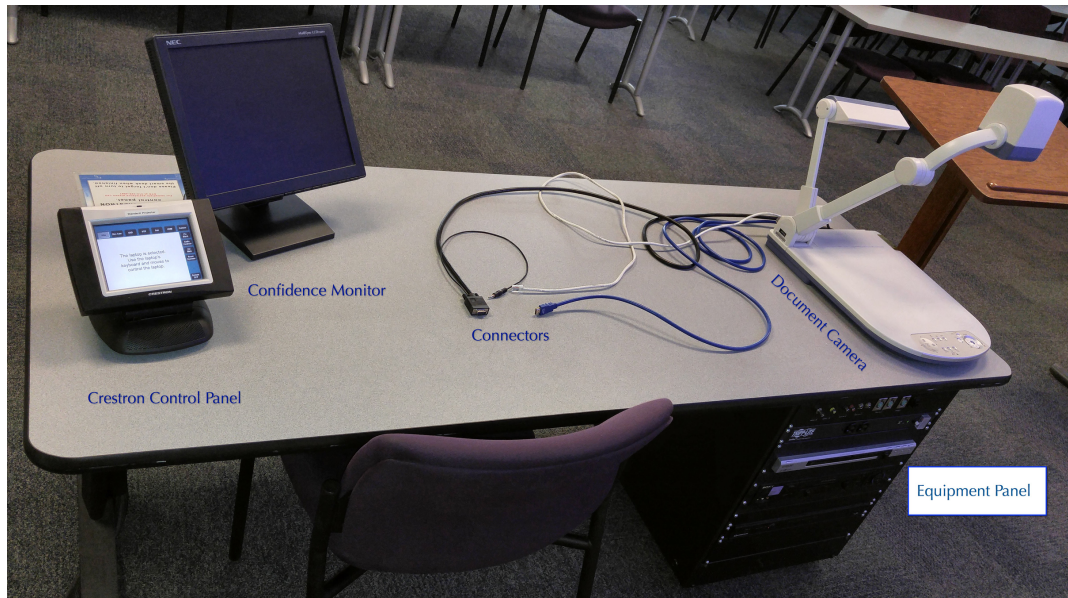


All of the classrooms on the Chicago campus are equipped with a Smart Desk to assist you with your technology needs. The Smart Desk allows content to be routed to a projector and shown on a screen.

Equipment in the Smart Desk

Every Smart Desk on the Chicago campus contains the same equipment: the Crestron control panel, a confidence monitor, laptop connections, a document camera, a DVD/CD player, and a VCR.

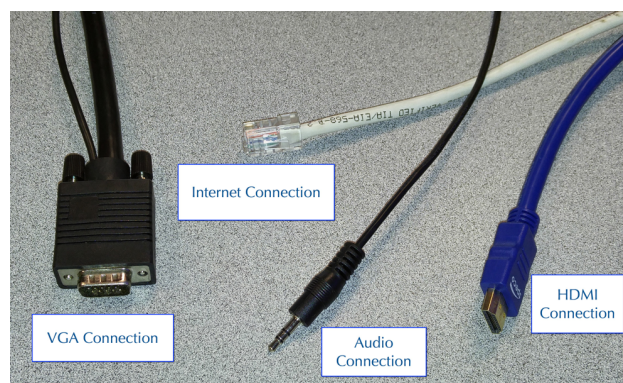


Crestron Control Panel and Confidence Monitor

The Crestron control panel is the device that controls everything connected to the Smart Desk. The confidence monitor mirrors the content appearing to the class on the screen.

Laptop Connections

The Smart Desk has several connection cables for connecting your laptop to the Smart Desk. The function of each cable will be explained later in this help sheet.



