

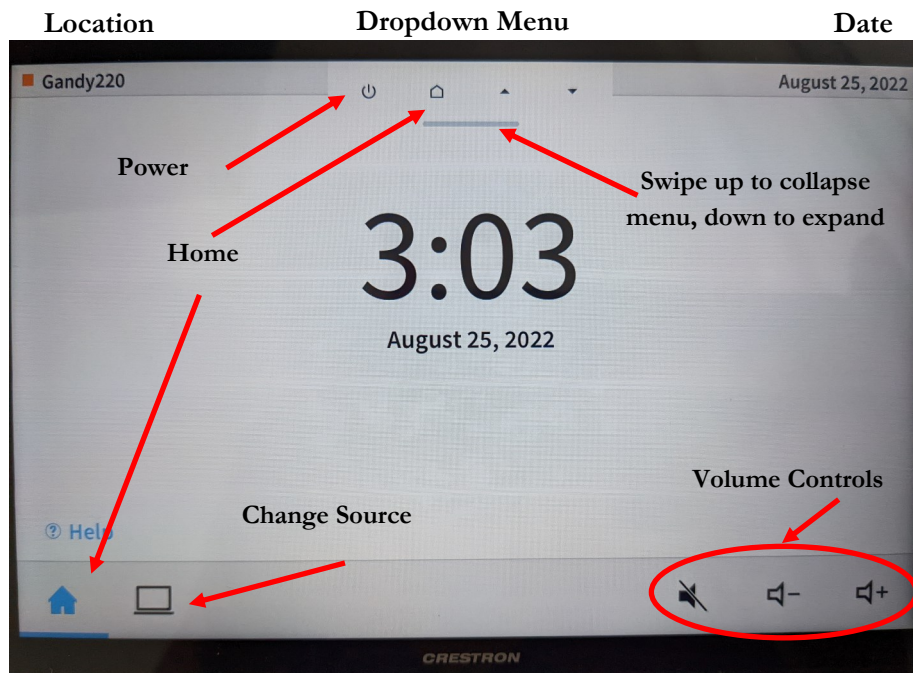
When you are finished  
**DO NOT *SHUT DOWN***  
**THE PC!**

**SIGN OUT** of the **PC** using this icon or  
your picture on the left side of the start  
menu on the PC



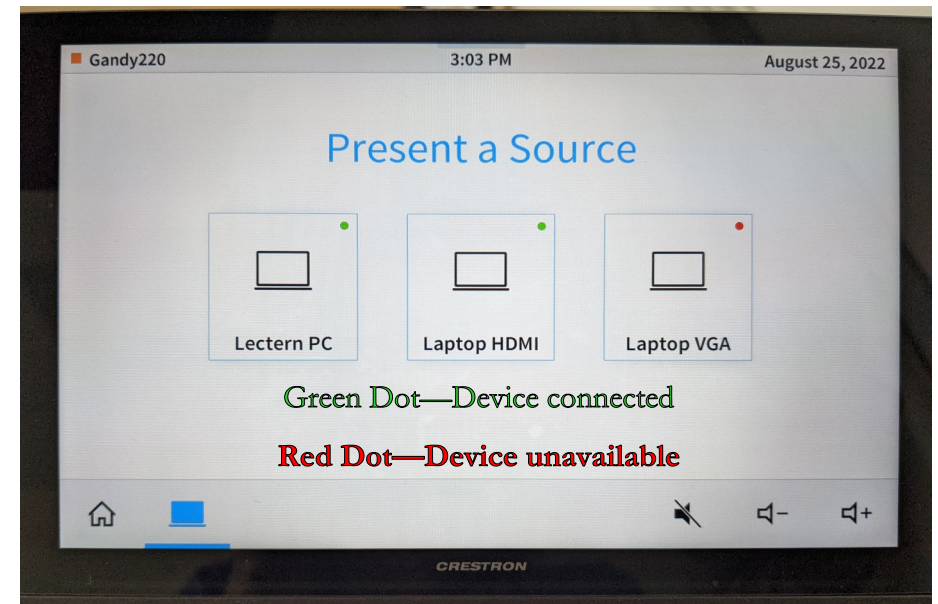
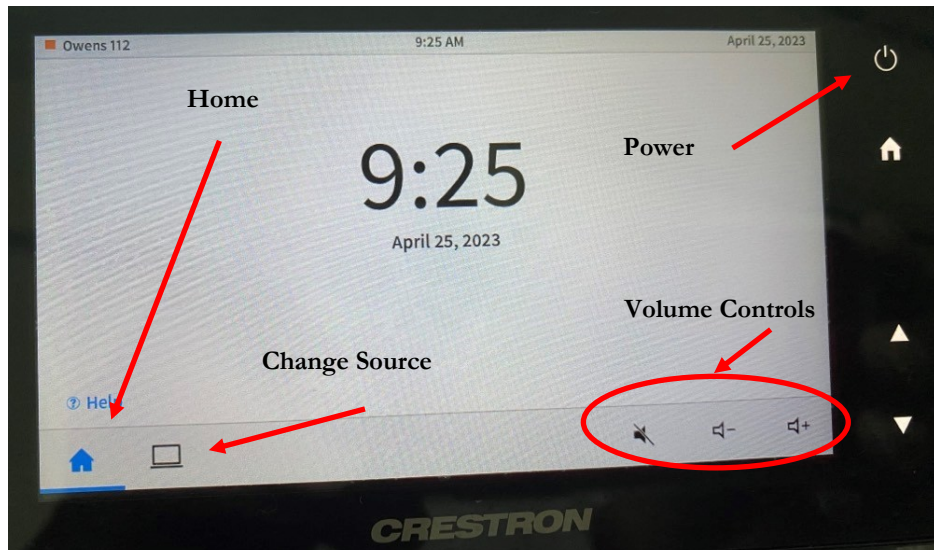
Use **POWER BUTTON** to power down the  
Crestron

