

# Turner Theatre

## Starting the Projector

### 1. The Crestron Touch Control Panel

Tap screen to turn the system on

The control panel has a lock code. You can request this code from the Technology Service Desk at (336)278-5200.

### 2. Turn on the projector.

The projector must be turned on from the Crestron touch control panel (it does not automatically come on)

- Press "Display" on the top right side of the screen
- Press "ON"
- Press the yellow "X"
- The projector's fan noise is difficult to hear -- to confirm the projector is on, look at the projector to see if the lamp light is on.

### 3. Press "Front HDMI"

### 4. Press "Send to Projector"

Camera  
Avaya HC020

Microphone  
Avaya HC020

Connections  
HDMI

## Connecting to the In-Room Camera

### 1. Connect the Avaya Camera (in front of the room, on the railing)

Locate the USB cable connection and connect it to your device.

**MacBook:** If your computer does not have the appropriate USB port you will need to use an adapter. Connecting the USB web camera into a hub or docking station will not work.

### 2. Select Avaya HC020 as the camera and microphone source

In your chosen video conferencing interface (Zoom, WebEx, or Teams) select Avaya HC020 as the camera and microphone source.

**Note:** The Avaya remote can be used to adjust the camera (left, right, zoom in, zoom out).

If the camera does not respond to input from the remote:

- Make sure the camera is on by looking for the blue light (this tiny light will be located beside the camera's lens)
- Press the "1" button on the remote
- Try the input again
- If the camera has reached its max zoom, it may not respond because no additional adjustments can be made

### 3. Confirm that Crestron has been selected as the audio source for sound

## Utilizing the microphone

There is a mixer close to the connections in the front of the space for microphone usage.

1. On the control panel select "Microphone"
2. Unmute "LINE IN"
3. Raise the level to "Max"
4. From the mixer  
Adjust "MIC 1" level and "MAIN MIX" as needed

## Sound not working?

1. **Confirm the Crestron system is selected**  
Select Crestron under the speaker setting of the video web conferencing application.
2. **Confirm the volume is up for the system**  
Click the up arrow on the right hand side of the Crestron Panel

## Blended Classroom Technology Guide

- Change camera and audio settings
- Step-by-step software instructions
- Troubleshoot classroom technology

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## Report an Issue

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