Quick Start Guide

Power On
Audio + Lighting
Microphones
Computer + Laptop
Document Camera
Open Auditorium
Power Off
1. Touch the blank Crestron screen to wake up the screen

2. Touch screen again to power on system

Projector: Power On

1. To begin, select a source from the source menu. Press the button for the source that you would like to use.

   note: For example touch the Console PC button to select the built in room PC.

2. Touch SEND TO SCREEN

   The projector will power on and the source will appear on the projector sscreen

   note: projector takes about 30 seconds to turn on

   note: when projector is turned off, it will not turn on again for several minutes
Wired mics automatically turn on when system is powered on.

Wireless mics (found in drawer under console’s built in PC) must be turned on by sliding the button into the **ON** position.

“Program” = PC Volume & DVD Volume

- **Mute** buttons silence and engage the audio
- **Up** and **Down** arrows increase the levels and decrease the audio levels

“Audio Conference” = Telephone

- **Mute** buttons silence and engage the audio
- **Up** and **Down** arrows increase the levels and decrease the audio levels

Lighting Controls

- Lights On
- Scene 1
- Scene 2
- Scene 3
- Lights Off

All lights **On** - All lights **Off**
1. Touch **AUDIO CONTROLS** to select the microphone volumes

1. Side A Mic Master = The volume of all the microphones in the room
2. Side A Ceiling Mic = People sitting in the classroom
1. Touch **Console** to select the built-in room PC

2. Touch **SEND TO SCREEN**

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**Laptop**

1. Touch **Console Laptop** to select the laptop

2. Touch **SEND TO SCREEN**

3. Connect VGA cable to laptop (located on the console)

3. Make sure laptop is in external display mode (Fn+F8, or equivalent)
1. Touch **Document Camera** to select the Document Camera

2. Touch SEND TO SCREEN

3. Slide out drawer to access document camera

4. Place the document on the document table

5. Use the *IN* or *OUT* button to zoom in or out
The controls for an “Open Auditorium”: require the user to select the source then from the drop down menu choose the Console A, Console B or Podium/Lecturn.
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 where they were found.

   *note: we record many classes in this room and require fully charged microphones; please plug microphones back in to their chargers when your lecture is over.*

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.