

FFL Facilitator ISU Classroom Computer Notes

(Updated November, 2025)

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. (Rooms now 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.) Although not provided, the presenter can bring a clicker or pointer.

Startup Process:

- The computer should be turned on already. (If not, press the power button on the monitor.)
- To log into the Computer press Ctrl-Alt-Del
 - **User ID:** (Your ISU ID)
 - **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 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.

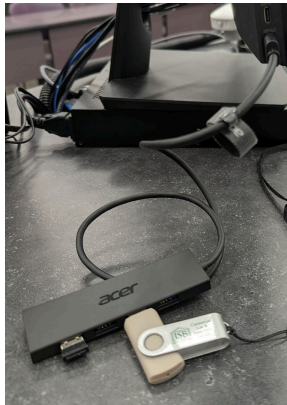


Using Files from the Cloud (online presentations, etc.)

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 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.



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 a Microphone:

A wired Microphone is in the Safe. Plug the microphone into the microphone jack on the left. Be sure to tie the cord around the desk leg so the instructor doesn't accidentally pull the speaker off of 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 zone 1 is the front, zone 2 & 3 are the middle and zone 4 is the back of the classroom.



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.

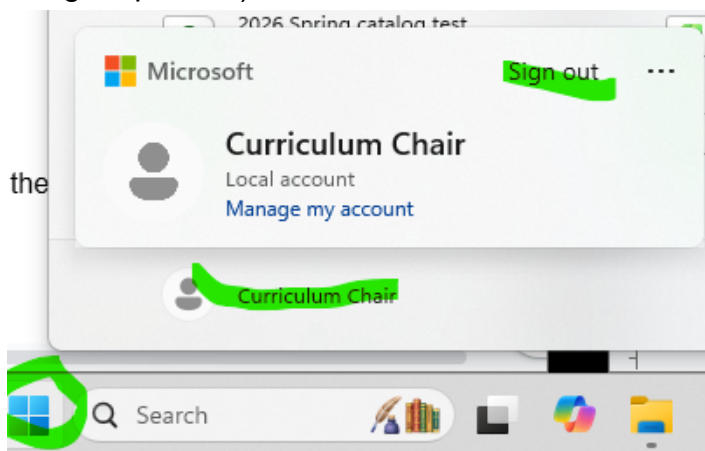
The presenter should stand so the Owl is between them and the audience.

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.)
- ISU staff can not help you with your presentation.

Shutdown Process:

- Have the presenter log out of any services they logged into.
- 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...”
- Remove the laser pointer dongle from the USB ports.
- 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: Click the 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.)



- Unplug the microphone. 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!

FFL Safe

The FFL safe is in a separate building just north of the TAB building. When you leave the TAB, turn left into the building. Once inside, the room is straight ahead, but the door is around the corner. It is the first room on the left and the safe is on the counter. Please ask for the combination.

