Boston University
DETAILED OPERATION INSTRUCTIONS: CRESTRON GSU TERRACE LOUNGE 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
- Use the **SPEECH UP** and **SPEECH DOWN** buttons to raise and lower the microphone volume.
- Press **AUDIO MUTE** button to mute the microphone and computer audio without having to shut down the projection system. Press again to restore the sound.

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

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

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

Please see **DISPLAY PRESENTATION** directions below for using the system. The room is equipped with wireless presentation technology (**PRESENT WIFI**). 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: 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 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.