

## **FFL Facilitator ISU Classroom Computer Notes:**

ISU classrooms have a computer running the latest version of Windows.

Presenters can bring a thumb/USB drive with their presentation, but **CANNOT bring their own laptop**. No clicker provided, but can bring one if you have your own.

### **Startup Process:**

Computer should be turned on already. (If not, press the power button on the computer tower under the desk.)

Turn on the projector by pointing the remote at the projector and clicking once.

Adjust the desk to your preferred height with buttons on the right of the desk.

If using a presentation that is online (Google Drive or Microsoft OneDrive), bring up a web browser (Chrome), go to either [Drive.google.com](https://drive.google.com) or [www.onedrive.com](https://www.onedrive.com) and log in. Use mouse or left & right arrows to advance slides.

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

Start up a web browser (Chrome or Edge) and go to the appropriate website such as [Google.com](https://www.google.com) or [Microsoft.com](https://www.microsoft.com). Log in with your user ID and password. Start up your online presentation.

### **Using a USB / Thumb drive:**

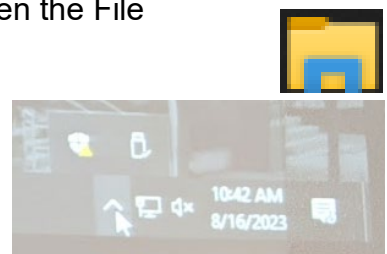
Insert USB into one of the 4 USB drives on the front of the computer under the desk.

Click on the folder icon at the bottom left of the screen to open the File Explorer to browse to your files.

Before removing a USB drive, Click on the up arrow in the lower-right corner of the screen.

Click on the thumb drive icon, select "Eject cruiser."

Remove USB when it says "Safe to remove USB..."



### **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 I think zone 1 is the front, zone 2 & 3 are the middle and zone 4 is the back of the classroom. (Need to confirm this!)

## 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.)

ISU staff can not help you with your presentation.

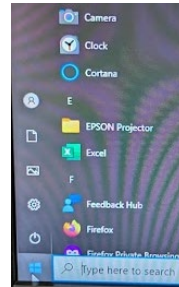
## Using the Epson Document Camera:

Click the power button once to turn on.

On the computer, click the start button and click on the Camera app.

(Power to the Epson camera must be on first!)

There is a light switch out by the camera lens.



## Using a 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.



## Using a Microphone:

Microphone is in the right-hand cabinet, middle shelf, in the Student Union building. (Building to the north.)

Plug the microphone into the speaker jack.

Do not hold the mic in front of the speakers or you will get feedback.



## Shutdown Process:

Turn off the projector by clicking TWICE with its remote.

Turn off the Epson document camera by pressing the power button TWICE on the base.

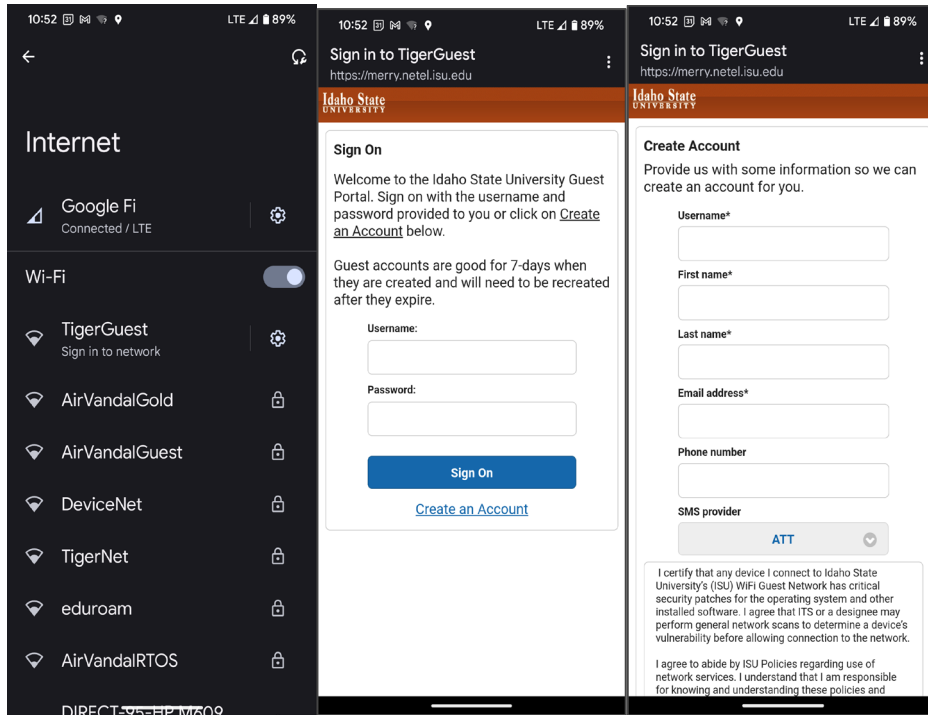
Sign out of the computer by pressing Ctrl-Alt-Del and select Sign Out. (Leave the computer powered on so it can get updates.)

Turn off the speakers using the power button on one of the speakers.

Leave the Owl camera powered on.

Leave the room as clean or cleaner than you found it!

## Optional for FFL Students - How to connect to WIFI at ISU:



Under Wi-Fi select TigerGuest.

Click on **Create an Account** and then fill in all of the boxes.

Select your cellular provider. Scroll down and mark the box by "I agree to..." Click Register, then click Sign on.

