

# LaRose Student Commons

This space has three projectors and screens that can either show multiple presentations or show the same content.

## Controlling the system with your Device

### 1. The Crestron Touch Control Panel

Tap screen to turn the system on

### 2. Choose the projector that needs to be utilized for the session

- Select "Display Control"
- Choose "On" for each projector that is needed
- Choose "On" for the center monitor
- Choose "DOWN" for each corresponding screen

### 3. Click on the projector that needs to show the display and choose the input source

(If teaching a class this source is normally "HDMI IN Front")

- If all three need to display the same content make sure to choose the same input for each projector (Left, Center, and Right)
- If all three displays need to show different content choose the source that corresponds with the desired connection

### 4. 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.

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

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

#### Camera

Avaya HC020

#### Microphone

Avaya HC020

#### Connections

HDMI, AirMedia

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

## Microphone not working?

1. **Ensure the microphone is on and the cables are securely connected**
2. **From the main screen select "Microphone Inputs"**
3. **On the next screen select "Wired Mics"**
4. **Under "Input 1"**
  - Confirm "Mute has not been Selected for this mic
  - Press the "level" button until it shows "Mic Level" (it will be blue)

## Sound not working?

1. **Confirm the Crestron system is selected**  
Select Crestron under the speaker setting of the video web conferencing application.
2. **Confirm the volume is up for the system**  
Click the up arrow on the right hand side of the Crestron Panel

## Blended Classroom Technology Guide

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

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