Methodist Presentation Theater Startup
To Start System & Power On Projector

👆 Press the green "ON" button to power on projector

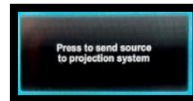Use the mouse and keyboard to log-in to the computer.
User: cpo-guest   Password: C0nference_Tigers *0 is a zero

➢ **Touch center of monitor to show video source full screen.
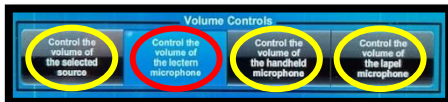Touch again, to reduce image.**

Connect the PC Computer or Use HDMI Cable

Select The Source:

- Press the "Desktop PC" button for the built-in computer.

- Press the "Lectern Laptop" button for your laptop / device.
  (Connect HDMI cable)   WiFi: um-guest   *NO Password Required*

- Press large black button to send source to projector system.

- Adjust volume by selecting source. Press Vol- or Vol+ or Mute

To Shut Down

- Press red button "OFF". 👆

- Confirm shut down by pressing "Yes, Shut Down" in the pop-up window.

Trouble Shooting Tips

No Video on Screen

- Check projector is powered on.
- Check the selected source on the panel. Example: "Desktop PC".
- Press black button to send source to projector.
- Check cable connections at PC and Wall Plate.
- Check display settings on computer in use. Right click on desktop and select Display Settings. Look under Multiple Displays. Choose "duplicate these displays".

No Computer Audio

- If using a laptop, check audio setting at bottom right of desktop display. Adjust slider volume level and un-mute. Also check the audio output source is selected to *"Crestron"* when using an HDMI cable.
- If playing a You Tube video, check audio adjustment at bottom left of video. Un-mute and adjust slider.

Utilizing Teams and Zoom

Methodist Presentation Theater

- Log into the Desktop PC to launch Teams or Zoom. This will let you utilize the video camera and ceiling microphone.

To Select the Correct Camera

- Settings > Video > Camera >
  - o *"RoboSHOT USB"*

To Select the Correct Speaker

- Settings > Audio > Speaker >
  - o *"Crestron (AMD High Definition Audio Device)"*

To Select the Correct Microphone

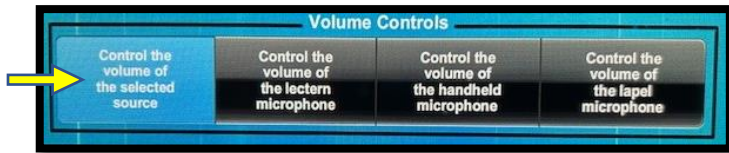- Settings > Audio> Microphone >
  - o *"Microphone – USB Audio"*

To Control the Web Camera

- Camera controls are made using the remote control.
- The remote is stored in the side drawer of the podium
- Use arrow keys to move camera direction.
- Use Zoom +/- key to change focal length.

No Audio in Zoom

- Select the button "Control the volume of the selected source"
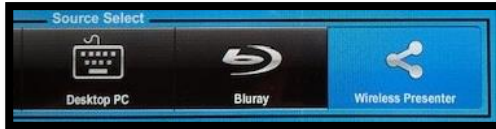

  - Adjust volume using the Vol- or Vol+ buttons.

- Check correct speaker is selected in Teams / Zoom audio settings.
  Ex. *"Crestron (AMD High Definition Audio Device)"*

Utilizing Clickshare

Methodist Presentation Theater

👆 Press "Wireless Presenter" button top right in Source Select.

- o Follow instructions on screen.

- o Connect laptop using the Barco USB dongle