

Procedures for Group Viewing in DC 218

1. Check that the podium is correctly set-up
 - a. Note the plug and connections (looking north)



- b. Wall connection plate



c. Floor power outlet



d. At the podium:

Creston control screen laptop connector
microphone

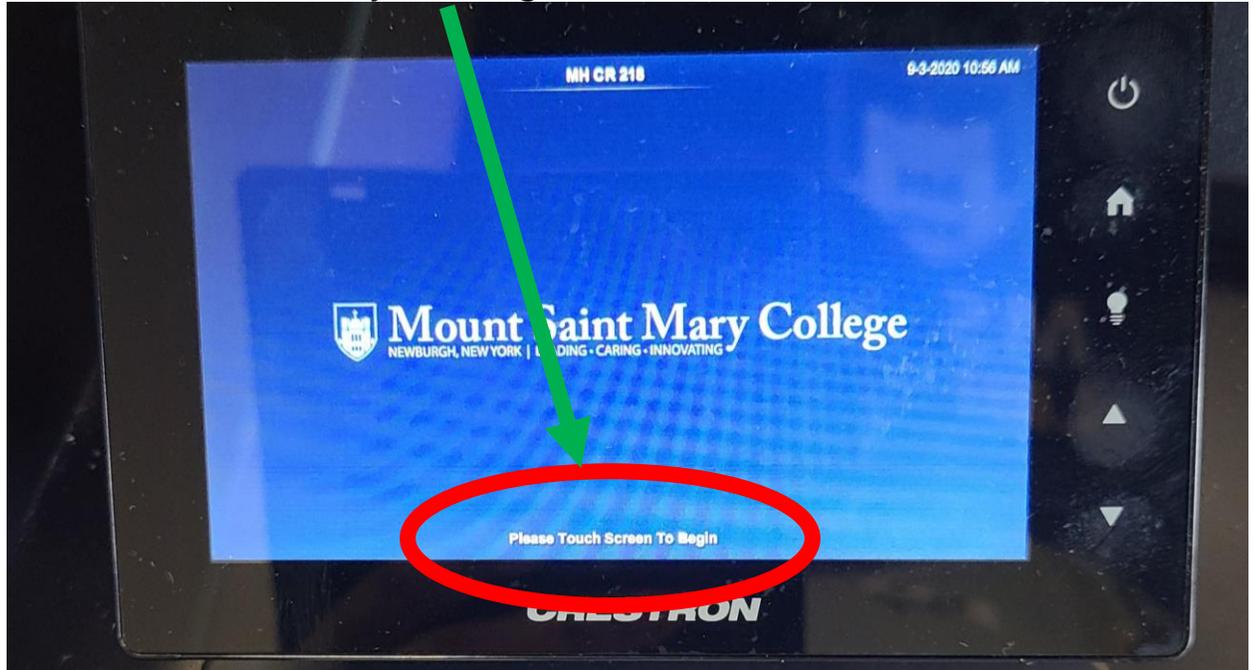
clock



e. Networking connections, within the podium

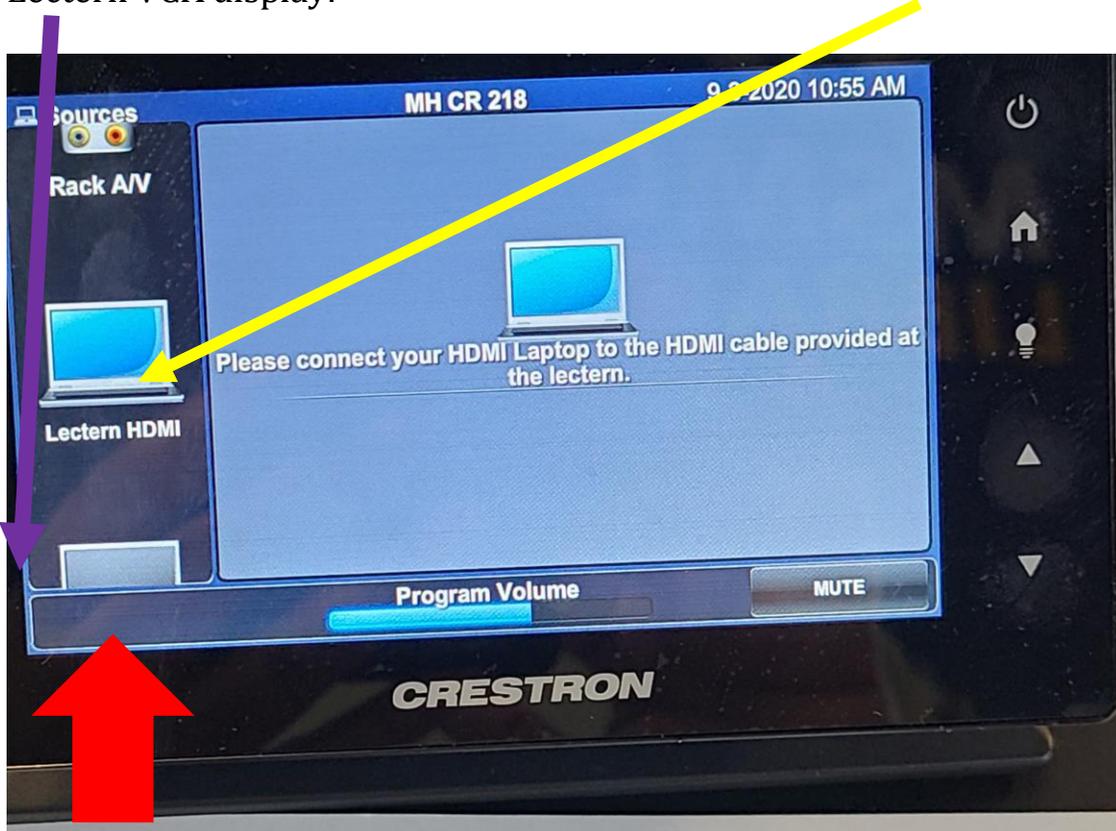


