

Sankey 308

This room allows the use of a laptop or the Instructor Station.

To connect your laptop to the projector in the space, use the available HDMI cable (located either beside the Instructor Station or on the podium/table).

Controlling the system

In-room cameras are only available via the instructor station.

1. Turn the system on.

Using the Crestron Touch control panel, touch the screen to turn the system on. This will also turn on the projector.

You will need to turn the system order to use the microphone and the speakers for the room

1. Tap "MICROPHONE INPUTS"
2. At the "Mic 1" tap "MUTE" to unmute the microphone
3. Press "LEVEL" until "MIC LEVEL" shows
4. Adjust volume as needed

2. Turn on and log into the Instructor Station computer.

In-room cameras are only available via the instructor station.

3. Use AppsAnywhere to open Zoom, WebEx, Teams, or other needed software programs.

AppsAnywhere should automatically open upon login, however it may take a moment.

4. Select Avaya HC020 as the camera and microphone source.

In your chosen video conferencing platform (Zoom, WebEx, or Teams) select Avaya HC020 as the camera and microphone source. The Avaya remote can be used to adjust the camera (left, right, zoom in, zoom out).

Troubleshooting the Camera

- If the camera is not available, it may be turned off.
Look for the blue light (this tiny light will be located beside the camera's lens).
Turn the camera on by pressing the power button on the remote.
- If the camera is not responding to the remote, then press the "1" button on the remote.
- If the camera is zoomed all the way out, it may not respond to the direction controls.

5. Speaker system

To use the in-room speakers choose either "Crestron" or "Same as System" as the speaker.

The speakers are automatically turned down to turn them up tap on the up arrow to the right of the Crestron device.

Camera

Avaya HC020

Microphone

Avaya HC020

Connections

HDMI, AirMedia

Note: If the presentation includes a video use HDMI.

Ending the Class

1. Log out and close all programs
2. Restart the computer before leaving the classroom
3. Turn off the Crestron system by tapping on the screen and tapping on "System Off"
4. When wiping down the keyboard with a disinfecting wipe squeeze any excess liquid that may be present into a trash can and lightly wipe the keyboard off. DO NOT USE SPRAY ON THE TECHNOLOGY EQUIPMENT

Blended Classroom Technology Guide

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

www.elon.edu/ClassTechGuide

Report an Issue

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