# Audio-Visual Documentation  Gates 114

## Room Information

### Contact Information:

For **AV support**:

| | |
|---|---|
| In Case of an AV Emergency Call: | 607-255-0778 |
| Email: Eng. Classtech Support | engrclasstech@cornell.edu |
| AV Support Availability: | Monday thru Friday, 8:00am to 5:30pm |

For **Facilities Assistance**:

| | | |
|---|---|---|
| Scott Albrecht | sja4@cornell.edu | 607-255-6303 |
| **For Emergencies** | **Dial: 911** | **(CU Police) 255-1111** |

### This room is equipped with:

- 2 projectors for computers or mobile devices
- 1 confidence monitor for projection
- 2 room screens for projection
- Overhead, wireless, and chair microphones
- 2 lecture capture cameras
- Smart annotation podium
- AirMedia capable
- Web video conferencing capabilities (eg. WebEx, Skype, etc.)
- Recording capabilities
- Video conferencing capabilities

# Audio-Visual Documentation  Gates 114


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# Internet Connection Options

## Wired Internet Connection

If you have a **Cornell NetID** use the **Network Connection USB cable**. You will need to register if you haven't already done so.

To grant wired network access to a **Guest without a Cornell NetID**, please email itcoecis-help@cornell.edu at least one business day prior to the class, **with the full name of the person and the Hardware Address (MAC Address) of the computer.**

To access the MAC address of the computer:

**Windows 7**

1. Click on the **Start** Menu.
2. Click on **Control Panel**.
3. Click on **Network and Sharing Center**.
4. Click on **Local Area Connection**.
5. Click on **Details**.
6. The **Physical Address** is the M.A.C. Address.

**Mac**:

1. Click on the **Apple**.
2. Click on **System Preferences**.
3. Click on **Network**.
4. Click on **Advanced**.
5. Click on **Hardware**.
6. You will see the **M.A.C. Address**.

## Wireless Internet Connection

If you have a **Cornell NetID**, use **Eduroam** for Wireless Connection.

RedRover Wireless Connection for Guests

1. Click on **Network icon**.
2. Select **RedRover**.
3. Click **Connect**.
4. Follow the **instructions** provided.

Instructions can be found at:
**http://www.it.cornell.edu/services/wifi/howto.cfm**

# Audio-Visual Documentation  Gates 114

## Lecture Room Projection – Windows

### Connection Summary

*These instructions are for laptops and devices using Windows 7.  If you are using Windows 8 some steps may be slightly different.

To use the AV System in this room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are 5 steps to setting up the Room Projection:

1. Connect your device
2. Audio setup
3. Annotation setup
4. Change display
5. Recording setup

### Input Source Choices

**Lectern 1:** Devices plugged into the podium on the left.
**Lectern 2:** Devices plugged into the podium on the right.
**AirMedia:** Allows sharing of mobile content wirelessly.

### Connect Your Device

1. If there is no display on the black **Crestron**, touch the screen to wake it up.
2. Press the screen again to enter the system.
3. Plug either the **VGA** & **Audio** cables (use the headset jack) or the **HDMI** cable into your computer.  These cables are located at the table box labeled Lectern 1.

**VGA & Audio**

**HDMI**

**If no projection:** Remove the **VGA** or **HDMI** cable from your computer and reconnect the appropriate cable to check the connection to your computer or see FAQ's.

# Audio-Visual Documentation  Gates 114

## Audio Setup (Optional)

1. Plug the **Audio Input** cable into the headset jack on your device.
2. Check **Audio Send** in appropriate **Projector** box.

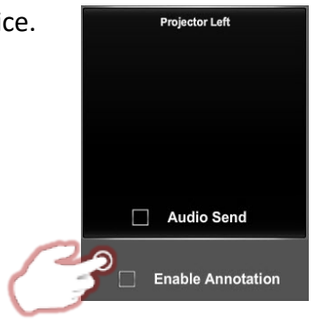
**If using HDMI:**

1. Go to **Control Panel**.
2. Click on **Sound**.
3. Click on **Playback Tab**.
4. Choose **Crestron** as the Default.

## Annotation Setup (Optional)

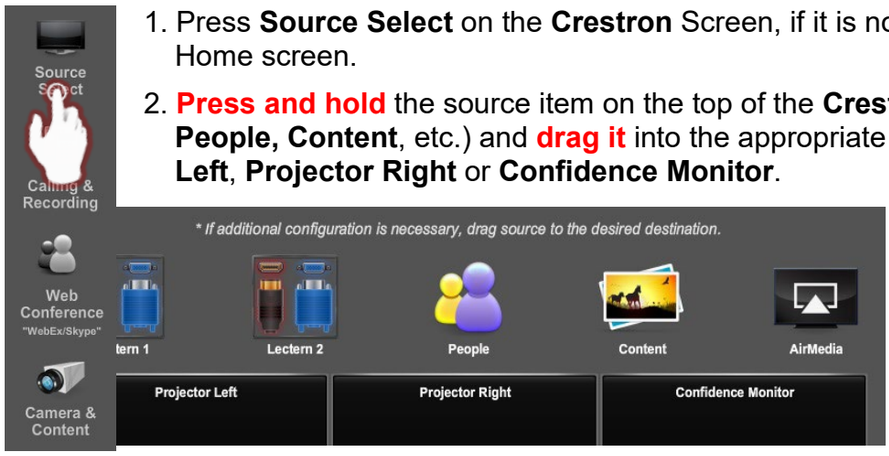
**Smart software** and **Smart Drives** are **required** to use this device.

1. Plug the **USB** cable labeled **Annotator & AV Bridge** located at the table box labeled Lectern 1 into your computer.
2. Check **Enable Annotation** in the **Projector left** box.
3. Turn the **Smart Monitor** power on.
4. Verify that your content is projected on the **Smart Monitor**.




For more details see **Smart Annotation Instructions** on page **39**.

## Change Display (Optional)



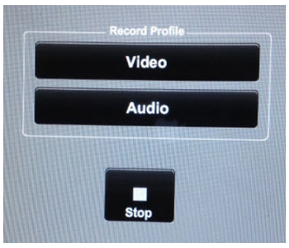

1. Press **Source Select** on the **Crestron** Screen, if it is not already on the Home screen.
2. **Press and hold** the source item on the top of the **Crestron** Screen (e.g. **People, Content**, etc.) and **drag it** into the appropriate box:  **Projector Left**, **Projector Right** or **Confidence Monitor**.

Home Screen

# Audio-Visual Documentation  Gates 114

## Recording Setup (Optional)

1. Press **Call & Recording** on the **Crestron** screen.
2. Press **Recording** on the lower right side of the **Crestron** screen.
3. Press the option in **Record Profile** that you would like to record.
4. When finished recording press **Stop**.
5. To retrieve your recording, contact: itcoescis-help@cornell.edu.



### Volume, Mute and Unmute

By pressing the **Vol Up**, **Vol Down** buttons you can change the **Speech (Microphone)** and **Source (Room Speaker)** volume.

By pressing the **Mute** button, you can mute the **Speech (Microphone)** and/or **Source (Room Speaker)**.

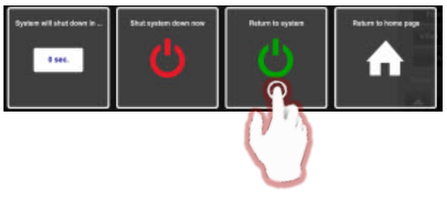
**Mute is on** when the Mute button is highlighted in Red.