The Equipment Panel

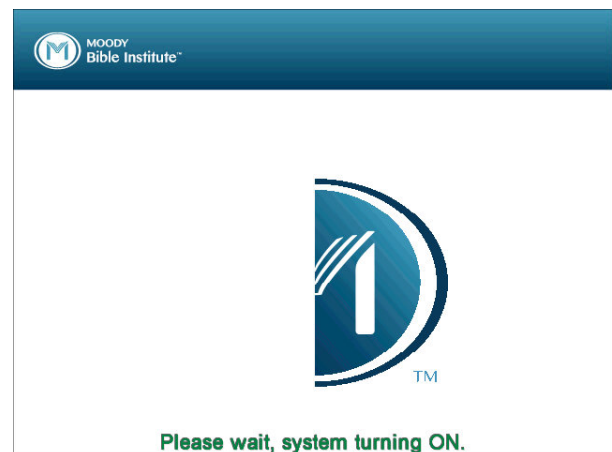
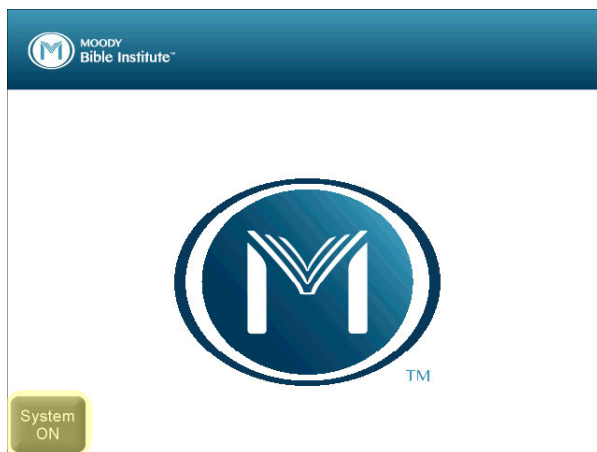
The equipment panel includes a DVD/CD player and a VCR. These items are selected and operated from screens on the Crestron control panel (instructions are below). Also included is an electrical outlet at the top of the panel.



The Crestron Control Panel

Starting the Smart Desk

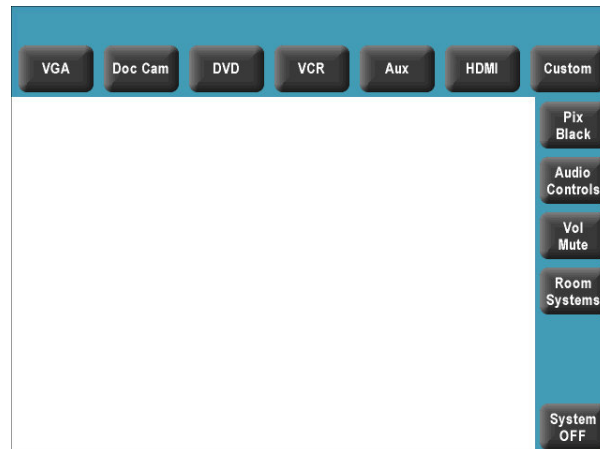
- Touch anywhere on the Crestron control panel screen to get the opening display. (Even if it appears black, touching anywhere on the screen should bring up the opening display.)
- Touch the **System On** button to turn on the Smart Desk. While the desk turns on, a white screen will move across the logo.



(Continued on next page)

The Main Control Screen

- The main control screen is the first screen to come up after the system starts. Pressing the button for a specific piece of equipment makes it the item in use.
- Some functions require *you* to operate the actual piece of equipment (laptop, document camera), while other equipment is controlled directly from the Crestron control panel (DVD, VHS).
- The buttons across the top of the main screen are for activating each piece of equipment connected to the Smart Desk. (The **Aux** and **Custom** buttons allow for advanced features that will not be covered in this help sheet.) The button for the active piece of equipment is highlighted green.

