Community Room Technology

Wi-Fi is Available

To set up podium:

- Unlock cabinet beside entrance doors on the right as you enter the room. Keep key with you while the room is in use. (Key is available at the Central Circulation desk.)
- Open drawer in the cabinet, take out podium key and other equipment, as needed.
  - mics – labeled hand held, lavalier, & table
  - laptop adapters
  - remote controls
  - flash drives
  - laser pointer
- Unlock podium. Leave key in door.
- Touch Crestron screen on podium to wake it up.
- Choose Mac to use Dell computer in podium. Choose Laptop to use a personal laptop. Projector screen will lower.
- Turn on power to the Dell computer in the podium, if not already on. The table top display monitor for the Dell is in the podium in a leather case. Set it on top of podium and unfold to a triangle for it to stand. Plug it in with the micro USB connector for power. This monitor allows the presenter to see what’s on the projector screen behind them.
- A keyboard and mouse are located in the podium on keyboard drawer.

*Encourage guest to use the Dell computer provided in podium instead of personal laptops, if possible.*

- If a personal laptop is preferred, set it up on the podium and connect to one of the display connector cables, either HDMI or VGA display cables are available. Choose Identify on the Crestron screen and then tap on the desired display connector.

Volume control:

- Volume for PC or laptop is controlled on the desktop of the Dell or personal laptop.
- If personal laptop is used, set audio control to Crestron for output.
- Volume for all mics is controlled on Crestron screen.

*Keeper lavalier mics away from podium mics to keep down noise interference.*

Shades & Lights:

- Shades and Lights are controlled on Crestron. Shades all lower & raise together, they will not adjust individually.

To shut down:

On Crestron choose Exit System and Yes, I want to shut down – system will shut down and projector screen will raise.
• Return display, in leather case, to podium.
• Do not turn off PC in podium, please leave it on at all times.
• Lock podium doors.
• Return equipment and podium key to cabinet drawer.
• Lock cabinet and return keys.

Problem-solving:

First, try rebooting PC or laptop.

For help call VUIT (615)875-9188