## Shut Down and Restart

1. Shutdown the system by touching the power icon in the bottom left of the **Crestron** Screen.

You will have **15** seconds to press **Return to System** to cancel the shut down.

If you do not press **Return to System**, a countdown clock will appear signaling the beginning of a **200** second cool down period.



# Web-Based Video Conferencing – Windows

## Connection Summary

*These instructions are for laptops and devices using Windows 7.  If you are using Windows 8 some steps may be slightly different.

To use the AV System in this room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **3** steps to setting up Web-Based Video Conferencing:

1. Connect your device
2. Input for projection
3. Start conference

## Web Conferencing Software

**Please note**: If you are hosting a conference session, you must install your preferred conferencing software (either WebEx or Skype) on your laptop and, if necessary, obtain a campus account. Google Plus does not require software installation.

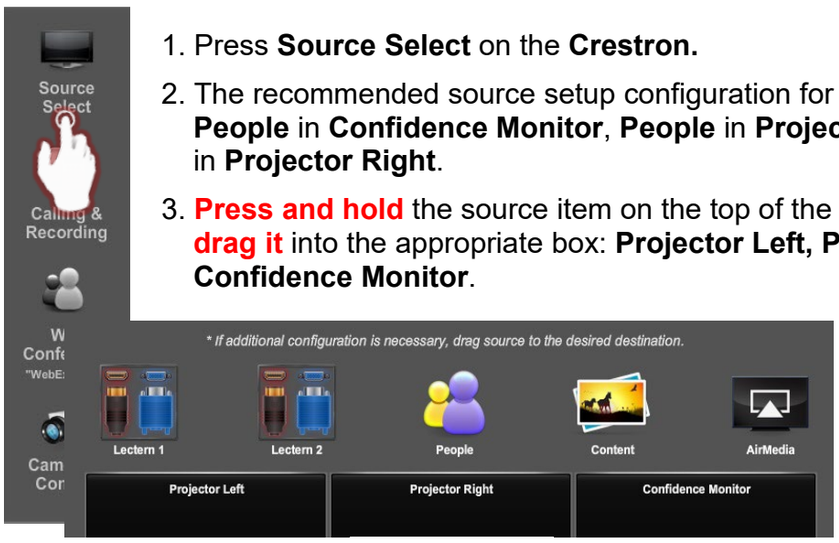
For WebEx instructions see: http://www.it.cornell.edu/services/webconferencing/

## Connect Your Device

1. Plug the **USB** cable labeled **Annotator & AV Bridge,** located at the table box labeled **Lectern 1**, into your computer.
2. Follow the instructions for **Lecture Room Projection** for **Windows**, on page **6**, **steps 1 and 2.**

# Audio-Visual Documentation  Gates 114

## Input for Projection




1. Press **Source Select** on the **Crestron.**
2. The recommended source setup configuration for Video Conferencing is: **People** in **Confidence Monitor**, **People** in **Projector Left**, and **Content** in **Projector Right**.
3. **Press and hold** the source item on the top of the **Crestron** screen and **drag it** into the appropriate box: **Projector Left, Projector Right, or Confidence Monitor**.

Home Screen

## Start Conference on Your Device

**Choose Google Plus, WebEx, or Skype**

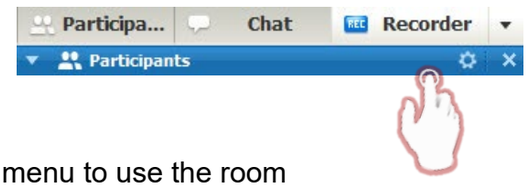
Google Plus (Hangouts)

1. **Begin or join** a **Google Hangout** Video Call.
2. Click on the round **Gear "Settings"** icon on the top of the **Google Video call page**.
3. Select **UVC** from the Camera drop down menu to use the room camera.
4. Click **Save**.
5. Select **Independent (R.T.C.) Headphones (IDT High Definition Audio codec)** from the Speaker drop down menu.
6. Select **Microphone 2-AV Bridge** for the Microphone.
7. Click **Save**

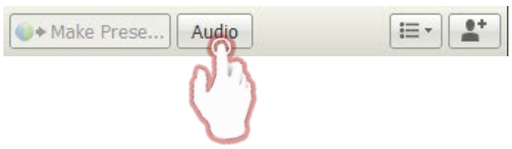
## Start Conference on Your Device Cont.

### WebEx

**The local call-in number for the Crestron is: (607) 255-4446.**




1. **Start** a meeting in **WebEx**.
2. Click on the round **Gear "Video Setting"** on the upper right side of the screen.
3. Select **UVC** from the Camera drop down menu to use the room camera.
4. Click on **Audio** in the menu bar at the top of the screen.
5. Click on **Speaker/Microphone Audio test**.
6. Select **Independent (R.T.C.) Headphones (IDT High Definition Audio codec)**.
7. Select **Microphone 2-AV Bridge** for the Microphone.
8. Click **OK**.




### Skype

1. **Start** a **Skype** call.
2. Click on **Skype** in the top left corner of the screen.
3. Click **Preferences**.
4. Click the **Audio/Video** tab.
5. Select **UVC** from the Camera drop down menu to use the room camera.
6. Choose **Independent (R.T.C.) Headphones (IDT High Definition Audio codec)** for the Speakers.
7. Choose **Microphone 2-AV Bridge** for the Microphone.

# WebEx with PowerPoint – Windows

## Connection Summary

*These instructions are for laptops and devices using Windows 7.  If you are using Windows 8 some steps may be slightly different.

To use the AV System in this room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **4** steps to setting up WebEx with PowerPoint:

1. Connect your device
2. Input for projection
3. Start conference
4. Send content full screen

## Web Conferencing Software

**Please note**: If you are hosting a conference session, you must install WebEx on your device and if necessary, obtain a campus account.

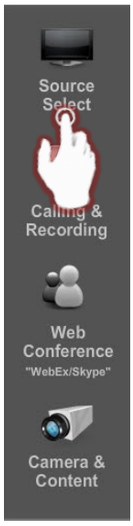
For WebEx instructions see: http://www.it.cornell.edu/services/webconferencing/

## Connect Your Device

1. Plug the **USB** cable labeled **Annotator & AV Bridge** located at the table box labeled **Lectern 1**, into your computer.
2. Follow the instructions for **Lecture Room Projection** for **Windows**, on page **6,** steps **1 and 2**.

# Audio-Visual Documentation  Gates 114

## Input for Projection




1. Press **Source Select** on the **Crestron**.
2. The recommended source setup for Video Conferencing is **People** in **Confidence Monitor**, **People** in **Projector Left**, and **Content** in **Projector Right**.
3. **Press and hold** the source item on the top of **Crestron** screen and **drag it** into the appropriate box: **Projector Left**, **Projector Right**, or **Confidence Monitor**.

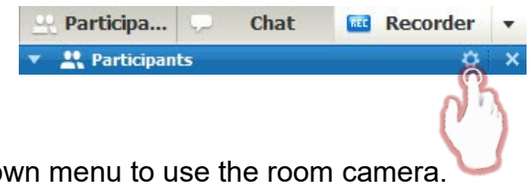
Home Screen

## Start Conference on Your Device

### WebEx

**The local call-in number for the Crestron is: (607) 255-4446.**

1. **Start** a meeting in **WebEx**.
2. Click on the round **Gear "Video Setting"** on the upper right side of screen.