Panel instructions on the other side, turn over



### Start up the lectern

- Power on the Crestron panel by:
- Touching the screen
- Using the power button (may have to swipe down from the top if the power button is not showing, look for a gray line at the top)
- Hit change source button



### Use the Lectern PC

- Select Lectern PC
- Screen should descend and projector should turn on
- Check audio if needed

### Use a Laptop

- Plug in HDMI cable (audio not needed) or VGA cable and also the audio plug
- You will see a green dot on the sources that are available
- Select Laptop HDMI or Laptop VGA, the one that matches the cable that you plugged in.

### Troubleshooting

- No screen? Look for the wall plate control
- No sound? Try the sound buttons on the Crestron and the volume on the device
- No picture? Check for a remote that is the same brand as the projector

# Is this a Hyflex Classroom?

Look for mics in the ceiling and a camera on the back wall.

## Class streaming online

- If using laptop, connect the USB cable to use the system cameras and mic
- Make sure you have the correct source selected
- Start the conferencing software (Teams, Zoom)



- Camera controlled by Vaddio remote on lectern to rotate back and forth

## Audio and Video

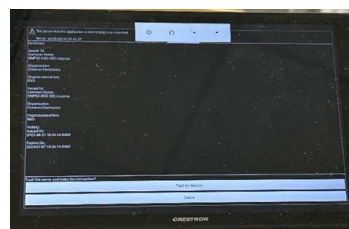
- Mics and audio should work to hear students connected online as well as them seeing the room through the cameras.
- No video or audio? Go into the program settings and make sure that **ConferenceShot or Crestron** is selected
- Still missing? Try to press the switcher button. It switches between the laptop and PC



## Troubleshooting

### Wall screen doesn't come down via panel

There is a manual screen control either on the podium or on the wall. Select **Down** in order to bring the screen down. Please raise screen back up once done with the room.



### Touch panel has weird screen displayed

Select "Cancel" or "Trust for session" until information clears.

### Computer display screen on podium stopped working

If you've just adjusted the display screen,



you may have accidentally tapped the power on the screen. In the bottom right-hand side, if you don't see a blue indicator light, then the screen is more than likely off. Tap that side and an indicator light will display blue.

If the display seems to be on, yet nothing is populating on the screen, open the rack and make sure the computer PC is actually on.

### Everything seems to be functioning as expected, yet nothing is displaying on screen



Open the rack and select either the VGA or HDMI input on the Crestron Panel. Some panels may display an orange light indicating that that source is "sleep." You can select that input and when it turns green, that will display on the display screen.



## How to use the rolling monitor as a monitor for presentation (Remember: it works just like any TV)

1. Turn on the monitor on the bottom front or the right side
2. Plug HDMI in laptop
3. Not displaying? Change the source using the source button if possible
4. No audio? Check the volume buttons on the bottom front or the right side
5. Please turn off when done

## How to use the rolling monitor with the computer as a stand-alone device (if so equipped)

1. If there are buttons on the side, you can use the internal computer in it
2. It should automatically display the screen that you are used to seeing
3. Log in as usual
4. No video? Make sure that the correct source is selected using the source button
5. Please turn off when done

## How to use the Projector on Wheels

1. Plug in the cart and turn on the projector using the power button
2. Open the laptop, it should wake up from sleep
3. Log in
4. Please turn off the projector and close the laptop when done

# AMX Panels

Touch AMX panel to reveal controls



The projector should power on and the projector screen should come down and automatically display the podium computer screen. If you are using your own personal computer, you must select **Laptop** to display your personal device.