Quick Start Guide

Power On
Audio + Lighting
Computer + Laptop
Document Camera
DVD + VCR
Video Conferencing
Power Off
System: Power On

1. Touch the Crestron screen to wake up the screen

Projector: Power On

Touch the On button

note: projector takes about 30 seconds to turn on

note: when projector is turned off, it will not turn on again for several minutes
note: microphones in this room are for video conferencing; **you will not hear your own voice** in this room when speaking into a microphone.

Wired mics automatically turn on when system is powered on.

The wireless mic can be found in the drawer in the 3rd cabinet from the door of the conference room.

The wireless mic must be turned on by pressing-and-holding the power button for two-seconds.

**Up** and **Down** arrows increase and decrease the audio levels that you hear in the room (e.g. computer audio, remote presenter during a video conference, etc.).

**Mute** buttons silence and engage the audio.

note: **You can not adjust your microphone volume**; that must be done by the party you are video conferencing with, from their end they should adjust their speakers.

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**Lighting**

**All Lights On**

**All Lights Off**
1. Touch **PC** to display the room’s built-in PC on the projector.

2. The PC is located in the cabinet.

3. Insert USB flash drive here.

   *note: The wireless keyboard and mouse are located near the Crestron panel; The wired keyboard and mouse are located at the lectern. The PC has Microsoft Office and Internet Connectivity.*

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**Laptop**

Touch **Tabletop Laptop 1** to display a laptop on the projector.

*Note: This connection is next to the Crestron panel.*

**Tabletop Laptop 2** connection is located near the projector screen beside the window.

Touch **Lectern Laptop** to display a laptop on the projector.

Connect the VGA cable to the laptop.

Make sure laptop is in external display mode (press Fn+F8, or equivalent).
1. Touch **Document Camera** to display the document camera on the projector

2. Slide draw out to access document camera

3. Lift and pull green tab on arm of document camera to lift arm

4. Place the document on the document table

5. Use the (+) or (-) button to zoom in or out

6. Images can be stored to the document camera’s memory by pressing and holding a numbered button (press button until the number bounces back out). Press number again to return to saved image.
DVD and VCR

1. Touch **DVD** to **VCR** display the DVD or VCR on the projector

2. Ensure power to deck is on. If not, press power button on deck.

3. Put DVD or VHS media in deck

4. DVD and VCR can be controlled by buttons on the Crestron screen.

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How do I schedule a video conference?

If you are interested in scheduling a video conference, here are some things to know:

1) Tamika Craig handles the scheduling. She can check on room availability and book you a time in the room. tamika.craig@duke.edu or 660-5386

2) Pratt has one video conference enabled room: FCIEMAS 1441 (occupancy approx 20). It is an IP-based system and will only communicate with another IP-based system (not ISDN). Our equipment will not communicate with someone’s computer/laptop and a webcam.

3) Once you have confirmation from Tamika that you have been able to secure time in the room, please contact Pratt IT for support (see #4, below, for instructions on doing so). While Pratt IT has a five (5) business-day advance notice policy for AV support, it is highly recommended that you give us even more time than that, if possible, for a video conference as we will want to schedule and run tests with the far end in advance of your call.

4) To contact Pratt IT, please submit a ticket to http://it.pratt.duke.edu/help and in the details section please let us know the date and time you have the room scheduled for and please give us the contact information of a tech person at the “far end.”

5) Once you submit a ticket to it.pratt.duke.edu/help (also called our “Remedy” system), please be on the lookout for e-mails from Pratt IT from this system (the sender will be “REMEDY-APP”) - this is how we will correspond with you about your video conference.
System: Power Off

1. Pressing the **Power** button will shut off all equipment including the projector and will raise the screen.

2. Turn wireless microphones off and return to drawer.

3. Remember to take your USB flash drive with you (if applicable).

4. Questions or problems with the classroom technology in this room? Contact Pratt IT. We can only help if we know.