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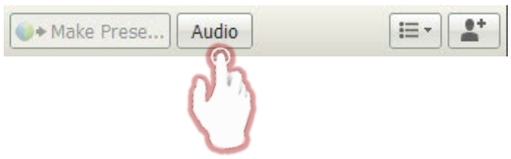
3. Select **UVC** from the Camera drop down menu to use the room camera.
4. Click on **Audio** in the menu bar at the top of the screen.
5. Click on **Speaker/Microphone Audio test**.
6. Select **Independent (R.T.C.) Headphones (IDT High Definition Audio codec)**.
7. Select **Microphone 2-AV Bridge** for Microphone.

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8. Click **OK**.

## Send Content Full Screen

1. **Start** your slide show.
2. Press and hold **Alt + Tab**.
3. When **WebEx** appears on the screen, **left click** on it.
4. In **WebEx**, click the down arrow next to **“Share My Desktop.”**
5. Select **“Share My Desktop.”**
6. Your slide show is now being shared and you may begin your presentation.

# Audio-Visual Documentation  Gates 114

## Lecture Room Projection – Mac

### Connection Summary

***These instructions are for laptops using Mac OS 10.8 or newer. Earlier OS platforms may be slightly different.**

To use the A/V in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **5** steps to setting up the Room Projection:

1. Connect your device
2. Audio setup
3. Annotation setup
4. Change display
5. Recording setup

### Input Source Choices

**Lectern 1:** Devices plugged into the podium on the left.

**Lectern 2:** Devices plugged into the podium on the right.

**AirMedia:** Allows sharing of mobile content wirelessly.

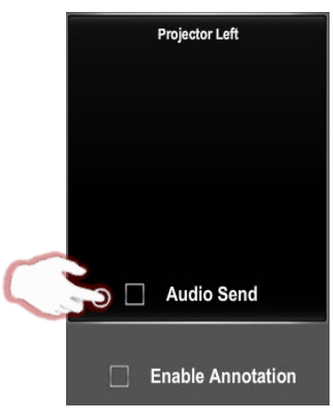
### Connect Your Device

1. If there is no display on the **Crestron** unit, tap the screen with your finger.
2. Plug the **VGA and Audio Input cables** (use the headset jack) or the **HDMI** cable into your computer. These cables are located at the table box labeled **Lectern 1**.

3. Click on the **Apple** in the upper left corner of your computer.
4. Click on **System Preferences**.
5. Click on **Display**.
6. Click on **Arrangement**.
7. Click on **Mirror Display**.
8. Verify that your image is being projected on the **room screens**.
9. **If no projection**: remove the **VGA** or **HDMI** cable from your computer and reconnect the appropriate cable to check the connection to your computer or see FAQs.

### Audio Setup (Optional)

1. Plug the **Audio Input** cable into the headset jack on your device.
2. Check **Audio Send** in appropriate **Projector** box.




**If no sound:**

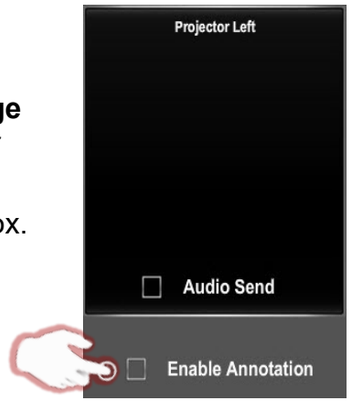
1. Click on the **Apple** in the upper left corner of your computer.
2. Click on **System Preferences**.
3. Click on **Sound**.
4. Choose **Crestron** if using **HDMI**.
5. Choose **AV Bridge** if using **VGA**.

# Audio-Visual Documentation  Gates 114

## Annotation Setup (Optional)

**Smart software** and **Smart Drives** are **required** to use this device.

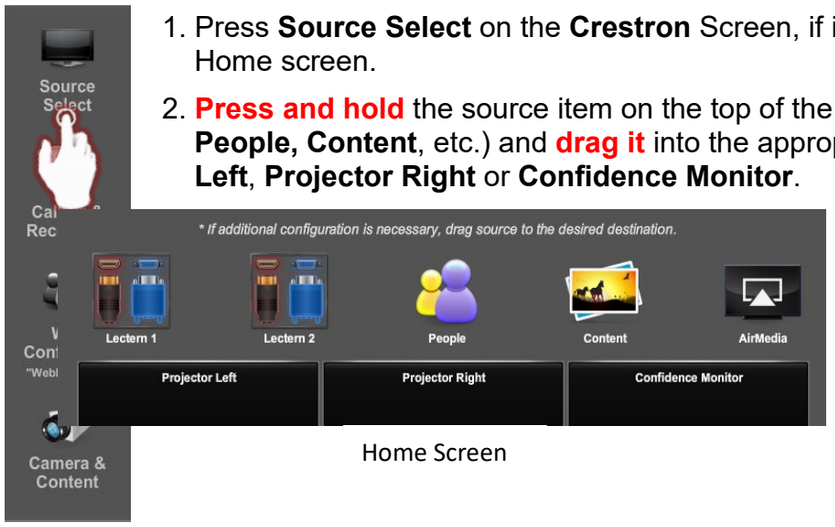
1. Plug the **USB** cable labeled **Annotator & AV Bridge** located at the table box labeled **Lectern 1** into your computer.
2. Check **Enable Annotation** in the **Projector Left** box.
3. Turn the **Smart Monitor** power on.
4. Verify that your content is projected on the **Smart Monitor**.




For more Details see **Smart Annotation Instructions** on page **39**.

## Change Display (Optional)

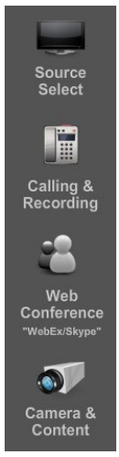
1. Press **Source Select** on the **Crestron** Screen, if it is not already on the Home screen.
2. **Press and hold** the source item on the top of the **Crestron** Screen (e.g. **People, Content**, etc.) and **drag it** into the appropriate box: **Projector Left**, **Projector Right** or **Confidence Monitor**.



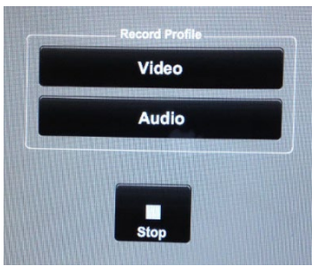

Home Screen

# Audio-Visual Documentation  Gates 114

## Recording Setup (Optional)




1. Press **Call & Recording** on the **Crestron** screen**.**
2. Press **Recording** on the lower right side of the **Crestron** screen.
3. Press the option in **Record Profile** that you would like to record.
4. When finished recording press **Stop**.
5. To retrieve your recording, contact: itcoescis-help@cornell.edu.



### Volume, Mute and Unmute

By pressing the **Vol Up**, **Vol Down** buttons you can change the **Speech (Microphone)** and **Source (Room Speaker)** volume.

By pressing the **Mute** button, you can mute the **Speech (Microphone)** and/or **Source (Room Speaker)**.

