

## FFL Facilitator ISU Classroom Computer Notes

(Updated Aug 2025)

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 or pointer is provided, but can bring 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: Point remote at projector, click power button once.

To log into the Computer press Ctrl-Alt-Del

**User ID:** (Your ISU ID)

**Password:** (Your ISU password)

IMPORTANT NOTE: Do NOT share this password with anyone. This password will change every 6 months.

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

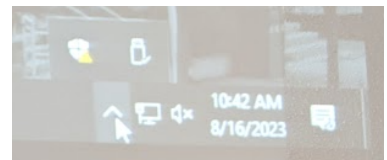
### Using Files from the Cloud (online presentations, etc.)

If using a presentation that is online (Google Drive or Microsoft OneDrive, etc), start up a web browser (Chrome or Edge), and go to the appropriate website such as [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 a USB / Thumb drive:

Insert USB into one of the 4 USB drives on the front of the computer under the desk. A window should open up showing your files. If not, click on the icon that looks like a folder near the bottom left of the screen to open the File Explorer.

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..."



### 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 zone 1 is the front, zone 2 & 3 are the middle and zone 4 is the back of the classroom.

## 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.)

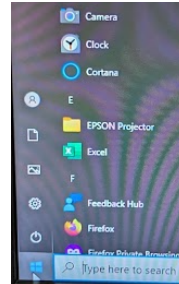
ISU staff can not help you with your presentation.

## Using the Epson Document Camera:

Click the power button once on the base to turn on.

On the computer (Epson camera must be on before this step!), click the Start button and click on the Camera app.

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:

A wired Microphone or the Karaoke machine is in the printer room on the north end of the TAB building. Go out of the TAB building and turn left. It is the first room on the left and the safe is on the counter. Set up the Karaoke using separate instructions.

Plug the microphone into the speaker jack. Tie the cord around the desk leg so the speaker doesn't get pulled off. Do not hold the mic in front of the speakers or you will get feedback.

## Shutdown Process:

Have the presenter log out of any services they logged into.

Turn off the projector: Click the power button on the remote TWICE.

Turn off the Epson document camera: Press the power button on the base TWICE.

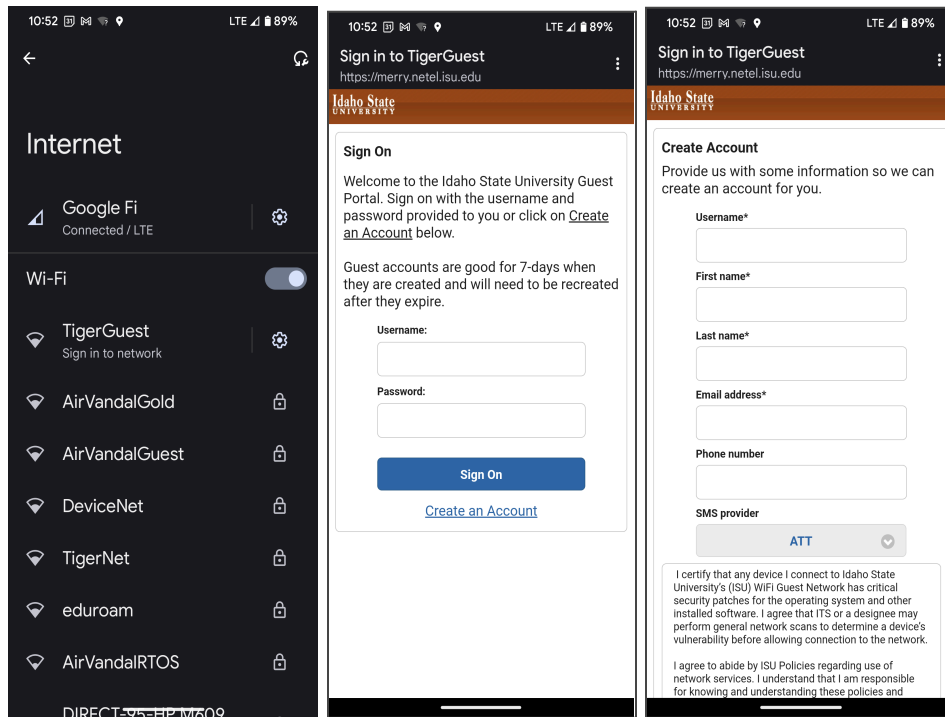
Sign out of the computer: Press Ctrl-Alt-Del and select Sign Out. (Leave the computer powered on so it can get updates.)

Turn off the speakers: Press 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.

