



Scan for useful AV instructional videos:



### Getting Started

Press the power button on the Crestron touch screen to turn the A/V system on.

Select Laptop (HDMI/VGA) or PC input button to display your content to the projection system.

Laptop usage requires that you use the following:

- HDMI or VGA
- USB Connectivity
- Internet Connectivity( Wired/wireless)

Select PC or Laptop > HDMI/VGA on the touch screen to give you access to the following USB equipment from either the desktop PC or personal laptop:

- Camera(s) - usb capture HDMI/SDI
- Mic - HDL300
- Document Camera - Hovercam
- USB display - Dell monitor

### Using a Laptop

Before using your laptop, please ensure that the appropriate software and drivers are installed. These can be downloaded from:

<https://ots.iit.edu/streaming-classrooms>

When using you laptop, press the laptop button on the crestron touch screen, select either HDMI or VGA options then attached the appropriate cable to your device.

Plug in the provided USB cable into the USB port of your device. This will give you access to the classroom Mic, Camera(s), Document camera and USB extended display.

### Using the Desktop PC

Turn on the PC and login with your MyIIT credentials. Press the PC button on the the Crestron Touch screen. An image will appear on the projector screen before the monitor. That is normal. Click the mouse a couple time to ensue the PC wakes up or press the Power button on the PC to turn it on.

#### Testing the equipment

All testing can be done from your preferred video conferencing site (Blackboard, google, Zoom,etc) or locally on the computer.

Testing the camera locally- open your preferred camera application, select **USB Capture HDMI/SDI**

Testing the mic locally - open your sound settings, select **HDL300**. The led on the mic should turn Blue. observer speech feedback.

Testing Document camera locally - open the Flex11 software, you should see the image from the document camera within this application

### Using Document camera

To share the document camera with remote students, you must open the Hovercam Flex 11 software. Once the document camera is visible within the application, go to your preferred video conferencing site (Blackboard, google, Zoom,etc), select share application or screen. Select the Flex11 software or the window it is visible in.

#### Camera Control

Camera(s) can be controlled from the Crestron touch screen. There are four presets and a manual control button available to you. Pressing the manual control button allows you to move the camera up, down, left, right and zoom. Select camera 1 or 2 in order to control the appropriate camera from the touch screen.

### Please Note:

- The camera does not follow your movement automatically. You will need to adjust the camera view as needed.
- Students viewing a synchronous class will have a different viewing experience when viewing the class asynchronously.
- Viewing asynchronously with Panopto will provide the student with more viewing options. Camera(s), content to the projector and all speech will be automatically recorded and stored in Panopto. These are found under [Class Recordings| Panopto](#) in Blackboard
- Please also use your preferred video conferencing site (Blackboard, google, Zoom, etc) to record as well as a backup option.
- Please engage with remote students to ensure that audio and video is working.