**Mute is on** when the Mute button is highlighted in Red.

## Shut Down and Restart

Shutdown the system by touching the power icon in the bottom left of the **Crestron** Screen.

You will have **15** seconds to press **Return to System** to cancel the shut down.

If you do not press **Return to System**, a countdown clock will appear signaling the beginning of a **200** second cool down period.

# Web-Based Video Conferencing – Mac

## Connection Summary

***These instructions are for laptops using Mac OS 10.8 or newer. Earlier OS platforms may be slightly different.**

To use the A/V in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **3** steps to setting up Web-Based Video Conferencing:

1. Connect your device
2. Input for projection
3. Start conference

## Web Conferencing Software

**Please note**: If you are hosting a conference session, you must install your preferred conferencing software (either WebEx or Skype) on your laptop and, if necessary, obtain a campus account. Google Plus does not require software installation.

For WebEx instructions see: http://www.it.cornell.edu/services/webconferencing/

## HDCP Notice

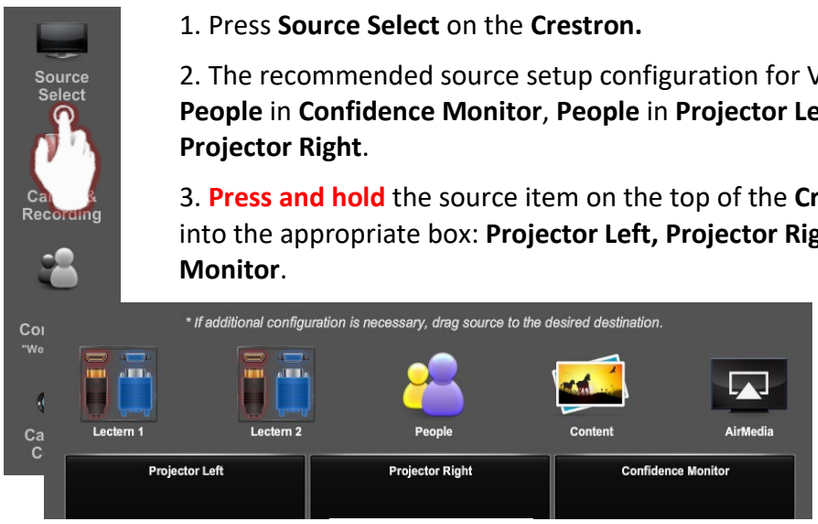
The AV system supports authorized playback of HDCP protected content. **As a form of copy protection, HDCP encoded content *will not* be able to be displayed at the remote video conference site, regardless of fair use status**. Because Apple tags all content output as HDCP enabled, output from Apple devices (**including PowerPoints and other content**) may not be displayed at the remote site during a video conference.

## Connect Your Device

1. Plug the **USB** cable labeled **Annotator & AV Bridge,** located at the table box labeled **Lectern 1**, into your computer.
2. Follow the instructions for **Lecture Room Projection** for **Mac**, on page **15**, **steps 1 and 2.**

# Audio-Visual Documentation  Gates 114

## Input for Projection




Home Screen

1. Press **Source Select** on the **Crestron.**
2. The recommended source setup configuration for Video Conferencing is: **People** in **Confidence Monitor**, **People** in **Projector Left**, and **Content** in **Projector Right**.
3. **Press and hold** the source item on the top of the **Crestron** screen and **drag it** into the appropriate box: **Projector Left, Projector Right, or Confidence Monitor**.

## Start Conference on Your Device

### Choose Google Plus, WebEx, or Skype

Google Plus (Hangouts)

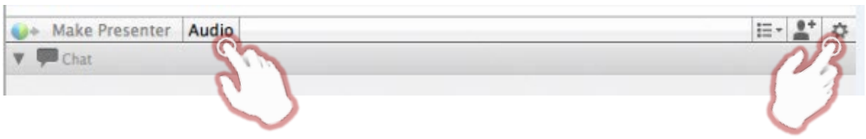
1. **Join** a **Google Hangout** Video Call.
2. Click on the round **Gear "Settings"** icon on the top of the **Google Video call page**.
3. Select **AV Bridge** from the Camera drop down menu to use the room camera.
4. Click **Save**.
5. Select **Crestron** from the Default Speaker drop down menu.
6. Click **Save**.

## Start Conference on Your Device Cont.

WebEx

**The local call-in number for the Crestron is: (607) 255-4446.**

1. **Start** a meeting in **WebEx**.
2. Click on the round **Gear "Video Setting"** on the lower right side of the screen.
3. Select **AV Bridge** from the Camera drop down menu to use the room camera.
4. Click on **Audio** in the menu bar at the top of the screen.
5. Click on **Speaker/Microphone Audio test**.
6. Select **HDMI-Crestron** in the speaker drop down.
7. Select **AV Bridge** in the Microphone drop down.
8. Click **OK**.




Skype

1. **Start** a **Skype** call.
2. Click on **Skype** in the top left corner of the screen.
3. Click **Preferences**.
4. Click the **Audio/Video** tab.
5. Select **AV Bridge** from the Camera drop down menu to use the room camera.
6. Choose **HDMI-Crestron** for the Speakers.
7. Choose **AV Bridge** for the Microphone.

# WebEx with PowerPoint – Mac

## Connection Summary

***These instructions are for laptops using Mac OS 10.8 or newer. Earlier OS platforms may be slightly different.**

To use the A/V in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **4** steps to setting up WebEx with PowerPoint:

1. Connect your device
2. Input for projection
3. Start conference
4. Send content full screen

## Web Conferencing Software

**Please note**: If you are hosting a conference session, you must install WebEx on your device and, if necessary, obtain a campus account.

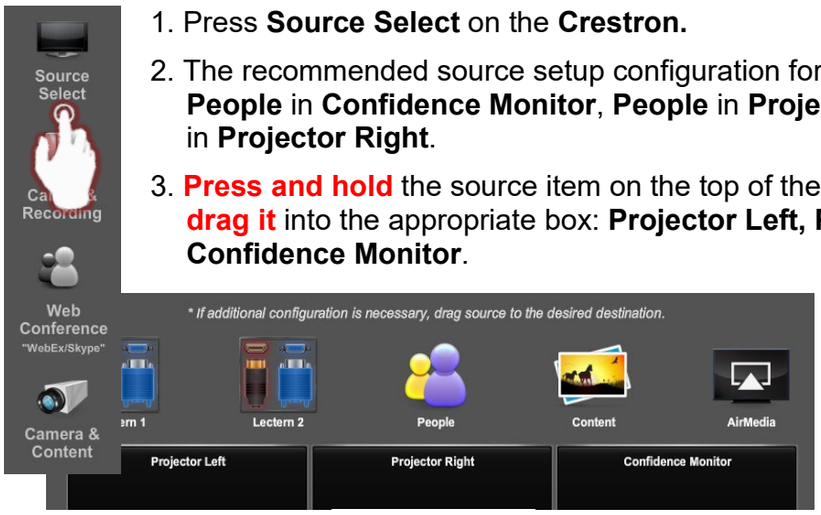
For WebEx instructions see: http://www.it.cornell.edu/services/webconferencing/

## Connect Your Device

1. Plug the **USB** cable labeled **Annotator & AV Bridge,** located at the table box labeled **Lectern 1**, into your computer.
2. Follow the instructions for **Lecture Room Projection** for **Mac**, on page **15**, **steps 1 and 2.**

# Audio-Visual Documentation  Gates 114

## Input for Projection




Home Screen

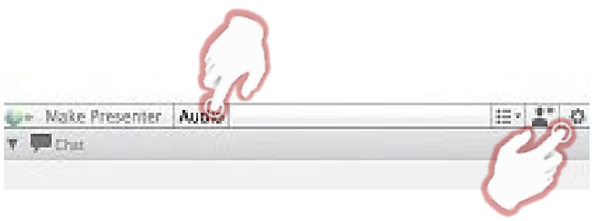
1. Press **Source Select** on the **Crestron.**
2. The recommended source setup configuration for Video Conferencing is: **People** in **Confidence Monitor**, **People** in **Projector Left**, and **Content** in **Projector Right**.
3. **Press and hold** the source item on the top of the **Crestron** screen and **drag it** into the appropriate box: **Projector Left, Projector Right, or Confidence Monitor**.

