

Projector:

To begin, touch anywhere on the Crestron Controller screen



To use the **desktop computer**, make sure it is on and logged in, then:

1. Touch the “computer” icon and then touch either:
 - a. “send to right projector
 - b. Or “send to the left projector”.
 - c. If you want to project on both, touch “computer” again, and then touch the other projector icon.

To connect a **laptop**:

1. Connect the laptop to either the HDMI or the VGA cables located on the desktop. Touch the “Laptop” icon and then touch either:
 - a. “send to right projector
 - b. Or “send to the left projector”.
 - c. If you want to project on both, hit “Laptop” again, and then hit the other projector icon.

Solstice pod

Laptops, tablets, and phones may be connected wirelessly using the solstice pod.

1. Touch either the “Solstice Pod 1” or “Solstice Pod 2” icon and then touch either:
 - a. “send to right projector
 - b. Or “send to the left projector”.
 - c. If you want to project on both, hit the same “Solstice Pod” (either 1 or 2) again, and then hit the other projector icon.
 - d. The pod interface will display through the projectors onto the screen with instructions on how to connect.
 - i. When connecting through the client, you will likely need to input the 9 digit IP address into the search bar.

To connect the **document camera**:

1. Document camera is in the locked controller room. Wheel it out and plug the VGA cable into the VGA jack on the side of the instructor’s podium. Hit the power button on the device. Touch the “Document camera” icon and then touch either:
 - a. “send to left projector” (this is the projector on the right if you are facing the audience)
 - b. Or “send to the right projector”.

- c. If you want to project on both, touch “Document Camera” again, and then touch the other projector icon.
- d. To power down, hold down the power button until the power goes out.

Lighting:

1. Press the “Lights and Shades” icon. Preset 3 is recommended for when the program begins.
2. Preset 2 is HIGH, Preset 1/3 is MEDIUM, Preset 4 is LOW lights.

Audio:

The console (wired) mic has a mute button on the console control pad. It is red when the mic is muted. All three microphones may be used

Program audio (from a laptop or pc) is best controlled, in terms of volume, using the controls on the computer. If you are not getting any Audio, on the touch screen control panel, touch your source (computer or laptop) and then touch the projector icon.

To Shut down:

1. Press the “Shutdown” button
2. Click the “Yes Shutdown” button

Inventory:

1. **Digital camera:** Vaddio Roboshot 12 USB (no software needed.)
2. **Podium workstation** is a Tier1.5 - GLS-CMEM6242. It should auto-login for users.
3. **Document camera:** Qomo HiteVision (on top of podium)
4. **2 LCD projectors** - NEC NP-P502HL
5. **2 wireless microphones** - Shure Beta 87A and lapel mic (model UC1-UA). Both take 9V batteries.
6. **Podium microphone** - works but has extremely quiet volume. There is a "Podium Microphone" button that shows red when it's off and white when it's on.
7. Extra **Dell laptop charger** in the desk cabinet below on the left.
8. Extra **markers, pens, notecards, etc.** in the long black Shure case.
9. **Conference phone** – Located either in the podium or on the floor along the wall under the screen. It is connected to an active voice jack on the wall under and to the right of the screen.