

Methodist Presentation Theater Startup

To Start System & Power On Projector



Press the green “ON” button to power on projector



Use the mouse and keyboard to log-in to the computer.

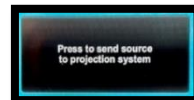
*User: cpo-guest Password: COnference_Tigers *0 is a zero*

- Touch center of monitor to show video source full screen.
Touch again, to reduce image.

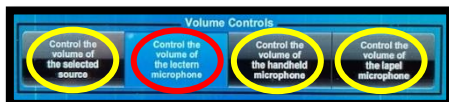
Connect the PC Computer or Use HDMI Cable

Select The Source:

- Press the “Desktop PC” button for the built-in computer.
- Press the “Lectern Laptop” button for your laptop / device.
(Connect HDMI cable) WiFi: um-guest NO Password Required
- Press large black button to send source to projector system.

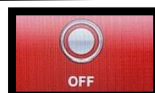


- Adjust volume by selecting source. Press Vol- or Vol+ or Mute



To Shut Down

- Press red button “OFF”.
- Confirm shut down by pressing “Yes, Shut Down” in the pop-up window.



Trouble Shooting Tips

No Video on Screen

- Check projector is powered on.
- Check the selected source on the panel. Example: "Desktop PC".
- Press black button to send source to projector.
- Check cable connections at PC and Wall Plate.
- Check display settings on computer in use. Right click on desktop and select Display Settings. Look under Multiple Displays. Choose "duplicate these displays".

No Computer Audio

- If using a laptop, check audio setting at bottom right of desktop display. Adjust slider volume level and un-mute. Also check the audio output source is selected to "*Crestron*" when using an HDMI cable.
- If playing a You Tube video, check audio adjustment at bottom left of video. Un-mute and adjust slider.

Utilizing Teams and Zoom

Methodist Presentation Theater

- Log into the Desktop PC to launch Teams or Zoom. This will let you utilize the video camera and ceiling microphone.

To Select the Correct Camera

- Settings > Video > Camera >
 - *"RoboSHOT USB"*



To Select the Correct Speaker

- Settings > Audio > Speaker >
 - *"Crestron (AMD High Definition Audio Device)"*

To Select the Correct Microphone

- Settings > Audio> Microphone >
 - *"Microphone – USB Audio"*

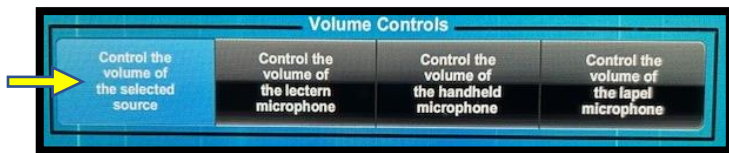


To Control the Web Camera

- Camera controls are made using the remote control.
- The remote is stored in the side drawer of the podium
- Use arrow keys to move camera direction.
- Use Zoom +/- key to change focal length.

No Audio in Zoom

- Select the button “Control the volume of the selected source”



- Adjust volume using the Vol- or Vol+ buttons.



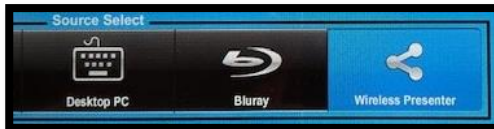
- Check correct speaker is selected in Teams / Zoom audio settings.
Ex. “Crestron (AMD High Definition Audio Device)”

Utilizing Clickshare

Methodist Presentation Theater



Press “Wireless Presenter” button top right in Source Select.



- Follow instructions on screen.



- Connect laptop using the Barco USB dongle

