Lawrence 115 Classroom Technology Guide

1. Turn the projector on
   a. In the upper left-hand corner of the touch panel, press the “Projector” button to turn on the screen.
   b. Press “Projector Turn On” button on the touch screen.
2. Connect your device  
   a. Connect your device to the preferred cable located on the podium. The system supports the following signal inputs: VGA, DVD, VHS, and Document Camera. Confirm the end of the cable is connected to the podium’s jack. 
      o For some devices (such as MacBooks and tablets), it will be necessary to connect an adapter to use the VGA Cable.

3. Select your projection source  
   a. First, select Data or Video to indicate the type of source. 
      o **DATA** = Laptop Input, Doc Cam, Resident Computer  
      o **VIDEO** = DVD or VHS
b. Next, select the desired source.

- Laptop Input
- Document Camera
- Resident Computer

To access the DVD player and VCR, press the corresponding physical buttons to the left of the touch screen.

4. Audio
   a. If you would like to connect the sound to the system, plug the audio cable into the headphone input of your device.
   b. You can control the volume by tapping the volume control buttons along the right-hand side of the screen.
5. Microphones
   a. The microphone will be located in its charging station left of the Crestron control panel. Turn on the microphone.

   ![Microphone Charging Station]

   b. To turn on the microphone and adjust audio levels, press the “Aux” button on the left-hand side of the touch panel, and then press the button labelled “press for mic.” A volume control page will appear where levels can be adjusted and tuned.

   ![Volume Control Page]

   c. When finished, turn the microphone off, return it to its charging station and press down until it clicks into place.
6. Please turn off the system when finished
   a. Press the “ALL OFF” button in the upper right-hand corner of the touch panel frame to shut the system down.

Troubleshooting Tips

- What if my audio isn’t working?
  o Confirm that the audio cable is completely plugged into your device and the far end is plugged into the audio input jack. Confirm that the player volume (Youtube, Windows Media Player) and the device’s volume are turned up. Next, turn up the classroom volume on the Crestron touch panel.

- I’ve plugged in the HDMI (or VGA) cable, but my computer is not projecting?
  o Confirm that the other end of the cable is plugged into the input jack. Next, re-plugin the cable that is connected to your device. Confirm that the correct input is selected on the touch panel.

- The Crestron screen is frozen
  o Contact CMET so a technical can properly reset the system at (541) 346-3091

For further assistance please contact the AAA Tech Desk at (541) 346-2081 or CMET at (541) 346-3091