



**This Crestron touch screen control system manages the auditorium audio/visual equipment and is similar in functional to the technology available in Rawls Hall and other Krannert School of Management classrooms.**

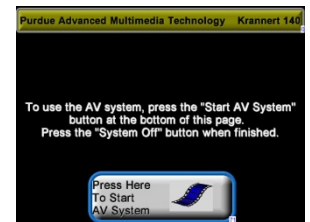
The podium system provides you access to microphones, a desktop computer, connections to hook up a laptop, and a DVD/VCR player. You may also choose to play audio from an alternative source than what you present through the projector. This means there no longer is any reason to go into the control booth to operate the A/V equipment in the auditorium; consequently the control booth door has been locked.

### **To use the room microphone system:**

1. The podium microphone is always “ON” and can be adjusted to your ideal location for speaking.
2. If voice amplification is not desired move the microphone behind monitor.
3. An RF lavalier microphone is available from the keyboard tray (a charged 9 – volt battery is required). Additional microphones are available on request during routine office hours; please see the Krannert Drawing Room attendant.

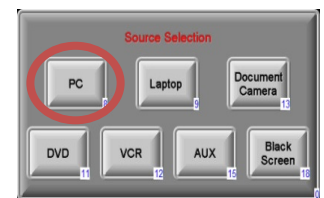
### **To use the Crestron control system:**

4. If the Crestron touch screen is dark, touch anywhere on the display surface to wake the system up.
5. **Touch the “Start here” button to turn the projector on** and view source selection options (e.g., desktop, laptop, DVD/VCR). Be patient as it takes a minute or so for the projector to light up.



### **To use the ITaP podium computer:**

6. Shake the mouse or touch a key on the keyboard to wake up the computer.
7. To project the podium computer source - select “PC” from the “Source Selection” options on the Crestron touch screen.
8. Touch the “Send to Screen” button to display video output from the selected source on the room’s projector. Touching “Send to Screen” also routes that selected source’s audio output to the room’s sound system where both the Crestron touch screen volume slider and the device’s audio volume control may regulate volume.



**Crestron Source Selection & Send to Screen**



**Important:** A Gyration wireless mouse is available on the podium and can be used to advance slides without standing at the podium. Please place the Gyration mouse in its charging cradle when not in use, and when exiting the room.

### **To use your laptop:**

9. Connect your laptop using the cables provided (network access and audio are also offered if required).
10. Follow [step 7](#) to select “Laptop” from “Source Selection” and [step 8](#) to “Send to Screen”.

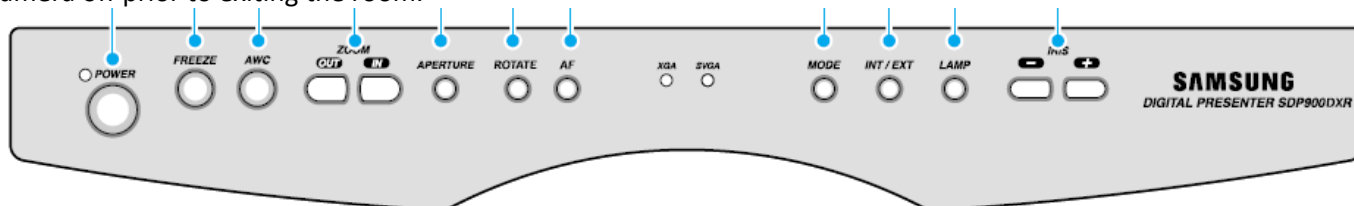
**Important:** Most laptops require an additional key-press which varies from model to model to send video to an external display. Please refer to your manufacturer’s instructions prior to your presentation if necessary.

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## To use the document camera:

9. Turn on the document camera manually by pressing the **“Power”** button on the front panel of the device.
10. Follow [step 7](#) to select **“Document Camera”** from **“Source Selection”** and [step 8](#) to **“Send to Screen”**.

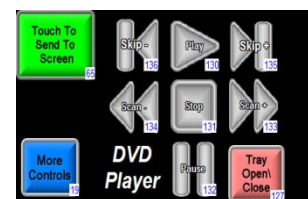
**Important:** Use the buttons on the main control panel of the document camera to operate it. Turn the document camera off prior to exiting the room.



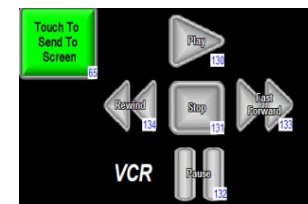
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## To use the DVD or VCR player:

11. Locate the DVD/VCR player below the keyboard tray in the podium.
12. For a DVD, touch the **Eject/Open** button on the left side of the player to open the disc drawer. Touch the **Eject/Open** button a 2<sup>nd</sup> time to close the disc drawer.
13. The slot for a VHS tape is located on the right side of the player.
14. Follow [step 7](#) to select **“DVD”** or **“VCR”** and [step 8](#) to **“Send to Screen”**.
15. Controls for each device will appear on the Crestron control panel when that device is selected (play, fast forward, rewind, and/or eject the DVD tray).



*Crestron DVD Player Control & VCR Control*



**Important:** Audio will automatically route to the room’s sound system for the selected device. Use the volume controls on the Crestron touch screen to adjust the volume.

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## To manually select an alternative audio source:

16. The Crestron touch screen has an interface across the bottom of the screen which will enable you to select a different audio source than what you are projecting on the screen.



*Alternative Audio Selection*

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## When you get ready to leave:

*As a courtesy to others, please leave the room tidy and in better shape than you met it.*

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| <ul style="list-style-type: none"><li>• Logoff the podium computer.</li><li>• Disconnect your laptop and neatly coil the cables on the podium countertop.</li><li>• Place the RF microphone in its pouch and return it to its location on the keyboard tray.</li><li>• Wipe off the whiteboard.</li></ul> | <ul style="list-style-type: none"><li>• Return the Gyration mouse to its charging cradle.</li><li>• Touch the <b>“System OFF”</b> button to shut down the A/V system.</li><li>• Collect personal items such as jumpdrives, laptop, or papers.</li></ul> |
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For assistance: Computer – ItaP 4-4000, [help@purdue.edu](mailto:help@purdue.edu) for Audio-Visual, contact 4-7955 or [kcchelp@purdue.edu](mailto:kcchelp@purdue.edu)