## Start Conference on Your Device

WebEx

**The local call-in number for the Crestron is: (607) 255-4446.**

1. **Start** a meeting in **WebEx**.
2. Click on the round **Gear "Video Setting"** icon on the lower right side of the screen.
3. Select **AV Bridge** from the Camera drop down menu to use the room camera.




4. Click on **Audio** in the menu bar at the top of the screen.
5. Click on **Speaker/Microphone Audio test**.
6. Select **HDMI-Crestron** in the speaker drop down.
7. Select **AV Bridge** in the Microphone drop down.
8. Click **OK**.

# Audio-Visual Documentation  Gates 114

## Send Content Full Screen

1. Click on the **Apple** at the top of your screen.
2. Click on **System Preferences**.
3. Click on the **Display** icon.
4. Click the **Arrangement** tab.
5. **Click and hold** on the white bar at the top of the current primary display.
6. **Drag the white bar** across to the other monitor you want to set as the primary display for your Mac.
7. Close out of this screen.
8. Start your **PowerPoint** slide show.
9. **Press and hold Command + Tab** to switch to **WebEx**.
10. Click the arrow next to "**Share My Desktop.**"
11. Select "**Microsoft PowerPoint.**"

**Please note: HDCP Notice**

The AV system supports authorized playback of HDCP protected content. **As a form of copy protection, HDCP encoded content *will not* be able to be displayed at the remote video conference site, regardless of fair use status**. Because Apple tags all content output as HDCP enabled, output from Apple devices (**including PowerPoints and other content**) may not be displayed at the remote site during a video conference.

# AirMedia Stand Alone – Wireless Connection

## Connection Summary

To use the **Stand Alone AirMedia** in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **4** steps to setting up AirMedia:

1. Lower room screens
2. Download the app/software
3. Project IP address and code
4. Connect to AirMedia

AirMedia allows participants to connect to the Room AV System wirelessly and project content from their device.

## AirMedia with the AV System (Optional)

You may also use AirMedia by connecting to the room AV system. You can find these instructions at:

AirMedia for **iOS** Devices ..... pg. **26**
AirMedia for **Android** Devices ..... pg. **29**
AirMedia for **Laptops** ..... pg. **32**

## Lower Room Screens

1. Locate the screen controls on the wall by the main door, labeled **Screen Controls**.
2. Press the **down arrows** to lower the screen.

## Download the App/Software

1. Make sure the device you are connecting to AirMedia is **connected to Wi-Fi**.
2. Download the free **AirMedia App/Software** for the selected device at:

   **http://www.crestron.com/products/airmedia_mobile_wireless_hd_presentations/#connect**

(For instructions on connecting to wireless internet, see the **Internet Connection Options** on page **5**.)

## Project IP Address and Code

1. If there is no display on the **Crestron** screen, tap the screen with your finger.
2. Press **AirMedia** on the **Crestron** screen.
3. **By default**, **AirMedia** will be displayed on the **Left Projector**.
4. **AirMedia** may take a minute or two before it is projected on the room screen.
5. Verify the **IP Address** and the **Code** are projected on the room screen.

## Connect to AirMedia

1. **Start the AirMedia App/Software** on the chosen device.
2. **Locate the instructions** for your device and proceed with **Step #4** on the instructions: **Connect to AirMedia**.

AirMedia for **iOS** Devices ..... pg. **26**
AirMedia for **Android** Devices ..... pg. **29**
AirMedia for **Laptops** ..... pg. **32**

# AirMedia for iOS – Wireless Connection

## Connection Summary

To use the AV System in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **5** steps to setting up AirMedia:

1. Connect your device
2. Download the app
3. Project AirMedia
4. Connect to AirMedia
5. Choose content to project

AirMedia allows participants to connect to the Room AV System wirelessly and project content from their device.

## Stand Alone AirMedia (Optional)

AirMedia can also be used without connecting to the room AV system. The **Stand Alone AirMedia** instructions can be found on page **24**.

## Connect Your Device

1. Follow the instructions for **Lecture Room Projection**. Choose the instructions for **Windows** on page **6** or **Mac** on page **15**, **steps 1 and 2**, depending on the device you are connecting to the room's **AV System**.

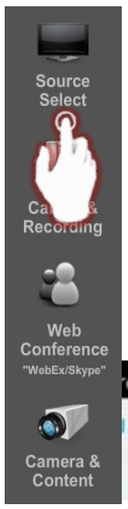
## Download the App

1. Make sure the device you are connecting to AirMedia is **connected to Wi-Fi**.
2. Download the free **AirMedia App** for the selected device at:

   **http://www.crestron.com/products/airmedia_mobile_wireless_hd_presentations/#connect**

(For instructions on connecting to wireless internet, see the **Internet Connection Options** on page **5**.)

## Project AirMedia

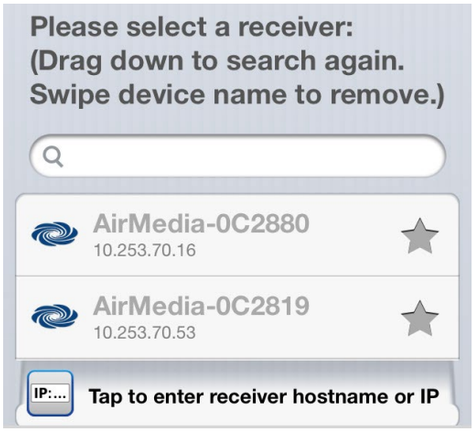


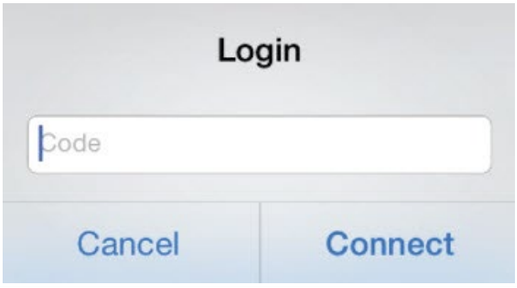

1. Choose **Source Select** on the **Crestron**, if the home screen is not already displayed.
2. Press **AirMedia** on the **Crestron** screen either on **Projector Left, Projector Right,** or **Confidence Monitor**, depending on where you want the content to be projected.
3. **Verify that AirMedia** is projected on the room screen.
4. **By default** both the **IP Address** and **Code** are shown at the top of the room screen.

