

DETAILED OPERATION INSTRUCTIONS: CRESTRON GSU 322 CONFERENCE ROOM CONTROL PANEL



START UP:

- Press the room's Crestron panel **ON/OFF** button. The red light above the button will flash while the TV warms up; this is normal. **ALWAYS turn the system on at the panel — you will never need to touch the actual TV.**

VIDEO SOUND

- The audio from your laptop can be controlled using the **VOLUME** dial.

MUTE:

- Press **MUTE** button to mute video on screen without having to shut down projection system. Press again to restore the video.

SHUT DOWN:

- Press and hold the room's Crestron panel **ON/OFF** button for three seconds. The red light above the button will flash while the TV shuts down; this is normal. **ALWAYS turn the system off at the panel — you will never need to touch the actual TV.**
- If showing videos, disconnect the VGA or HDMI cable from your laptop and the input jack. Please return any cables to the GSU Operations Office located in the Stone Lobby on the 2nd floor.

The room is equipped with wireless AV/media technology so device connecting cables are not stored in the room.

Please see **DISPLAY PRESENTATION** directions for using the system wirelessly.

If you are showing videos, you can stream wirelessly, but cables will provide better quality. AV/media cables for your device can be picked up in the GSU Operations Office, located in the Stone Lobby on the 2nd floor: (617) 353-5498.

To report any equipment issues call the GSU Operations Desk: 617-353-5498.

DISPLAY PRESENTATION – 3 OPTIONS:

OPTION A: PRESENT WIFI: (Must have a BU login and Kerberos password)

- Turn on laptop or mobile device. Connect to BU Wi-Fi: eduoam.
 - Select **PRESENT WIFI** on the Crestron control panel.
 - Once the Crestron instructions are displayed on the TV, enter the IP Address (located top left on the screen) in your browser; hit enter. Follow the instructions to download Crestron AirMedia.
 - Enter the code (located top right on the screen) into Crestron AirMedia to display your device.
- ❖ *Mac Laptop Users:* If you choose to show videos wirelessly, users need to download the latest version of Soundflower.

OPTION B: WALL PLATE:

- Connect **either** the VGA or HDMI cable to your laptop making sure the cable is also connected to the wall input plate (**located below the TV**). Cables may be picked up and returned to the GSU Operations Office, located in the Stone Lobby on the 2nd floor: (617) 353-5498.
 - For HDMI Cable: Connect one end of the cable to the laptop and the other end to the wall **HDMI IN** input jack. A separate cable is not required for audio with HDMI cable.
 - For VGA Cable: Connect one end of the cable to your laptop and the other end to the wall **PC IN** input jack. If using computer audio, connect the 1/8" stereo mini connector (attached to the VGA cable) to both the laptop and the wall input jack.
- Once the laptop is connected with either cable, choose **WALL PLATE** on the Crestron control panel. *If this button is already lit, deselect and then reselect it now to refresh the connection.*

Option C: PC: Select **PC** to use the built-in computer, which is located in the back of the room. For a key to access the cabinet to turn PC on and off, go to the GSU Operations Office. This PC is also equipped with Skype for Business. Please see instructions below for directions.

SKYPE FOR BUSINESS

Skype for Business is loaded on the PC located at the back of the room. For a key to access the cabinet to turn PC on and off, go to the GSU Operations Office.

- To use Skype select **PC** on the Crestron control panel.
- Sign into your own Skype/Skype for Business account.
- This camera has a handheld remote with presets which is located in the cabinet in the back of the room. Aim the remote directly at the camera. Four presets have been memorized and can easily be called up when required. **Preset 1**, medium shot at far end from display of table. **Preset 2**, wide shot of conference table. **Preset 3**, right side of table. **Preset 4**, left side of table. At any time, using the remote, you can pan, tilt, zoom, speed up or slow down the speed of any of these functions inside the display range without altering the memorized presets.
- Please remember to sign out of your Skype account before you leave the room.**