

DETAILED OPERATION INSTRUCTIONS: CRESTRON GSU EAST BALCONY CONTROL PANEL



START UP:

- Press the room's Crestron panel **DISPLAY ON/OFF** button. The red light above the button will flash while the screen is lowered and the projector warms up; this is normal.

MICROPHONE AUDIO

- To adjust the microphone levels in the room, go to the black touch panel at the back of the room near the light switches.
- The panel will illuminate when you walk up to it.
- Use the level adjustment buttons for **MIC #1** on the touch panel.
- Check that the **MIC #1** is not muted.
 - If muted the speaker button below will be red with a line through it. Press to enable/disable.
- Check that the **Main Level** is not muted.
 - If muted the speaker button below will be red with a line through it. Press to enable/disable.

VIDEO SOUND

- The audio from your laptop can be controlled using the **VOLUME** dial.
- Press **AUDIO MUTE** button to mute the computer audio without having to shut down the projection system. Press again to restore the sound.

DISPLAY MUTE

- Select **DISPLAY MUTE** button to blank the screen. Press it again to restore video.

Please see [DISPLAY PRESENTATION](#) directions below for using the system. The room is equipped with wireless presentation technology (**WIRELESS LAPTOP**). If you are showing videos, you can stream wirelessly, but cables will provide better quality.

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

TO DISPLAY PRESENTATION - 2 OPTIONS:

OPTION A: PODIUM and WALL PLATE

1. Connect **either** the HDMI or VGA cable to your laptop using the cables located on the podium, making sure the cable you select is also connected to the wall input plate (**located below main Crestron panel**).
 - **For HDMI Cable:** Connect one end of the cable to your 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.
2. Once the laptop is connected with either cable, choose **LAPTOP** on the Crestron control panel. *If this button is already lit, deselect and then reselect it now to refresh the connection.*

OPTION B: WIRELESS LAPTOP (Must have a BU login and Kerberos password)

1. Turn on laptop or mobile device. Connect to BU Wi-Fi: eduroam.
 2. Select **WIRELESS LAPTOP** on the Crestron control panel.
 3. Once the projector image with Crestron directions is on the screen, enter the IP Address (located top left on the screen) in your browser; hit enter. Follow the instructions to download Crestron AirMedia.
 4. 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, you will also need to download the latest version of Soundflower.

SHUT DOWN:

- Press and hold the Crestron control panel **DISPLAY ON/OFF** for 3 seconds. The red light above the button will flash while screen is raised and the projector shuts down; this is normal.