

Training Documentation for Classrooms

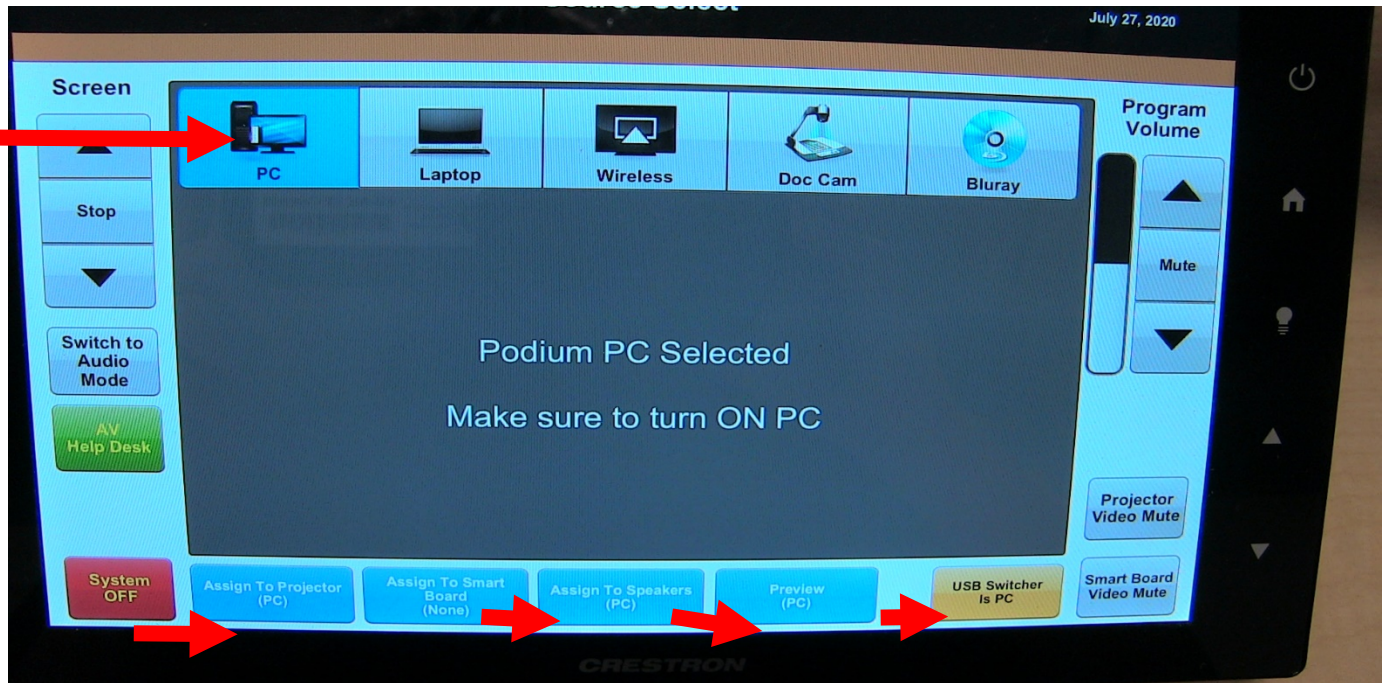
General Overview

- Turn on the system from the Crestron Touch Panel located at the classroom podium.
- The various sources that can be selected will show at on the top of the touch panel.
- Select the source that you wish to display (**PC, Laptop, Wireless, Doc Cam, Blu-ray**)
- Assign the source you wish to display from the options at the top of the touch panel to the location options on the bottom of the touch panel.
 - Assigning a source to “Assign to projector” will turn on the projector and will display the source you chose.
 - Assigning a source to “Assign to Smartboard” will turn on the smartboard and will display the source you chose.
 - Assigning a source to “Assign to speakers” will route that selected source's audio to the room sound system.
 - Assigning a source to “Preview” will route that selected source’s image to the left monitor at the podium.
 - Assigning a source to “USB Switcher is _____” will allow that source to control the camera and mic system from the room within Zoom.
 - The only options for this icon are PC or laptop.

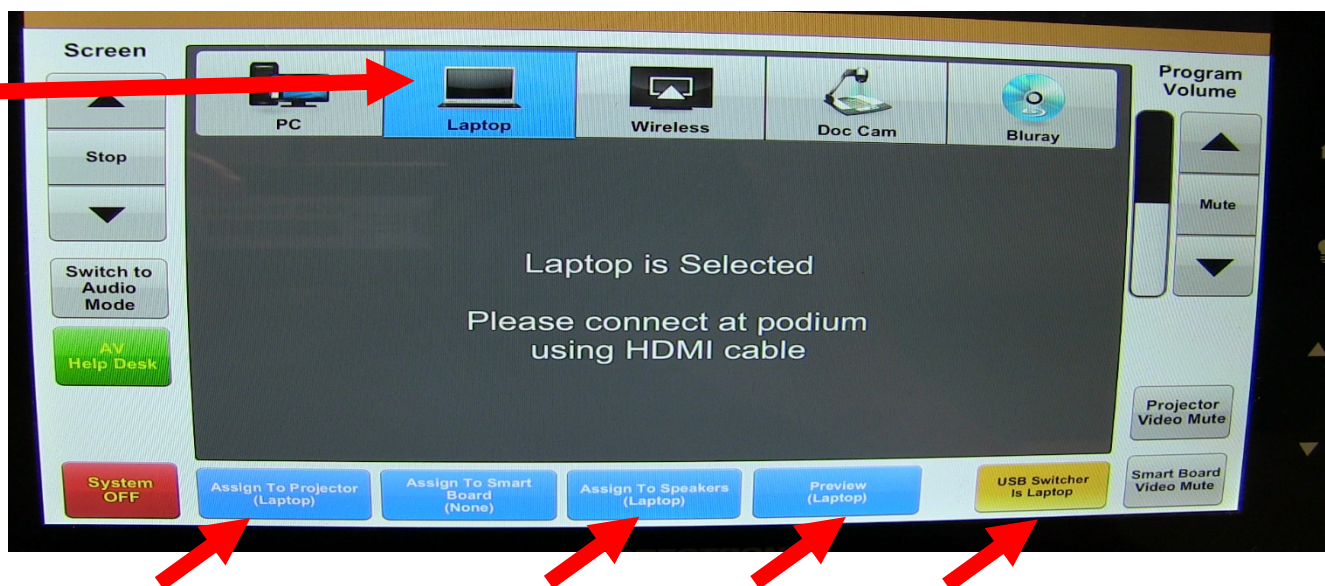
Please note that when a source is assigned to a location you will be able to see that source name on the location icon on the bottom of the touch panel.