2. Connecting to the projection system:
Activate the Crestron by touching the screen



The projection screens will lower and the projectors will power up.

Touch the left side of the Crestron until you see Lectern HDMI and Lectern VGA display:



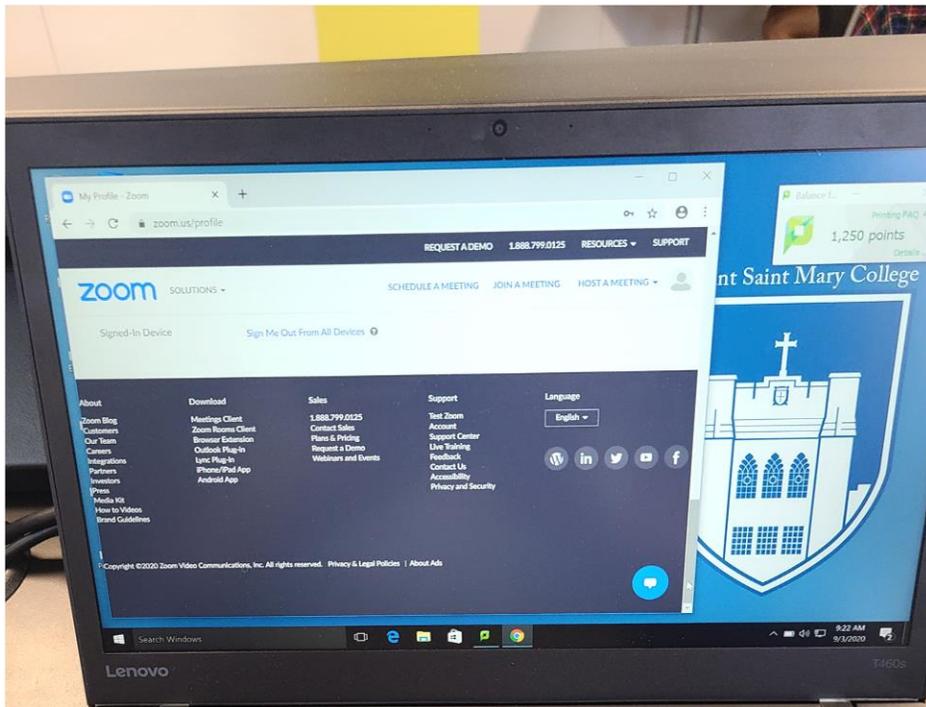
For HDMI connections, press Lectern HDMI on the Crestron and use the HDMI connection cable to connect the laptop/device:



