

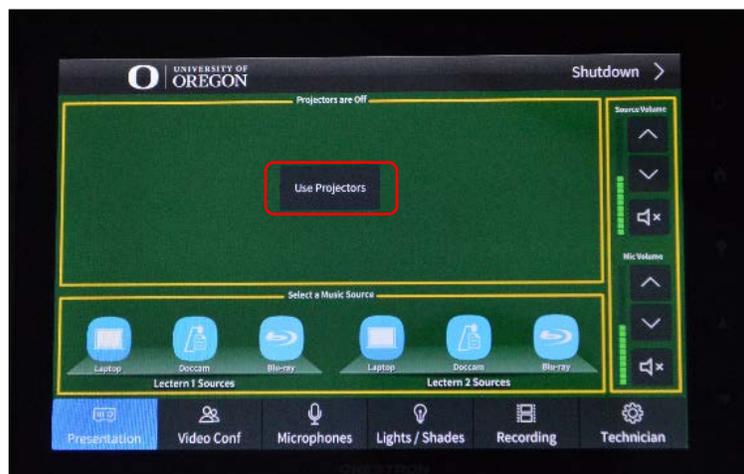
Straub 156 Classroom Technology Tutorial

Straub Hall 156 has two lectern podiums, choose the podium that you feel most comfortable using, both have all of the same setup and features!



1. Turn the projector on

- a. In the upper right-hand corner of the touch panel, press the power button to wake the screen.
- b. Select **“Use Projectors”** to turn on the all of the projectors.



2. Connect your device

- a. Connect your device to the preferred cable located in the black cable box next to the touch panel. The system supports the following signal inputs: HDMI (audio and video), VGA, Blu-ray, Document Camera, and Ethernet.
 - o For some devices (such as Macbooks and tablets), it may be necessary to connect an adapter to either the VGA or HDMI.



3. Select your projection layout

- a. Straub 156 has 4 projection layouts. The default is "Layout A" which display three images across the screen.
- b. Select your desired layout by tapping the layout icons at the top of the touch panel.



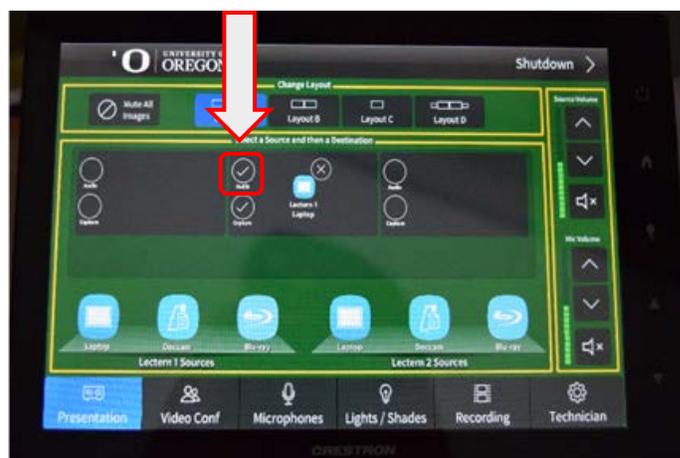
4. Select your projection display

- a. Select the projection source by tapping the icon of your desired source, the icon will highlight and then tap display location to send that source to.
 - o For example, if you are using your laptop at lectern podium #1, for “Lecture 1 sources” tap the “Laptop” icon, then once it is highlighted, tap square space above it to send it to that display.



5. Audio

- a. By default, audio follows the middle display source. Audio is indicated by a checkmark next to the display. Change the audio source by selecting the circular icon next to the source so that the checkmark appears.
- b. Connect the sound to the system:
 - o **HDMI:** Audio is routed through the HDMI cable automatically, if you are experiencing problems, review the [audio troubleshooting steps](#) below or call CMET for support!
 - o **VGA:** plug the audio cable into the headphone input of your device. Increase the device and player (YouTube, Windows Media Player) first.



- C. Control classroom volume by adjusting the “Source Volume” located on the right-hand side of the Crestron touch panel’s home page.



6. Microphones

- a. Locate the microphone in its charging station underneath lectern podium 1. In Straub 156 there are two wireless microphones, one hands-free that clips on to clothing, and a handheld microphone.



- b. Turn on the microphone by clicking the power switch on the microphone.

- c. On the home page of the Crestron touch panel, locate the volume indicator on the right-hand side of the page. Adjust volume levels for “**Mic Volume**”.
- d. For more advanced microphone controls, select the “Microphones” icon at the bottom of the touch panel. More individual microphone volume can be adjusted on this page.



- e. When finished, please turn off the microphone and return it to its charging station. Please press down until the microphone clicks into place so that it is charging.

7. Please turn off the system when finished

- a. Press the **Shutdown** button in the upper right-hand corner of the touch panel.
- b. The system will automatically shut down in 10 seconds or select “**Shutdown Now**”.



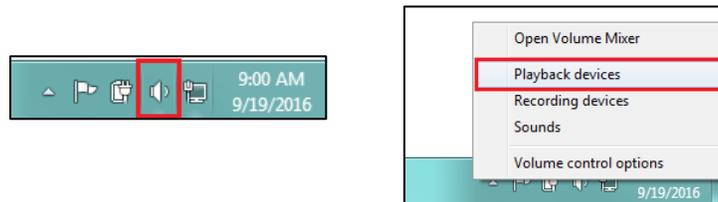
Troubleshooting Tips

A. What if my audio isn't working?

- If you are connected via an audio cable, confirm the cord is plugged in all of the way. Confirm that the player volume (Youtube, Windows Media Player) and the device's volume are turned up. Next, turn up the classroom volume on the Crestron touch panel.
- Confirm the correct audio output is selected on your computer

HDMI users: If you are connecting the audio through HDMI source and the audio is NOT transmitting to the room system, please follow these steps:

- In the lower right-hand corner of your laptop, right-click on the speaker icon and then select "Playback Devices"



- Next, right-click on the "Crestron" input to enable, you may have to right-click on the "Speakers/Headphones" to disable,

VGA Users/Audio Cable users: Confirm that the audio cable is completely plugged into your device and the far end is plugged into the audio input jack. Confirm that the player volume (Youtube, Windows Media Player) and the device's volume are turned up. Next, turn up the classroom volume on the Crestron touch panel.

B. I've plugged in the HDMI (or VGA) cable, but my computer is not projecting?

- It could be that that your device has no recognized the display system yet, try re-plugging in the cable that is connected to your device and confirm that the correct input is selected on the touch panel.
- It may also be an issue with the cable or an adapter, call our office immediately for a replacement or another option.

C. The Crestron screen is frozen

- Contact CMET so a technical can properly reset the system.

D. Lighting/Shade Controls

- Lighting and shade controls are located on the wall behind lectern podium 1.

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