General Overview Images of Crestron Touch Panel

For Example, select the "PC" source from the top of the touch panel and assign it to the locations located at the bottom of the touch panel. In this example the PC is selected and assigned to various inputs below



If a user wished to use their laptop select the laptop source from the top of the touch panel and assign it to the locations at the bottom of the touch panel, as shown below.



Instructions on How to Use Classroom System with Zoom

If Using Classroom PC

- Make sure the PC is turned on within the podium.
- Turn system on via the touch panel located at the classroom podium.
- Select the **PC source** and route to the "Assign to projector" icon.
- Select the **PC source** and route to the "Assign to Speakers" icon.
- Select the **PC source** and route to the "Preview" icon.
 - The PC's image will display on the left monitor screen. The right monitor screen serves as an extended desktop for the PC which allows you to use the right monitor as a second monitor.
- Select the **PC source** and route to the "USB Switcher is _____" icon.
- Go to bryant.zoom.us and log into your Zoom account.
- Start your class/meeting in Zoom. If needed start the recording of your class.
- After your Zoom meeting launches you will be able set the **Video and audio settings** within Zoom.
 - In Zoom the "Start/Stop Video" icon will show sources that you may pick as your video for the class.
 - The first "Logitech Brio" source will display the **camera image of the podium** as your video.
 - The second "Logitech Brio" source will display the **camera image of the classroom** as your video.
 - The "Aver USB Camera" source will display the **doc camera** as your video.
 - In Zoom the "Audio/Mute" icon will show sources that you may pick for your audio settings.
 - The "Select a Microphone" section should be set to "Echo Cancelling Speakerphone Ease USB Mixer/Amp."
 - The "Select a Speaker" section should be set to "Crestron Intel R Display Audio."
 - These two settings will allow for the audio from the classroom to be picked up from the mics build into the ceiling so individuals at a distance may hear what is being said and it allows the speakers in the classroom to share the audio of what individuals are speaking at a distance back into the classroom.

Instructions on How to Use Classroom System with Zoom

If Using Laptop

If you are using your laptop please connect the USB cord and HDMI to your laptop, then turn on the Crestron touch panel/route your sources, then access your Zoom meeting. We have found that this order sequence of starting your class results in the smoothest use of the classroom system.

- Connect the USB cable and HDMI cord to your laptop.
- Turn system on via the touch panel located at the classroom podium.
- Select the **Laptop source** and route to the “Assign to projector” icon.
- Select the **Laptop source** and route to the “Assign to Speakers” icon.
- Select the **Laptop source** and route to the “Preview” icon.
 - The Laptop’s image will display on the left monitor screen as a duplicated image of your laptop or an extended display of your laptop. You can select how you would like it to display by pressing the “Windows” key (located between the CTRL and ALT keys on the keyboard) and the letter “P” key. This will display options for you to select. You may choose your preference between “duplicate” or “extended.”
- Select the **Laptop source** and route to the “USB Switcher is _____” icon. (**Yellow Icon**)
- Go to bryant.zoom.us and log into your Zoom account.
- Start your class/meeting in Zoom. (**Press record if your class is not set to auto record.**)
- After your Zoom meeting launches you will be able set the video and audio settings within Zoom.
 - In Zoom the “**Start/Stop Video**” icon will show sources that you may pick as your video for the class.
 - The first “**Logitech Brio**” source will display the **camera image of the podium** as your video.
 - The second “**Logitech Brio**” source will display the **camera image of the classroom** as your video.
 - The “**Aver USB Camera**” source will display the **doc camera** as your video.
 - The “**HP HD Camera**” will use the **webcam build into your laptop** (please note the HP aspect of this name might differ if you are using another brand of laptop, i.e. Lenovo, Toshiba, Dell Ect.)
 - In Zoom the “**Audio/Mute**” icon will show sources that you may pick for your audio settings.
 - The “**Select a Microphone**” section should be set to “**Echo Cancelling Speakerphone Ease USB Mixer/Amp.**”
 - The “**Select a Speaker**” section should be set to “**Crestron Intel R Display Audio.**”

What the Audio Settings Should Be Set to Within Zoom

If Using Laptop or PC



Video Sources within Zoom That May Be Selected

- The First Logitech Brio will display the podium view via Zoom
- The Second Logitech Brio will display the classroom view via Zoom (as shown below)
- AVer USB Camera will display the Doc Cam
- The Web Cam option will only show if you are using a laptop