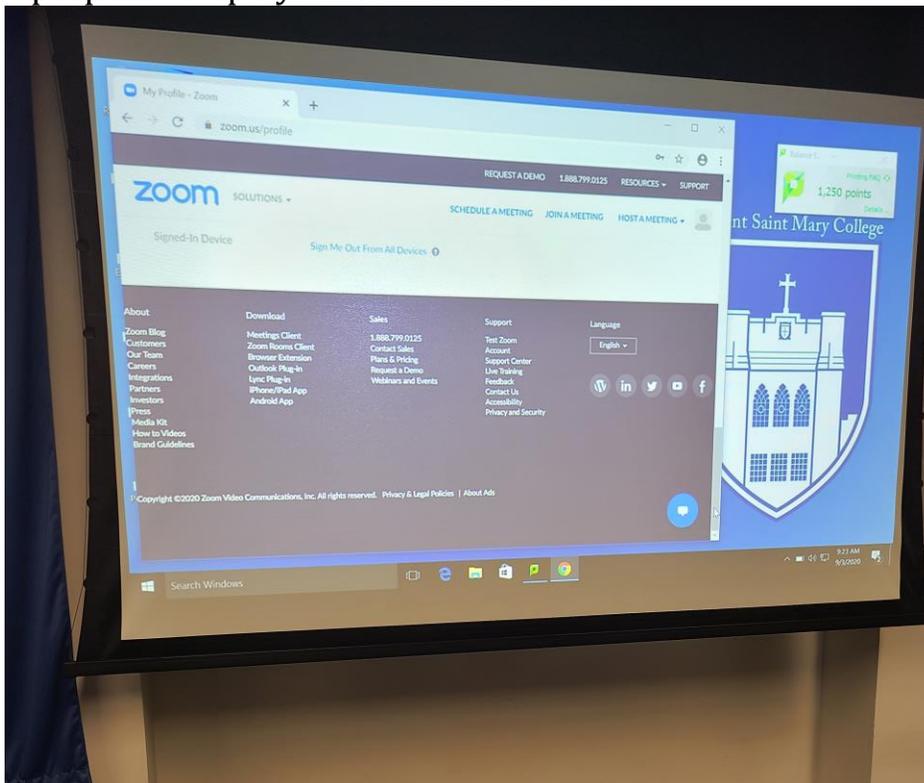
For VGA connections, press lectern VGA on the Crestron and use the VGA connection cable to connect the laptop/device:



The laptop/device is now connected and what is on the screen should display on the projector screens:



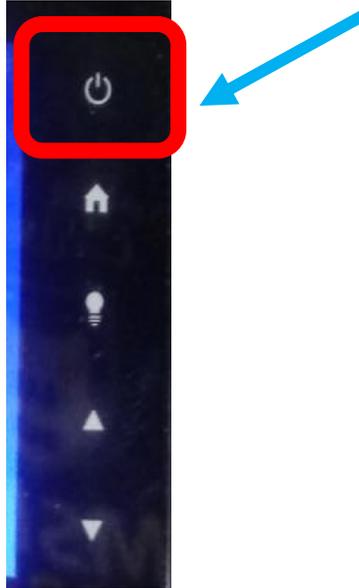
Start a browser, Zoom, etc. for the group viewing. The display on the laptop will display on both screens.



