

## DETAILED OPERATION INSTRUCTIONS: CRESTRON GSU 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 Crestron control panel **ON/OFF** for 3 seconds. The red light above the button will flash while 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 input jack. Please return any cables to the GSU Operations Office, located in the Stone Lobby on the 2<sup>nd</sup> 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 2<sup>nd</sup> floor: (617) 353-5498.

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

### TO DISPLAY PRESENTATION - 2 OPTIONS:

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

1. Turn on laptop or mobile device. Connect to BU Wi-Fi: eduroam.
  2. Select **PRESENT WIFI** on the Crestron control panel.
  3. 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.
  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, users need to download the latest version of Soundflower.

#### **OPTION B: WALL PLATE:**

1. 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 2<sup>nd</sup> 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.
2. 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.*