Quick Start Guide

Power On

Audio

Computer + Laptop

Teleconferencing

DVD + VCR

Power Off
System: Power On

1. The Crestron is located to the left of the plasma monitor
2. Touch blank Crestron screen to wake up screen
3. Touch the POWER ON button to power the system on
Audio

Up and down arrows increase and decrease the levels

Volume = plasma volume

note: if Crestron volume level is up but no sound from Plasma

Press the UP button on the Plasma to increase the level
1. Touch **TABLE PC** to display your laptop on the plasma display.

2. Connect VGA cable to laptop (located on the conference table).
   
   *note: If the cable is not on the table it is located in the cabinet to the right of the plasma.

3. Make sure laptop is in external display mode (Fn+F8, or equivalent).

**Computer**

Despite the fact that there is a "System PC" button, **Mumma no longer has a built in room PC**.
1. The **Polycom** is located in cabinet to the right of the plasma
   - note: this is the “interface module”
   - note: this is the speaker phone

2. Turn the speaker phone over and connect one end of the network cable to the speaker phone

2a. On the conference table, open the “Tilt N Plug” that faces away from the TV. Plug the network cable into the top network jack labeled “Polycom Connection”

3. The telephone cable and interface module are already connected to a floor jack under the conference table. The telephone is now ready to make phone calls

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4. **READY** indicates that the Polycom is connected and ready to make and receive phone calls.

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**Teleconferencing**

**Placing a Call**

FCIEMAS 3121 Mumma Phone Number: 919-660-8612

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**Direct Dial**

1. To obtain dial tone, press the key.
2. Dial the desired number.
   - To cancel the call, press the key.

**Indirect Dial**

1. From the Ready screen, dial the desired number.
2. Press the key or the soft key to make the call.
   - If you make a mistake entering the telephone number, press the soft key.
   - Press the soft key to cancel the call.

**Answering a Call**

Press the key or any number key to answer an incoming call. Pressing the button will override all other telephone activity. The three LEDs will blink green when the phone rings.

**Ending a Call**

To end a call, press the key.

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*Image taken from Polycom User Guide*
1. Touch **VIDEO** to display the video options

2. Touch **DVD** or **VCR** button to display the DVD or VCR controls

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

4. Put DVD or VHS media in deck

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

Note: Mumma does not support TV
System: Power Off

1. Pressing the **Plasma Power Off** button will shut off the system.

2. Return the Polycom & network cable to the cabinet.

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