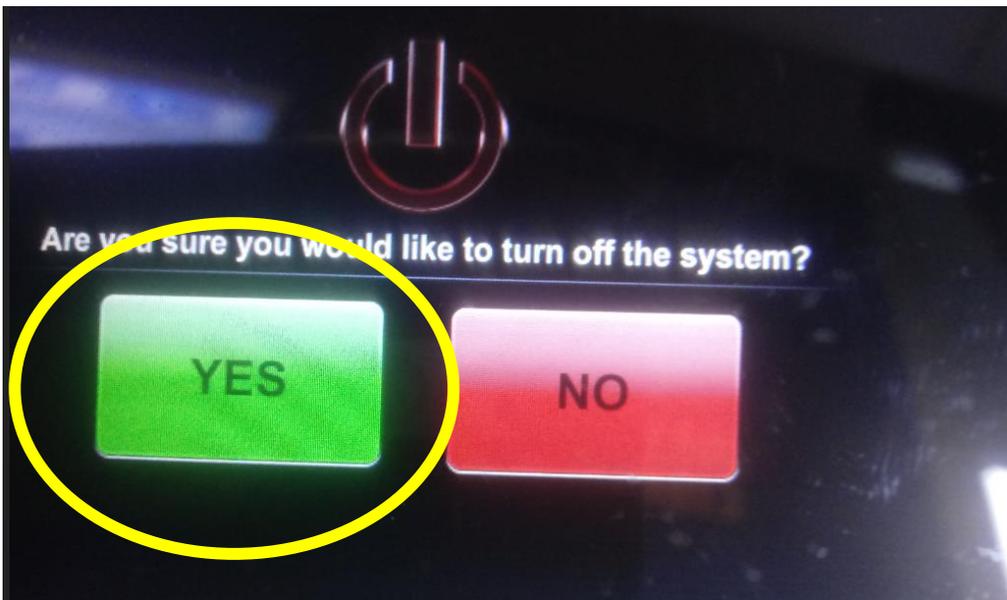
For sound, turn up the volume on the laptop/device so it can be heard.

Enjoy the viewing.

When the session is finished, press the Power button on the Crestron

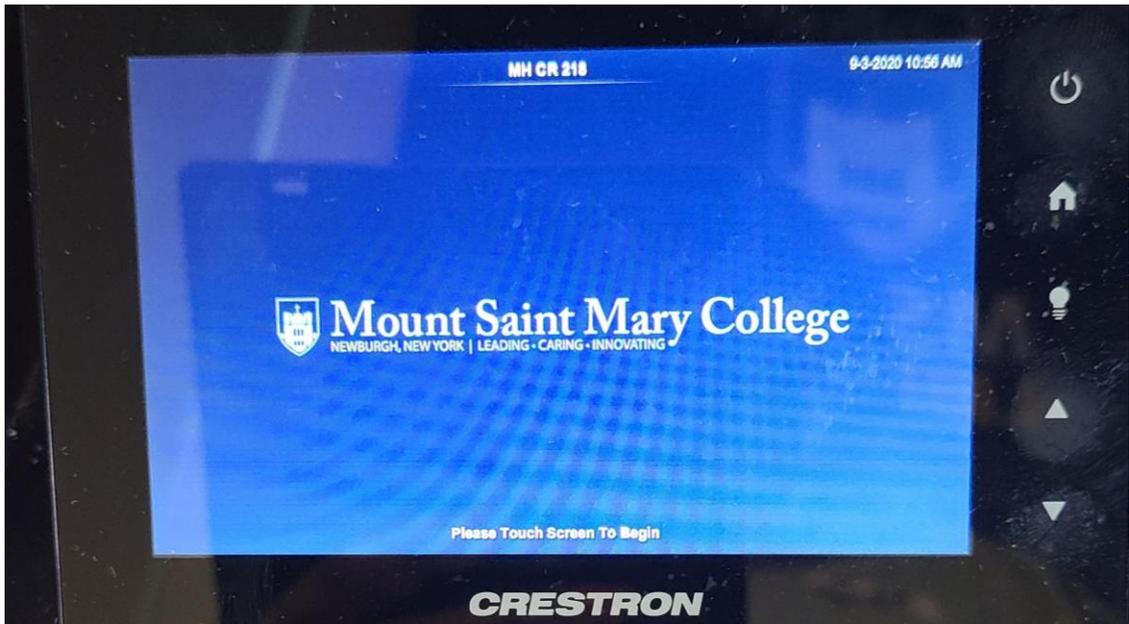


The Crestron will display a question on powering down. Select the Green Yes button



The Projection screens will rise back up and the projectors will power down.

The Crestron will power back to standby mode



Disconnect the laptop/device from the connection cable.