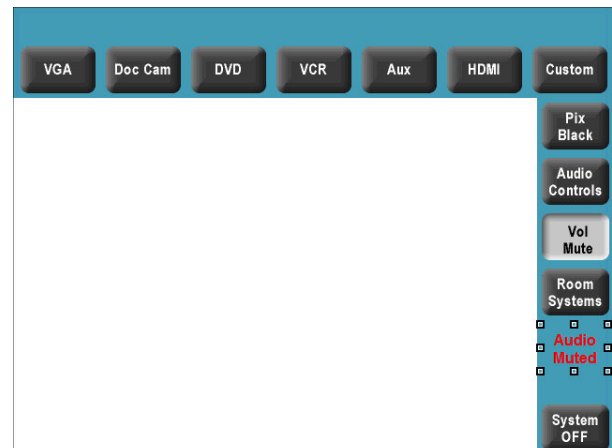


- The buttons down the right side of the main screen control other aspects of either the Smart Desk or the classroom environment. The active button will display red.
 - **Pix Black** blocks the active piece of equipment from displaying through the projector.

Audio Controls Screen

The **Audio Controls** screen controls the sound for the Smart Desk.

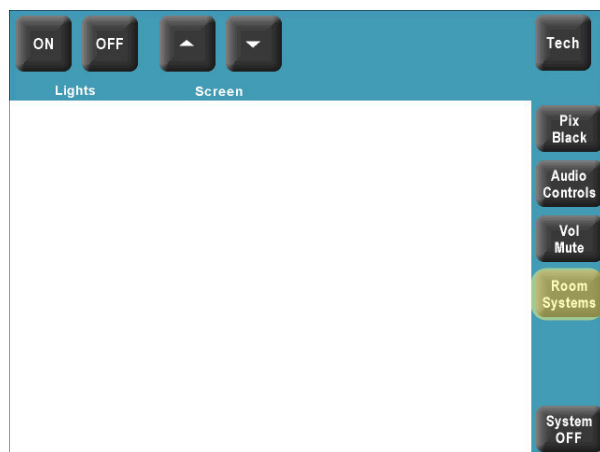
- The audio controls screen will stay active for eight seconds after the button is pressed; the eight seconds will restart each time a button relating to that screen is pressed.
- To return to the main screen before the eight seconds are up, press the **Audio Controls** button.
- The buttons across the top of the screen control the volume, bass, treble, and speaker balance. Above each button is an indicator that visually represents where each level is at. When the volume is muted, the **Audio Muted** button appears on the right side of the screen. (Hold down a key until the desired level is reached rather than tapping it.)



Room Systems Screen

The **Room Systems** button brings up controls for the front lights of the classroom and, in certain classrooms with a motorized screen, controls to bring the screen down and up.

- The screen controls will stay active for five seconds after the button is pressed, and the five seconds will restart each time a button relating to that screen is pressed.
- To make the screen controls go away before the five seconds, press the **Room Systems** button; the system will return to the main screen.

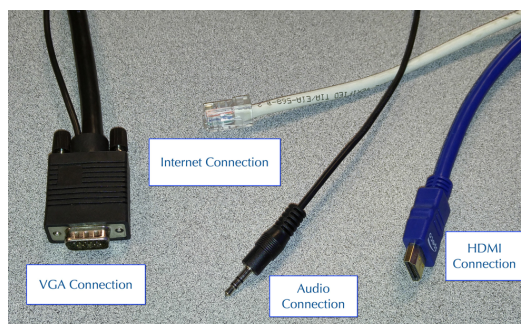


- The **System Off** button turns off the Smart Desk. The process for turning off the Smart Desk will be discussed later.

Equipment Controls

Connecting a Laptop

- The cables on the Smart Desk are for connecting a laptop to the projector, to the Internet, and to the desk's audio system.
- Each desk has two options for making the video connection from your laptop to the projector—the VGA cable and the HDMI cable (see below). The VGA cable is for regular definition pictures and video, and the HDMI cable is for high definition pictures and video.
- Connect **one** of the video connection cables to your laptop. Then, select **either** the **VGA** button or **HDMI** button on the Crestron control panel. (Connecting your laptop is optional; you can use other parts of the Smart Desk without connecting a laptop.)



