LaRose Digital Theater (KOBC 101)

To connect your computer to the projector in the space, use the available HDMI cable (located on the wall close to the technology closet) to connect to the projector using the attached adapters if necessary

In order to use the Avaya camera for remote students, the remote session MUST be started on the Instructor's Computer (located in the closet).

To setup the space before beginning class

1. **Start the system**
    Turn on the Crestron Control system on the back wall close to the instructor's station.

2. **Setup microphone and speakers for the room**
    You will need to turn the system on in order to use the microphone and the speakers for the room
    1. Tap "Microphones"
    2. Adjust the sound for "MIC INPUT FRONT"
    3. Make sure Phantom Power is on
    4. Adjust the volume as needed

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

To start the Video Conferencing session

1. Using the Instructor's station Open Zoom, WebEx, Teams, or other needed software programs from AppsAnywhere

2. Choose Avaya HC020 for both video and microphone
    The Avaya remote can be used to adjust the camera (left, right, zoom in, zoom out)

3. Choose the appropriate speaker system (Either "Same as System" or "Crestron")

4. Follow the appropriate instructions for logging on to the appropriate Video Conferencing software

When class has been completed

1. Log out of the video conferencing system and close all programs

2. Restart the computer before leaving the classroom

3. Turn off the Crestron system when completed by tapping on "System off" option or the power button on the top right hand side of the device

If wiping down the keyboard with a disinfecting wipe, PLEASE make sure the rag is not dripping or soaked (squeeze off any liquid that may be present into a trash can) and lightly wipe the keyboard off. DO NOT USE SPRAY ON THE TECHNOLOGY EQUIPMENT

Camera
Avaya HC020

Microphone
Avaya HC020

Connections
HDMI, AirMedia

Note: If the presentation includes a video use HDMI.

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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