

# Global 103

## Connections

**HDMI** (front and rear of the space)

**Cynap**

Select as a Source

Follow on screen directions (displayed from the projector screen)

**VGA** (front and rear of the space)

Camera

Avaya HC020

Microphone

Avaya HC020

Connections

HDMI, VGA, Cynap

**Note:** If the presentation includes a video use HDMI as the source.

## Controlling the system with your Device

### 1. The Crestron Touch Control Panel

Tap screen to turn the system on. This will also turn on the projector

### 2. Connect your computer to the appropriate source

- Select Laptop or Blu-ray DVD
- Select the appropriate connection location

### 3. Connect the Avaya Camera (located ceiling center)

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.

### 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
- If the camera has reached its max zoom, it may not respond because no additional adjustments can be made

### 5. The classroom microphone can be adjusted to fit the needs of the space

- Select "Wired Mics" from Microphone Volume
- Adjust "Front Mic" levels as needed

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

## 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

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