new Notebook file.

NOTE: If the Digital Ink Layer border does not appear when you pick up a pen, you may be working in an Ink **Aware application** (e.g., Microsoft Word). If the application is Ink Aware, buttons will be available in the application's own toolbar for capturing writing.

- If you wish to capture a specific area of your screen, press the SMART Board™ icon  located in the Windows Notification Area at the bottom right of your screen, and choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture toolbar



- To save a selected area of your notes, press the **Area Capture** button on the Screen Capture toolbar. Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the area you want to capture.

NOTE: The Screen Capture button in Ink Aware applications will capture an image of your entire screen.

- Notebook™ software will open automatically, and your capture will be saved to a new Notebook page.
- Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.

Once you are finished Please turn off the Projector by taping the 'OFF' Button located on the main screen of the Crestron