For any issues experienced in the Classroom, please contact the Classroom Support Line.
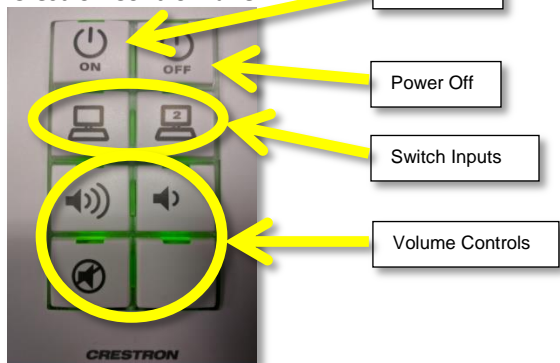
903-346-6004

Technicians are standing by to provide assistance.

This classroom has received upgrades to IT equipment. The upgrades include new interactive projectors, whiteboards, speakers, and computers.

Below are basic instructions on how to use the new equipment.

Crestron Control Panel

Power On

Power Off

Switch Inputs

Volume Controls

Using the Crestron control panel

- Each classroom is now equipped with a new control panel. The panels allow you to control the projector without the need for a remote.

Powering on/off the Projector(s)

- To turn the projectors on, press the button on the panel labeled "ON".
- To turn the projectors off, press the button on the panel labeled "OFF" twice.

Input switching- Computer/Document Camera

- To use the computer, press the button labeled with a computer and a 2 on it to switch over to the computers HDMI output.
- To use the document camera, press the button labeled with a computer and no number on it to switch to the document camera.

Volume Control

- To adjust the volume up/down, press the corresponding button. Louder on the left, quieter on the right.
- Pressing the Mute button will turn off all sound and stop video output. Pressing it again will resume.

Battery cover

EPSON

Pen tip   Battery light   Button
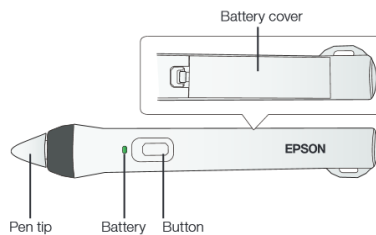
Interactive Pens

- Your projector came with 2 pens that have different colored ends, orange (Interactive Pen A) and blue (Interactive Pen B). Make sure one AA battery is installed in each pen.
- To turn on the pen, tap the pen tip or press the button on the side of the pen. The green light comes on briefly. If the battery is low, the light flashes.
- Hold the pen perpendicular to the board.
- To left-click, tap on the board.
- To double-click, tap twice.
- To right-click, press the button on the side of the pen.
- To click and drag, tap and drag with the pen.
- To move the cursor, hover over the board without touching it.
- When you are finished using the pen, simply place it in an area away from the projection screen.

Note: The pens turn off automatically after about 20 minutes of inactivity. Tap the pen tip or press the button on the side to turn the pen back on.

Starting the Projector Software

- Double click on either the Epson Interactive software or Promethean ActiveInspire software.

Note: Only one software can be active at a time..

Using the interactive tools in the projectors

- To activate the toolbar, tap the board with the pen.
- If you don't see the [icon] icon, tap the [icon] icon and then tap the [icon] icon.
- To close the tool bar, select the [icon] icon at the bottom of the toolbar.

Note that ActiveInspire and Easy Interactive Tools will not run simultaneously. You only need one to annotate.

ActiveInspire Help Tips
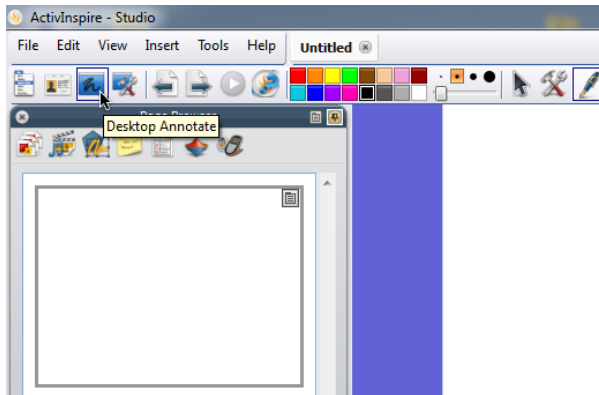
After opening ActiveInspire, you are presented with blank "flipchart" presentation. Flipcharts are the standard ActiveInspire presentation file. You can either work with Flipcharts, or annotate over the desktop. (The button to activate desktop annotation is currently highlighted in the image.)

You can create a new flipchart or import a PowerPoint presentation into a flipchart. A new flipchart will essentially provide a blank page to annotate with various tools located across the top, including pens, highlighters etc. The pen tool is selected in the image below. You can also save your annotations as a flipchart, or export pages to PDF.
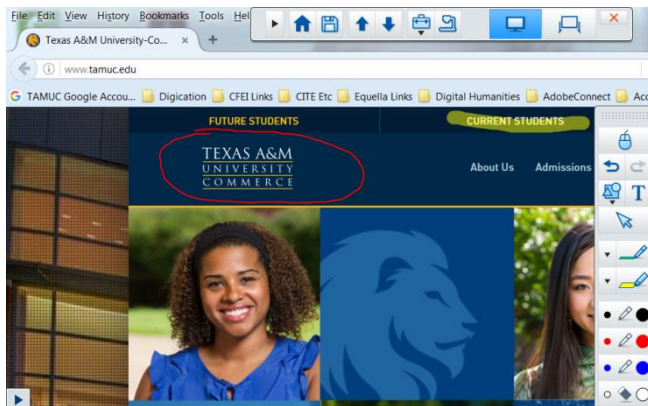

Epson Easy Interactive Tools Help Tips
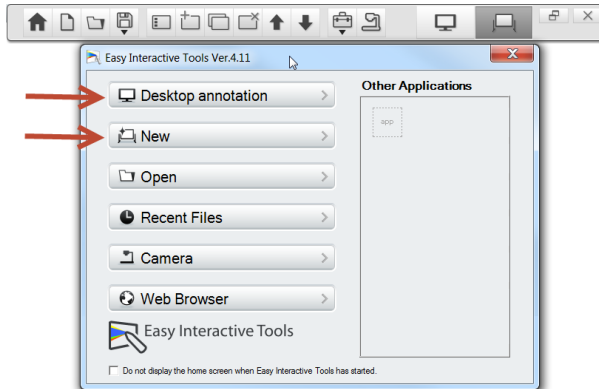
From the Easy Interactive Tools startup screen the main options are "Desktop Annotation" and "New" (blank file). The "Desktop Annotation" will write over anything currently showing on your desktop, such as a webpage.

The "New" option will provide a blank page for annotations and notes.

The tool bar with pens (etc) is located on the right hand side. There are various colored pens and highlighters that allow you to markup either your webpage or blank page. From the top menu, you can save your annotations with an ".eit" file extension for future editing or as a PDF or JPG for archival.

For training on the instructional use of ActiveInspire and Easy Interactive tools, please contact the Center for Faculty Excellence and Innovation at 903-886-5511.