A/V Instructions: Lecture Room 1

To Turn on the System:

Touch the Crestron panel to activate it. Touch again on the Green Icon to turn the system ON. Turn on the gooseneck podium microphone by pressing the grey button at the base.

To Use the PC in the Podium:

1. Turn the Monitor on by pressing the power button on the lower left of the sympodium "SMART" Display.
2. Unlock the podium
3. Turn on the PC by pressing the power button on the tower.
4. Log in to Windows. The username "**genacct1**" and the password "**panther$$**" can be used as a generic login if desired.
5. By default, the PC is set to display on both projectors as well as the recorder when the Crestron is started up.
   a. When you are finished, please remember to remove any disks from the drives, log out of the computer, Shut down the system (see below), and lock the cabinet.

To Use a Laptop:

2. Connect the VGA or HDMI cable on top of the podium to your laptop.
3. On the Crestron panel, Select the left or right projector and select "laptop" as source. The laptop should appear on that projector. Select "back" and repeat this process for the other projector.
4. ***IMPORTANT*** - To send the laptop to the recorder, select 'laptop' as the recorder input under the setup display
5. When you are finished, please remember to:
   a. Shut down your laptop and take it with you
   b. Shut down the system (see below)

To Use the Wireless Microphones:

1. To TURN ON the microphone, HOLD the Power Button down for 1 full second. A Green LED will indicate the microphone is powered on. *(Microphone volume adjustments are made on the Crestron control panel under "setup". Note the speakers are much louder than heard from the podium.)*
2. To MUTE the microphone, press the power button briefly. An Amber LED will appear when the microphone is muted.
3. To TURN OFF the microphone, hold the power button down for 2 full seconds until the light disappears. The LED will go off to indicate the microphone is powered off.

To Show a DVD:

1. Use the Desktop Computer's DVD drive to play a DVD. If the files will not playback correctly, Use the VLC program installed on the computer to open the disc.

To Shut Down the System:

1. Press "Quit System" on the home screen of the Crestron.
2. Press "Yes, I am done" to confirm system shut down.