# Audio-Visual Documentation  Gates 114

## Connect to AirMedia

1. **Start the app** on the chosen device.
2. If the **IP address** appears on the device, verify it is the same as projected on the room screen.
3. Choose the **correct IP address** on your device.
4. Enter the **AirMedia Code** that is projected on the room screen.




## Choose Content to Project

1. Choose the content to project from the chosen device.

# AirMedia for Android – Wireless Connection

## Connection Summary

To use the AV System in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **5** steps to setting up AirMedia:

1. Connect your device
2. Download the app
3. Project AirMedia
4. Connect to AirMedia
5. Choose content to project

AirMedia allows participants to connect to the Room AV System wirelessly and project content from their device.

## Stand Alone AirMedia (Optional)

AirMedia can also be used without connecting to the room AV system. The **Stand Alone AirMedia** instructions can be found on page **24**.

## Connect Your Device

1. Follow the instructions for **Lecture Room Projection**. Choose the instructions for **Windows** on page **6** or **Mac** on page **15**, **steps 1 and 2**, depending on the device you are connecting to the room's **AV System**.

# Audio-Visual Documentation  Gates 114

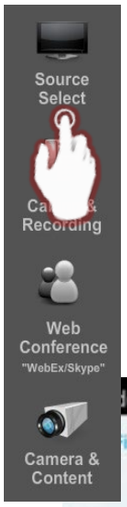
## Download the App

1. Make sure the device you are connecting to AirMedia is **connected to Wi-Fi**.
2. Download the free **AirMedia App** for the selected device at:

   **http://www.crestron.com/products/airmedia_mobile_wireless_hd_presentations/#connect**

(For instructions on connecting to wireless internet, see the **Internet Connection Options** on page **5**.)

## Project AirMedia




1. Choose **Source Select** on the **Crestron**, if the home screen is not already displayed.

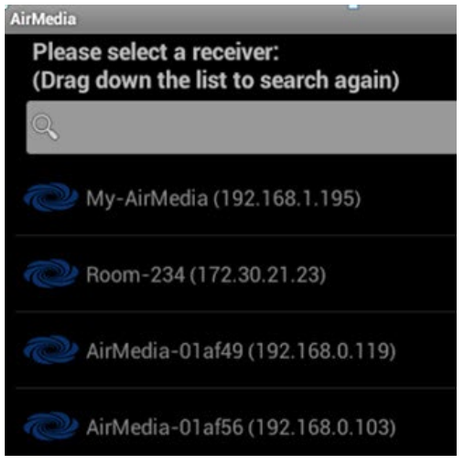
2. Press **AirMedia** on the **Crestron** screen either on **Projector Left, Projector Right,** or **Confidence Monitor**, depending on where you want the content to be projected.

3. **Verify that AirMedia** is projected on the room screen.

4. **By default** both the **IP Address** and **Code** are shown at the top of the room screen.

## Connect to AirMedia

1. **Start the app** on the chosen device.
2. If the **IP address** appears on the device, verify it is the same as projected on the room screen.
3. Choose the **correct IP address** on your device.
4. Enter the **AirMedia Code** that is projected on the room screen.




## Choose Content to Project

1. Choose the content to project from the chosen device.

# AirMedia for Laptops – Wireless Connection

## Connection Summary

To use the AV System in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **5** steps to setting up AirMedia:

1. Connect your laptop
2. Download the software
3. Project AirMedia
4. Connect to AirMedia
5. Choose content to project

AirMedia allows participants to connect to the Room AV System wirelessly and project content from their laptop.

## Stand Alone AirMedia (Optional)

AirMedia can also be used without connecting to the room AV system. The **Stand Alone AirMedia** instructions can be found on page **24**.

## Connect Your Device

1. Follow the instructions for **Lecture Room Projection**. Choose the instructions for **Windows** on page **6** or **Mac** on page **15**, **steps 1 and 2**, depending on the device you are connecting to the room's **AV System**.

## Download the Software

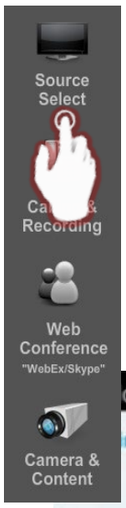
1. Make sure the device you are connecting to AirMedia is **connected to Wi-Fi**.
2. Download the free **AirMedia Software** for the selected device at:

   **http://www.crestron.com/products/airmedia_mobile_wireless_hd_presentations/#connect**

| | | | |
|---|---|---|---|
| Windows Deployable Application<br>airmedia_deployable_windows_1.0.2.3.exe | 1.0.2.3 | 2013-09-12 | Windows Installer |
| OS X Deployable Application<br>airmedia_deployable_os_x_1.0.2.7.pkg | 1.0.2.7 | 2014-03-21 | OS X Installer |
| Windows Guest Application<br>airmedia_guest_windows_1.0.2.0.exe | 1.0.2.0 | 2013-09-12 | Windows Portable Application |
| OS X Guest Application<br>airmedia_guest_os_x_1.0.1.8.dmg | 1.0.1.8 | 2013-09-12 | OS X Portable Application |

(For instructions on connecting to wireless internet, see the **Internet Connection Options** on page **5**.)

## Project AirMedia

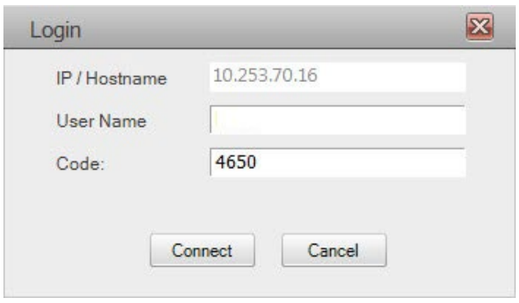



1. Choose **Source Select** on the **Crestron**, if the home screen is not already displayed.
2. Press **AirMedia** on the **Crestron** screen either on **Projector Left, Projector Right,** or **Confidence Monitor**, depending on where you want the content to be projected.
3. **Verify that AirMedia** is projected on the room screen.
4. **By default** both the **IP Address** and **Code** are shown at the top of the room screen.

# Audio-Visual Documentation  Gates 114

## Connect to AirMedia

1. **Start the software** on your laptop.
2. Follow the instructions on the laptop screen.
3. Enter the **IP Address** and **Code** that is projected on the room screen.




## Choose Content to Project

1. Choose the content to project from the laptop.

AirMedia with a computer is mirroring the image of your computer wirelessly.

