Room 230A (PC / Polycom Video Conferencing System – Crestron Touch Panel) - Quick Reference Guide

This Technology Classroom is equipped with a touch-panel control system. All media equipment is controlled by the panel, eliminating the need for multiple remote controls.

Getting Started

Touch the Main Screen to start the system.

*System allows microphone volume control without starting-up system
Select **YES** for system startup

![System Startup Prompt]

Wait for the system to start up

![System Startup Progress]

Please wait while the system turns on...

34 seconds remaining
The system defaults to display the Host (built-in) computer. Select the type of media you want to display by pushing the respective button.

Below is the Main menu:
Log-in to the “Host” computer using your MSU NetID and password.

Below is the “Host” computer menu:

In this example the blackscreen option is turned on
Using a Laptop

1. Connect the VGA monitor cable (attached to the side of the cart) to the video out port of the laptop. Macintosh users may have to use a cable adaptor (user supplied).
2. If desired, attach an Ethernet cable (user supplied) from the laptop computer into the Ethernet connection located on the side of the cart.
3. If desired, connect audio cable (attached to the side of the cart) to the laptop computer.
4. Press the Laptop Computer button on the touch-panel.
5. Turn on your laptop computer.

The computer image should now be visible on the projection screen. If you don’t see your computer image check to make sure that your external video port on your laptop has been activated. In order to activate the external video port you may have to press a set of keyboard keys on your laptop. For example, on all Dell PC laptops you hold down the "FN" and "F8" keys. For Macintosh users, please refer to the documentation that came with your laptop.

Below is the laptop computer menu:
Below is the Document camera screen:

![Document Camera Screen](image)

**DVD Control Screen**

Below is the DVD normal menu:
Below is the DVD advanced menu:

![DVD advanced menu diagram]

**VCR Control Screen**

Below is the VCR menu:

![VCR control screen diagram]
Video Conferencing Control Screen

Below is the Polycom menu:

Cable TV Control Screen

Below is the Cable TV menu:
Auxiliary Control Screen

Below is the Auxiliary menu (to be used with external devices - Camcorder, etc)

After Finishing

Select the System OFF button to turn off the system.
Press **YES** to shut down the system.

Please wait while the system turns off...

**85**

seconds remaining