

# Lakeside 212, 213, and 214

**Note:** An HDMI switch has been installed to allow for the use of a personal laptop as well as the in-room PC

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

Camera

Avaya HC020

Microphone

Avaya HC020

Connections

HDMI

## 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

- Lakeside 212
  - Tap on "Wall Inputs"
  - Confirm Mic 1 needs to be unmuted and have "phantom power on"
  - Tap on the red "Phantom Power OFF" to turn it on
- Lakeside 213
  - Tap on "Wall Inputs"
  - Mic 3 needs to be unmuted and have "phantom power on"
  - Tap on the red "Phantom Power OFF" to turn it on
- Lakeside 214
  - Tap on "Wall Inputs"
  - Mic 5 needs to be unmuted and have "phantom power on"
  - Tap on the red "Phantom Power OFF" to turn it on

**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

## Blended Classroom Technology Guide

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

[www.elon.edu/ClassTechGuide](http://www.elon.edu/ClassTechGuide)

## Report an Issue

[www.elon.edu/ITsupport](http://www.elon.edu/ITsupport) | (336) 278-5200