Knight Library 106 – Browsing Room
Technology Tutorial

1. Turn the projector on
   a. In the upper right-hand corner of the touch panel, press the power button to wake the screen.
   b. Then, select the “Projector On” button on the left-side of the screen.
2. Connect the device (resident laptop, personal device, or other)
   a. Using the resident laptop:
      i. The laptop is located at the lectern, open and turn on the laptop.
      ii. Confirm the HDMI cable is plugged into the laptop (located on right-side).
      iii. An ethernet cable is provided as well for a reliable internet connection
   b. Using a personal device:
      i. An HDMI and VGA cable is available at the lectern.
      ii. Connect the appropriate cable (HDMI or VGA) to the input on your device.
      iii. For some devices (such as Macs and tablets), it may be necessary to connect an adapter to either the VGA or HDMI.
   c. Other:
      i. Document Camera: Located on top of the AV podium and is used to display physical items such as notes. The power button is on the document camera.
      ii. Blu-Ray Player: Located in the rack of the AV podium. Once the Blu-Ray source is selected, use the touchscreen to turn on and control the player.
3. Select your projection source
   a. Select the specific icon to indicate the source you are using:
      • HDMI or VGA (Resident laptop uses HDMI)
      • Blu-Ray Player
      • Doc Cam

4. Audio
   a. Connect the device’s sound to the classroom system:
      i. **HDMI**: If you are using the HDMI cable, the audio is transmitted through the cable; you do not need to connect anything extra. If the audio is not working, please see troubleshooting tips (located on page 4).
      ii. **VGA**: If you are using the VGA cable, plug the audio cable into the headphone input of your device. Increase the volume on the device and the player (Youtube, Window’s Media Player) before turning up the classroom volume.
   b. Control the room volume by tapping the volume options along the bottom of the screen. Tap slowly and one-at-a-time to prevent an excessive volume level.
   c. For more advanced and individual volume controls, navigate to the **Mic & Audio** page on the touch screen. Each volume level is labeled corresponding to the device (source) or specific microphone.
5. Microphone
   a. There are two wireless microphones located in the drawer of the AV lectern and one built-in to the presenter lectern. A power button is located on each wireless microphone to turn them on.
   b. For more advanced and individual volume controls, navigate to the Mic & Audio page on the touch screen. Each volume level is labeled corresponding to the device (source) or specific microphone.
   c. When finished, please turn the microphone off and return it to the AV podium drawer.

6. Please turn off the system when finished
   a. Press the Shut Down > button located in the upper-right corner or the touch panel.
   b. Then, select “Yes, shut down the system and display now” flashing button.
**Troubleshooting**

**Light Controls** – located near the main doors of the room.

**Remote for Blu-Ray** – located inside the AV podium drawer.

**Microphone Batteries** – if the microphone is not turning on, it may need new batteries. Extra batteries are located inside the AV podium drawer.

**What if my audio isn’t working?**

- *HDMI users*: If you are connecting the audio through HDMI source and the audio is NOT transmitting to the room system, please follow these steps:
  - In the lower right-hand corner of your laptop, right-click on the speaker icon and then select “Playback Devices”.
  - Next, right-click on the “Crestron” input to “enable”, you may have to right-click on the “Speakers/Headphones” to “disable” them.

**The Crestron touch panel is frozen:**

- Contact CMET immediately so a technician can properly reset the system: **541-346-3091**