# Video Conferencing

## Connection Summary

To use the AV System in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **5** steps to setting up Video Conferencing:

1. Connect your device
2. Input for displays
3. Content for remote site
4. Select camera
5. Place the call

## Input Source Choices

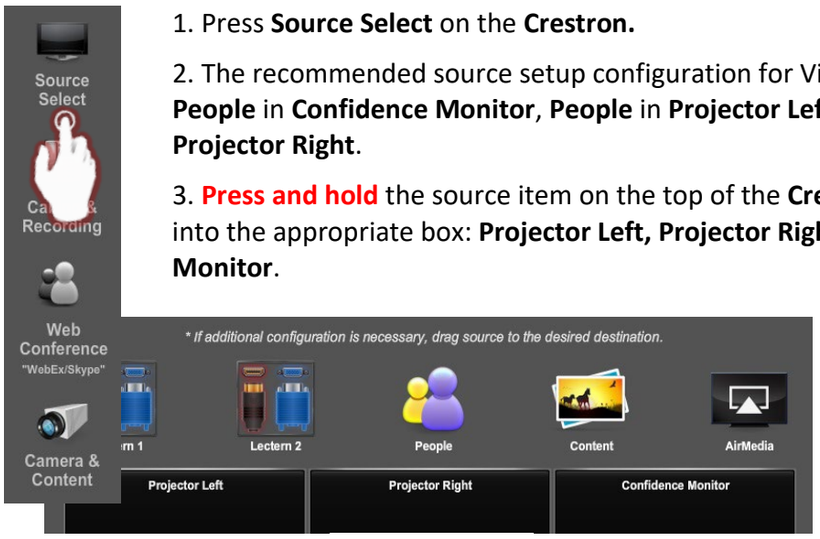
**Laptop 1**: Device plugged into the podium on the left.
**Laptop 2**: Device plugged into the podium on the right.
**AirMedia**: To allow people to share laptop or mobile content wirelessly.

## Connect Your Device

1. Plug the **USB** cable labeled **Annotator & AV Bridge,** located at the table box labeled **Lectern 1**, into your computer.
2. Follow the instructions for **Lecture Room Projection**. Choose the instructions for **Windows** on page **6** or **Mac** on page **15**, **steps 1 and 2**, depending on the device you are connecting to the room **AV system**.

# Audio-Visual Documentation  Gates 114

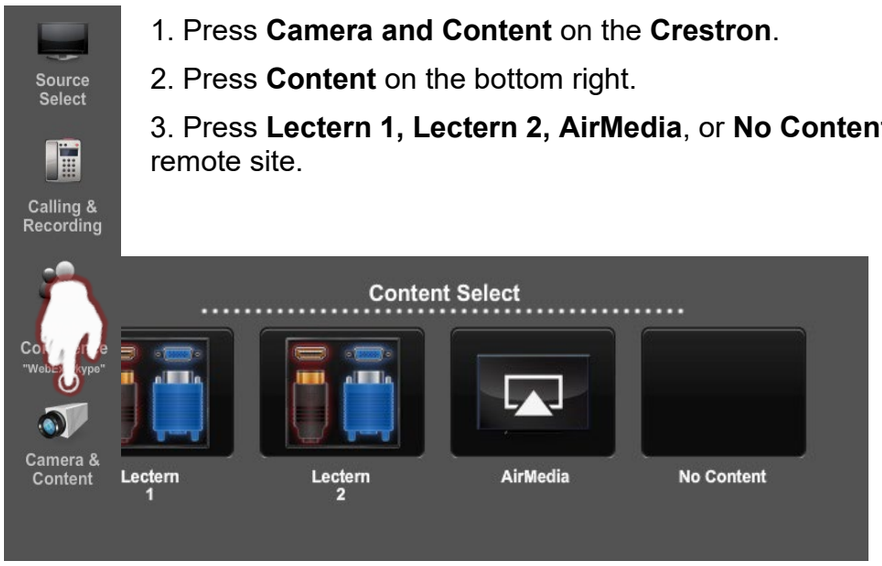
## Input for Displays




Home Screen

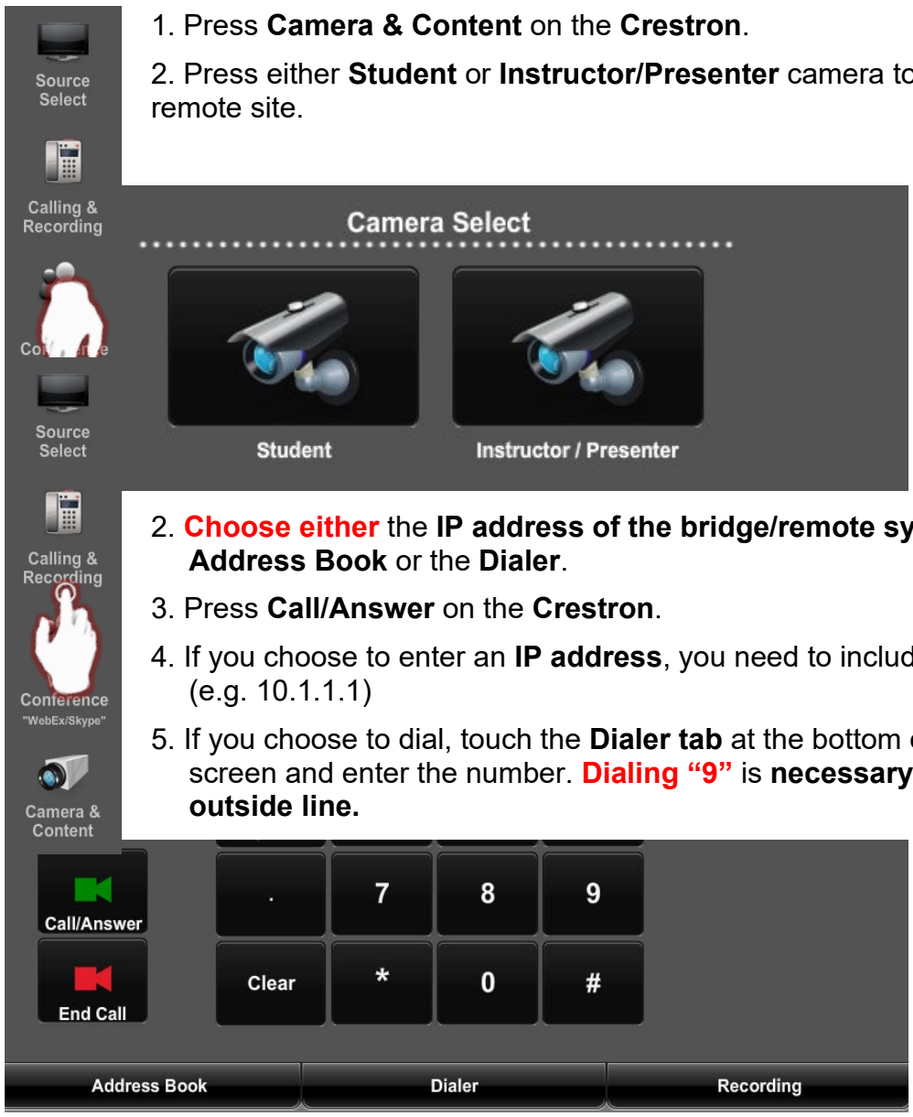
1. Press **Source Select** on the **Crestron.**
2. The recommended source setup configuration for Video Conferencing is: **People** in **Confidence Monitor**, **People** in **Projector Left**, and **Content** in **Projector Right**.
3. **Press and hold** the source item on the top of the **Crestron** screen and **drag it** into the appropriate box: **Projector Left, Projector Right, or Confidence Monitor**.

## Content for Remote Site




1. Press **Camera and Content** on the **Crestron**.
2. Press **Content** on the bottom right.
3. Press **Lectern 1, Lectern 2, AirMedia**, or **No Content** to send to the remote site.

## Select Camera




1. Press **Camera & Content** on the **Crestron**.
2. Press either **Student** or **Instructor/Presenter** camera to send to the remote site.