- The Internet connection cable provides a hardwired connection to the Internet. If you have access to the Moody wireless network, you can also connect wirelessly.
- If you will be showing video from your laptop that includes sound, you have two options for playing the audio. You may choose to use your computer's speakers, or to play audio through the Smart Desk speakers; for this option, be sure to plug the audio connection into your computer's headphone jack.

Playing a DVD or CD

Press the **DVD** button to bring up the DVD player controls.

- The buttons in the upper-left of the screen operate the DVD player and are similar to a DVD player remote control (eject, play, stop, pause, rewind, fast forward).
- The numbered buttons below the DVD operational buttons allow you to select a track. If you were playing a CD and wanted to hear track 6, you would press "6" and the **Enter** button (you may enter a number up to 999). To clear the **Track No.** box, press **Clear**.
- The buttons in the upper-right of the screen navigate the DVD. Press **Menu** for the DVD menu, and use the directional buttons to navigate the menu. Press **Enter** to play an item.
- The video plays on the controller screen; to see the video on the full controller screen, touch the video. Touch the screen again to restore the controls.



Playing a VHS Tape

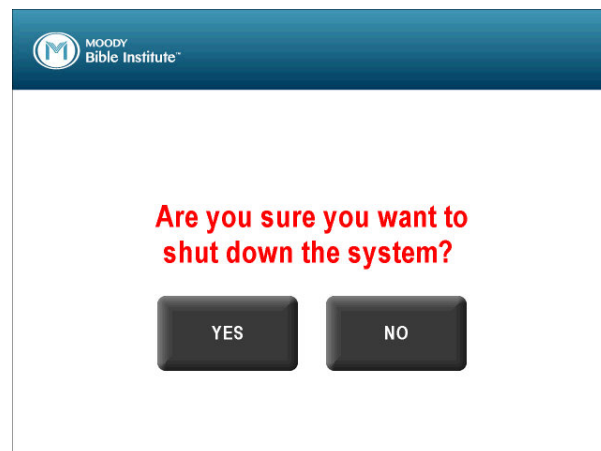
- Press the **VCR** button to bring up the VCR player controls.
 - The buttons are similar to a VCR player remote control (eject, play, stop, pause, rewind, fast forward).
 - When a VHS tape is not in the VCR, the Moody cable system operates; the **CH Up** and **CH Dn** buttons control the cable stations.



Exit Screen

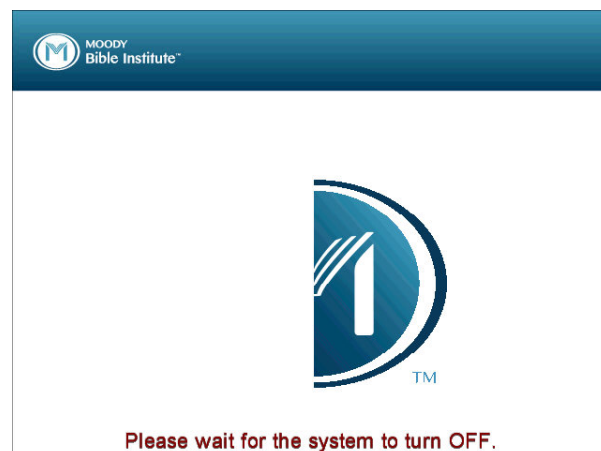
When you press the **System OFF** button, a screen will come up to verify that you really want to shut down the Smart Desk.

- If no button is pressed for 5 minutes the desk will automatically shut down, the projector will be turned off, and the motorized room screen will automatically be raised.
- Pressing **Yes** will start the shutdown sequence. The desk equipment and projector will be turned off and, if applicable, the screen will be raised.
- Pressing No will return you to the previous screen you were on before pressing the **System OFF** button.



Shutting Off

While the desk is powering down, the Moody logo will wipe back onto the screen to show the progress of the shutdown sequence. While the desk is in this process, the LCD touch panel will lock out; pressing the panel will not stop the sequence.



If you have any questions about using the Smart Desk, please contact the ITS Support Center at 312-329-4001 or its@moody.edu.