McBride Gathering Space

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). The cable has both a mini display port and a USB C to HDMI adapter for use if necessary

> Camera
> Avaya HC020
>
> Microphone
> Avaya HC020
>
> Connection
> HDMI

Controlling the system

Note: The in-room cameras are only available on the instructor's station.

1. **The Crestron Touch Control Panel**
   Tap screen to turn the system on. This will also turn on the projector
   The Crestron control panel for this space is located to the right of the door.
   - Choose "Wall Inputs"
   - Choose "HDMI IN Front"
   - To change the speaker volume, use the up or down arrow to the right of the screen

2. **Turn on and log onto the Instructor's computer**

3. **Use AppsAnywhere to open Zoom, WebEx, Teams, or other needed software programs.**
   AppsAnywhere should automatically come up however it may take a moment.

4. **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 to choose the input again
   - If the camera has reached its max zoom, it may not respond because no additional adjustments can be made

5. **Choose the appropriate speaker system**
   Either "Same as System" or "Crestron".

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

Troubleshooting

Sound not working?
- Confirm the correct Wall Input has been selected
- Make sure the audio is not muted
  - On the Crestron touch panel click "Projector Control
  - Confirm the "MUTE" button under the Audio Mute category is not highlighted.
- Make sure the volume is up

Microphone not working?
1. Confirm the mic is connected to the to correct input
2. Confirm the correct input is selected on the control panel
   a. On the Crestron Control Panel select "Wall Inputs"
   b. Make sure "MIC 3" is selected as the active microphone
3. Confirm the MIC 3 has not been muted and the Phantom Power is on

Please note that the microphone will not pick up your voice if you move throughout the space.

The Image is not showing on the projector screen
1. Make sure the Wall Input selection is correct
2. On the control choose "Projector Control"
3. Confirm "Mute" has not been selected in the "Image Mute" category
4. If the "Mute" button is highlighted, select "Un Mute"

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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