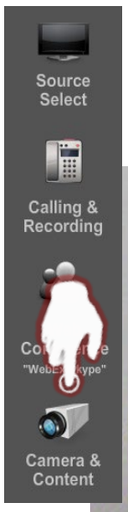
## Place the Call

1. Press **Calling and Recording** on the **Crestron**.
2. **Choose either** the **IP address of the bridge/remote system**, the **Address Book** or the **Dialer**.
3. Press **Call/Answer** on the **Crestron**.
4. If you choose to enter an **IP address**, you need to include the periods (e.g. 10.1.1.1)
5. If you choose to dial, touch the **Dialer tab** at the bottom of the **Crestron** screen and enter the number. **Dialing "9"** is **necessary to obtain an outside line.**

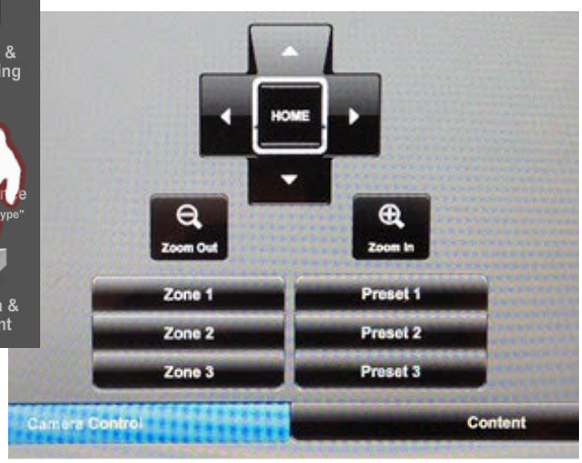
## Mute/Unmute and Volume

...

## Camera Control




1. Press **Camera & Content** on the **Crestron** screen.
2. Press **Camera Control** on the bottom of the **Crestron** screen.
3. As desired, touch the controls for zoom, pan, or directional.



# Smart Annotation

## Connection Summary

To use the AV System in the room, you will use the white Control Panel on the lectern labeled **Crestron**.

There are **5** steps to setting up Smart Annotation:

1. Connect your device
2. Download software
3. Enable annotation
4. Install drivers
5. Calibration

You **must** have the **Smart software** installed on your computer to use this device.

## Support

Additional information about **Smart Annotation** can be found at:

**http://knowledgebase.force.com/pk_Home?l=en_US&q=24%20hd**

## Connect Your Device

1. Follow the instructions for **Lecture Room Projection**. Choose the instructions for **Windows** on page **6** or **Mac** on page **15**, **steps 1 and 2**, depending on the device you are connecting to the room **AV system**.

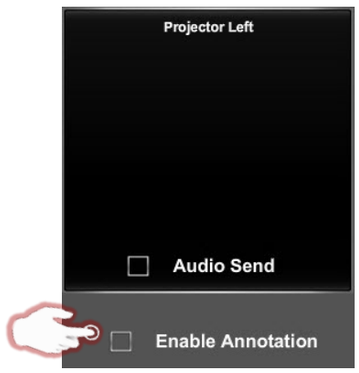
## Download Software

1. Smart Podium software can be found at:
   **http://smarttech.com/Downloads**
2. Select **"SMART Product Drivers."**

# Audio-Visual Documentation  Gates 114

## Enable Annotation

1. **If not already plugged in:** Plug the **USB** cable labeled **Annotator & AV Bridge,** located at the table box labeled **Lectern 1**, into your device.
2. Check **Enable Annotation** in the **Projector** box.
3. Turn the **Smart Monitor on**.
4. Verify your content is projected on the **Smart Monitor**.




cable the

**Left**

## Install Drivers

1. **Be sure the USB** cable labeled **Annotator & AV Bridge**, located at the table box labeled **Lectern 1**, is connected to your device.
2. The drivers will install automatically when the **USB** is plugged in.

## Calibration

1. Press on the **Orient Button** located in the frame above the Smart Podium screen, at the far right.
2. Follow the on-screen instructions using the **Smart Podium Pen**.

| Button | | Description |
|---|---|---|
| | Capture | Press this button to launch the Screen Capture Toolbar. |
| | Launch software | Press this button to launch SMART Notebook software or SMART Meeting Pro software. |
| | Keyboard | Press this button to launch the on-screen keyboard. |
| | Eraser | Press this button to erase ink from your screen with the tethered pen. |
| | Black ink | Press this button to write on your screen in black ink with the tethered pen. |
| | Red ink | Press this button to write on your screen in red ink with the tethered pen. |
| | Green ink | Press this button to write on your screen in green ink with the tethered pen pen. |
| | Blue ink | Press this button to write on your screen in blue ink with the tethered pen. |
| | Select | Press this button to use the tethered pen to select objects, control your computer and to left-click. |
| | Right-click | Press this button to use the tethered pen to perform a right-click or control-click on the screen. |
| | Help | Press this button to launch the online Help for SMART Notebook software or SMART Meeting Pro software. |
| | Orient | Press this button to start the orientation procedure. |

# FAQs

## Crestron

**Q. What if the Crestron Screen goes to shut down mode after I plug in the VGA or the HDMI cable?**

**A.** Press the green Return to System button on the Crestron screen.

**Q. The room's screens do not come down when I plug the VGA or HDMI cable into my computer.**

**A.** Use the wall mounted screen controls to put the screens down.

**Q. No projected image appears on the room screen.**

**A.** Make sure the appropriate Source item on the Crestron Screen is selected in the desired projection box.

**B.** Check that the VGA or the HDMI cable is securely plugged in to your computer.

**C.** Press the Power off button to restart the Crestron.

## No Audio

**Q. The room speakers are not working.**

**A.** Make sure the Audio Cable is plugged into your computer's headphone jack.

**B.** Make sure that Enable Audio is checked on the Crestron Screen in the appropriate window.

**C.** Check the Audio settings on your computer.

## No Annotation

**Q. The Annotation device is not working.**

**A.** Check that the USB cable labeled Annotator & AV Bridge is securely plugged in to your computer.

**B.** Make sure the Enable Annotation is checked on the Crestron Screen in the appropriate window.

**C.** Make sure the Smart Software was installed on your computer. Smart Podium software can be found at:

http://smarttech.com/Home+Page/Support/Browse+Support/Download+Software

# Welcome to Gates 114

### Projection Quick Tips

**To manually lower or raise the raise screen** use the buttons labeled **"Screen Controls,"** located on the wall by the door closest to the screens.

To adjust the blinds in the room use the controls on the wall by the lighting controls.

**Crestron Controls**

By pressing the **Up Arrow** and **Down Arrow** buttons you can change the **Speech (Microphone)** and **Source (Speaker)** volume.

By pressing the **Mute** button, you can mute the **Speech (Microphone)** and **Source (Speaker)**.

**Mute is on** when the mute button is highlighted in red.

# Audio-Visual Documentation  Gates 114

**In the Calling and Recording screen on the Crestron**, you can mute the Ceiling or Chairman Microphone by pressing until highlighted.

**If the Crestron** goes into **Shut Down Mode** before your session is over, press **Return to System**.

**Be sure to shut down** the Crestron after your session.

AirMedia does not automatically turn off. Be sure to close AirMedia on your device before leaving the room.

**Be sure you have pressed Stop on the Crestron** if you are recording from the Crestron. The Recording function does **not automatically turn off**.