How to use the "Crestron" Audiovisual Controls in James 301 & 302

Preparation

For laptop presentations: Obtain any necessary cables (VGA or HDMI) and adapters for laptops, or other equipment, from the Secretariat, in room 313.

For videoconferencing: If you're initiating the call, you need the IP address of the codec receiver at the remote site (otherwise they need the IP address of James 301).

For audioconferencing: You need to use an audio/teleconferencing service (e.g. Bell Conferencing, Telus, ...) and you must have the dial-in codes for the meeting. Note that you cannot dial long distance on this system.

Connect your laptop and select Presentation or Videoconference

1) Connect the video cable into your laptop video port and plug the other end into the appropriate wall outlet at either the Front or Back of the room. Then turn ON your laptop.

2) On the **Home** screen of the Crestron panel, select **Presentation** if you're presenting only to the audience in the room; select **Videoconference** if you're presenting to people in other locations on campus or outside McGill.

Presentation

1) On the **Source Select** page, select the source corresponding to your laptop setup (e.g. FRONT HDMI if your laptop is plugged into the HDMI input port at the front of the room).

The display screen will turn on, the shades should lower and the lighting should dim automatically. If different lighting is desired, use the lighting control panel on the wall next to the Crestron.

2) Adjust the **Volume** using the up and down arrow buttons in the lower right corner of the Crestron screen.
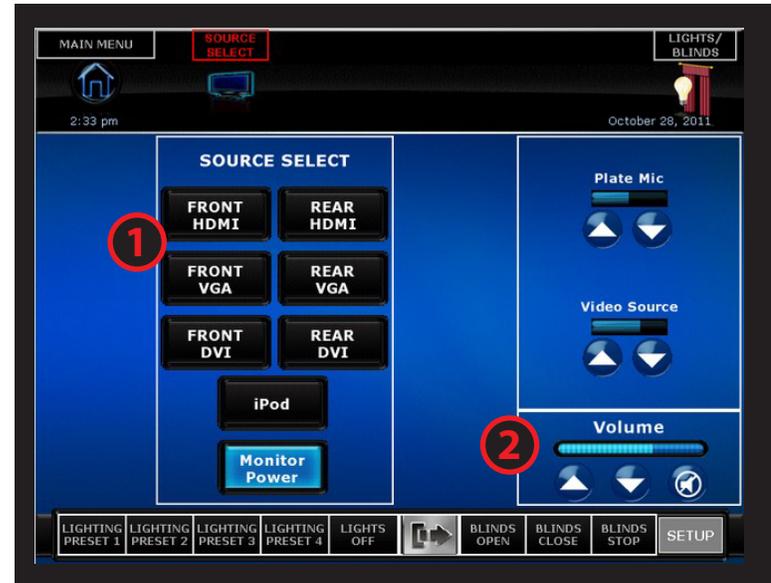
Display Tips:

If you don't see the image from your laptop on the plasma display, try toggling between REAR and FRONT on the Crestron.

Set your laptop display settings to either Duplicate/Mirror or Extend mode
 - on Windows 7 or higher press **Windows+P**; choose the mode
 - on Mac click **Preferences > Displays > Arrangement**; select **Mirror Displays**

For the best image quality on the plasma screen, set your laptop resolution to 1920 X 1080.

Video and audio conferencing

Dial the conference call

1) On the Password screen, dial **1746** and press **Enter**.

2) Select **Make a Call** from the top menu of the screen.

3) On the **Dialing** keypad:
   - Enter the IP address of the site you're calling (e.g. 192.260.150.0), OR
   - Press 9 + the phone number for your conference call
    (e.g. 9 514 333 7810)
    Then press **DIAL**.

4) Use the up/down arrows to adjust the volume.

5) If needed, press **Touch Tones** to enter codes for your videoconference.

6) If you only need audio, press **Monitor Power** to turn the video portion off.

7) When your conference call is finished, press **End Call.**

Adjust the video display

1) Press **Source Select** at the top of the Crestron screen.

2) Select **Rear Camera** to capture the presenter and screen at the front; select **Front Camera** to capture the audience in the room. If you don't want to capture any video, press **Source Off** (last button in the second column).
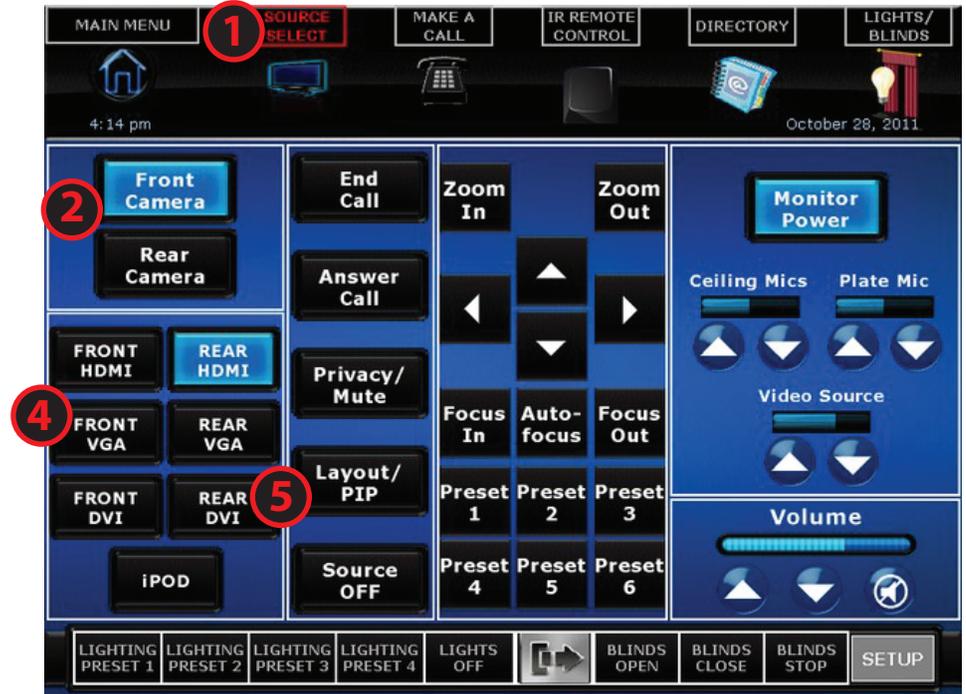
Adjust the lighting

3) Use the lighting controls on the panel next to the Crestron to adjust the levels for room lights and shades.

Set up a presentation on the display screen

4) On the **Source Select** page, select the source corresponding to your laptop setup (e.g. FRONT HDMI if your laptop is plugged into the HDMI input port at the front of the room).

Display Tips: If you don't see the image from your laptop on the plasma display, try toggling between REAR and FRONT on the Crestron. Set your laptop display settings to either Duplicate/Mirror or Extend mode (on Windows 7 or higher press **Windows+P** ; on Mac click **Preferences > Displays > Arrangement**; then select **Mirror Displays**).

5) If you only want to display your presentation, without video from the room, press **"Layout/PIP"** (middle left side) to get rid of the little "picture in picture" box.

6) After your conference call press **End Call** and **Yes** to confirm.

Need help?

If something in the room is not working or you need help, press the **AV Hotline button** on the telephone, located in the cabinet on the wall next to the Crestron panel.

This will connect you to the IT Service Desk for immediate assistance.