FFL Facilitator ISU Classroom Computer Notes

(Updated September, 2026)

ISU classrooms have a computer running the latest version of Windows.
Presenters should bring a thumb/USB drive with their presentation or plan to connect to the cloud from the ISU computer. (A few rooms have a device that allows a non-ISU computer to be connected via an HDMI port, but they do NOT have access to the internet.) The presenter can bring a clicker or pointer, but we have one in the safe too.

Startup Process:

- The computer should be turned on already. (If not, press the power button in the lower right of the monitor.)
- To log into the Computer press Ctrl-Alt-Del
    - **User ID**: (Your ISU ID) (Not what you log in to register for classes.)
    - **Password**: (Your ISU password)
- IMPORTANT NOTE: Do NOT share your password with anyone. You will have to change this password every 6 months. If you need help, contact the Help Desk area just off of the CHE lobby.
- Adjust the desk to your preferred height with buttons on the right of the desk.
- Turn on the projector: Point the remote at the projector, click the power button once.
- The Crestron box below the monitor (if there is one) should be set to 1 to display the classroom computer, 2 for a laptop connected via the provided HDMI cable. Change this setting with the tiny buttons to the right of each number.



Using Files from the Cloud (online presentations, etc.)

If the instructor is using a presentation that is online (Google Drive or Microsoft OneDrive, etc), start up a web browser (Chrome or Edge), and have them go to the appropriate website such as drive.google.com or www.onedrive.com and log in. Use mouse or left & right arrows to advance slides.



Using a USB / Thumb drive:

Insert USB into the USB port on the left side of the monitor. A window may open up showing the files on the USB drive. If not, click on the icon that looks like a folder near the bottom of the screen to open the File Explorer. Drag the presentation to the desktop of the computer.





There may be a device plugged into the USB port that gives you more than one USB port. This will allow you to plug in the laser pointer dongle along with a USB Thumb drive. If the port on the monitor is not working, please see someone in the Help Desk office (which is straight in from the main door in CHE.) DO NOT UNPLUG OTHER DEVICES FROM THE BACK OF THE COMPUTER.

Using Our Laser Pointer:



In our safe we have a laser pointer that can be used to advance slides as well as point at the screen. To connect it to the computer, slide open the panel where the batteries are. On the back side is a little USB drive (dongle). Plug the dongle into the monitor and it should just work automatically. Be sure to collect this dongle at the end of the class and put it away.

Using the Lapel Microphone:

The lapel microphone is in the FFL safe in a brown box. Inside the box is a black case with two small black square devices and two cables.



- Push and hold the power “on” button for two seconds on each device (the Rx and the Tx). A blue solid light should appear on each device.
- Clip the “Tx” box (Transmitter) onto the presenter’s lapel preferably on their right side. (Mic hole towards face.)
- Attach the blue end of the cable into the “Rx” (Receiver) and the green end into the black adapter, then into the microphone jack on the left side of the speaker.



- Push the power button on the main speaker (far right). Adjust the MIC level which is just for the microphone, whereas the Volume knob is for the output from the computer.
- If the Battery status LED is solid red, it is charging. Flashing red means low battery. The Tx device worn by the presenter should last up to 30 hours. It takes about 1.5 hours to fully charge it using the USB cable (USB-A to Dual USB-C cable) with two ends on it.

- The Rx device connected to the speaker only lasts up to 8 hours, but it can be connected to the computer with the charging cable during the presentation.



Using the Hand Held Microphone:



A wired hand held Microphone is in the Safe. Plug the microphone into the microphone jack on the left front of the speaker. Tie the cord around the desk leg so the instructor doesn't accidentally pull the speaker off the desk. Do not hold the mic in front of the speakers or you will get feedback.
Ensure the power is on. (Push in the button on the right.)

Light Switches:



Smaller classrooms have just two lighting zones on the switch. Larger classrooms have 4 zones. Press a zone number so it is active (green light). Active zones will be changed with the On or Off button. Inactive zones (not green) will not be affected.
In the large classroom (213) zone 1 is the front, zone 2 & 3 are the middle and zone 4 is the back of the classroom.
To turn off Zone 1, make sure 1 has the only green light and press “Off”.

Using the Epson Document Camera:



Click the power button once on the base to turn it on. Next, on the computer (Epson camera must be on before this step!), click the Start button and click on the Camera app. If the screen displays from the Owl Camera, there is an icon in the upper-right of the screen that will allow you to switch between the Owl and the Epson.
There is a light switch out by the camera lens.

Using the Owl Camera:



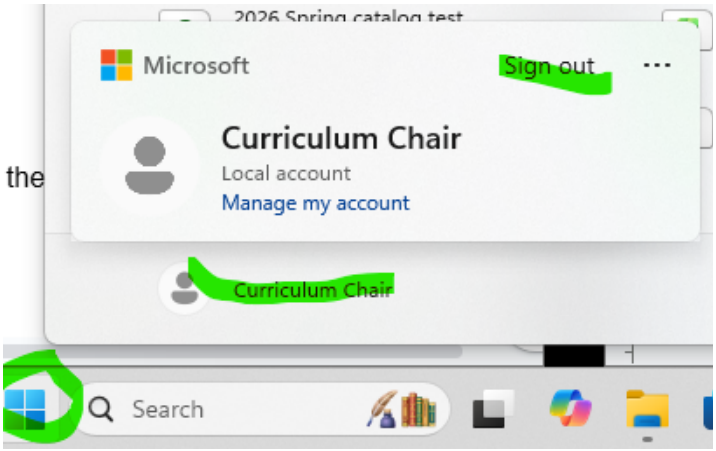
The Owl camera is used for video conference calls. It should be left on and will be automatically discovered using video call software such as Zoom or Google Meet. Note there is a MUTE button on the device.
The presenter should stand so the Owl is between them and the audience.

Other Notes:

- If you turn the projector off, you must wait (~5 min) for it to cool down before you can turn it back on.
- Do not move around or unplug any of the computer hardware (besides the mouse and keyboard.)

Shutdown Process:

- Before removing a USB drive, Click on the up arrow in the lower-right corner of the screen. Click on the thumb drive icon above that, select “Eject cruiser.” Remove USB when it says “Safe to remove USB…”
- Have the presenter log out of any services they logged into.
- Remove the laser pointer dongle from the USB port and return to its spot.
- Turn off the projector: Click the power button TWICE on the remote.
- Turn off the Epson document camera: Press the power button TWICE on the base.
- Turn off the lapel microphone: Push the power button for three seconds on both the Tx and Rx devices. The blue lights should turn off. Unplug cables from the front of the main speaker. Return the Tx and Rx devices and the two FFL cables into the black case and into the brown box.
- Unplug the hand held microphone if using.
- Turn off the speakers: Press the power button on one of the speakers.
- Sign out of the computer: Click the blue Windows button to the left of the search box, click on your name, then click Sign Out. (Leave the computer powered on so it can get updates.)
- Leave the Owl camera powered on.
- Leave the room as clean or cleaner than you found it!



FFL Safe

The FFL safe is now in the CHE Computer help desk room just off of the main lobby (about where the red mark is.)



The safe is in the first cupboard next to the copy machine on the right when you enter.



The safe combination is _____.

The address for CHE is:

- 1770 Science Center Dr, Idaho Falls, ID 83402