



Lobby A and B Crestron Instructions

Each Lobby has one Crestron Touch panel which is located in the side walls of each room. Either one can be used to control the room. The Lobby has the following functions:

- Video conference calls
- Overhead projector

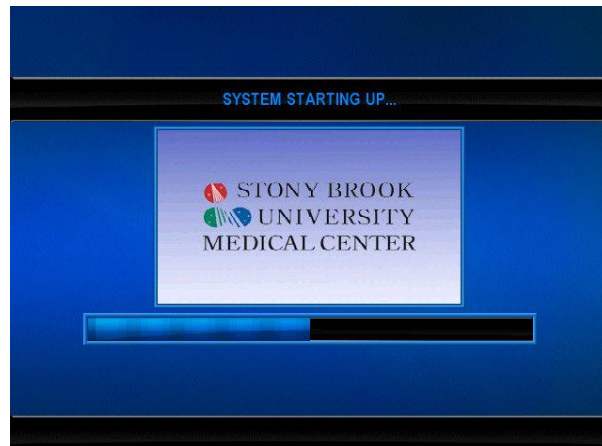


The screen above is the Home screen

Startup

If the Crestron panel is **not** illuminated it is either in sleep mode or it is not powered up.

- Touch the screen once to activate the panel. The following screen appears.
- Touch the screen again to Start the system



You will be presented with the following options:

1. Menu Controls
2. Presentation Controls
3. Camera Control
4. Call
5. Hangup
6. Privacy Mute
7. Home Screen



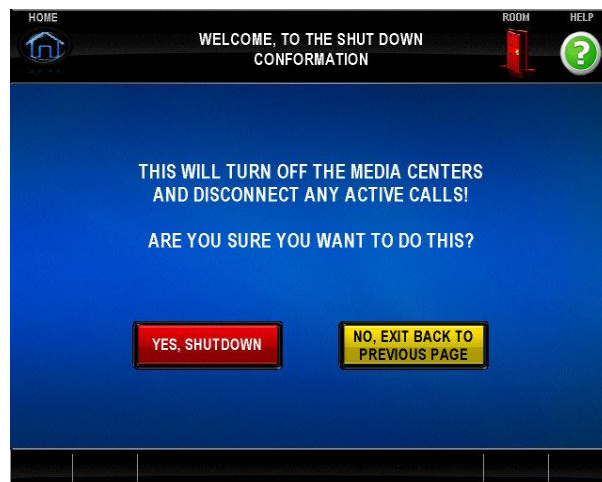


Shutdown

- Press the Shutdown button located in the upper right corner or Press the Power button

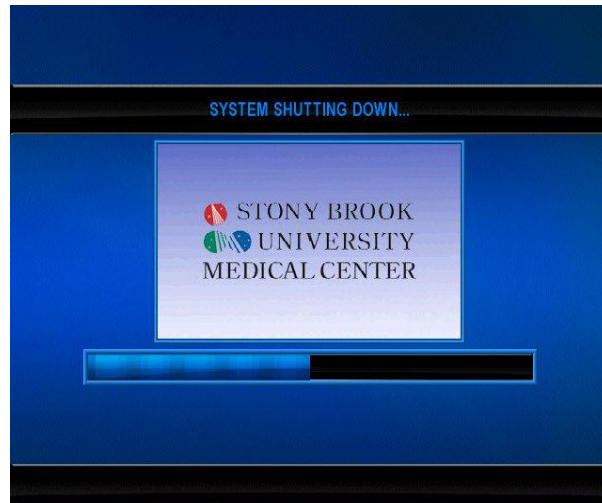


The following screen will appear confirming that you want to shut down the media center



- Press Yes, Shutdown to shut down
- Press No to Exit back to previous page

Press Yes, Shutdown and the following screen will appear indicating the media center is shutting down. It takes approximately 30 seconds for the system to shut down.



Presentation and Pushing Content

You can directly connect your laptop to the video cable or use the dedicated PC in the room. Laptop cable is located under the counter top.

- Press the Presentation button.
- Press Local PC/Laptop, your PC should appear on the Right monitor
Content will be sent to far side endpoint only if you are in a video call



- To exit out of Presentation mode touch Camera 1

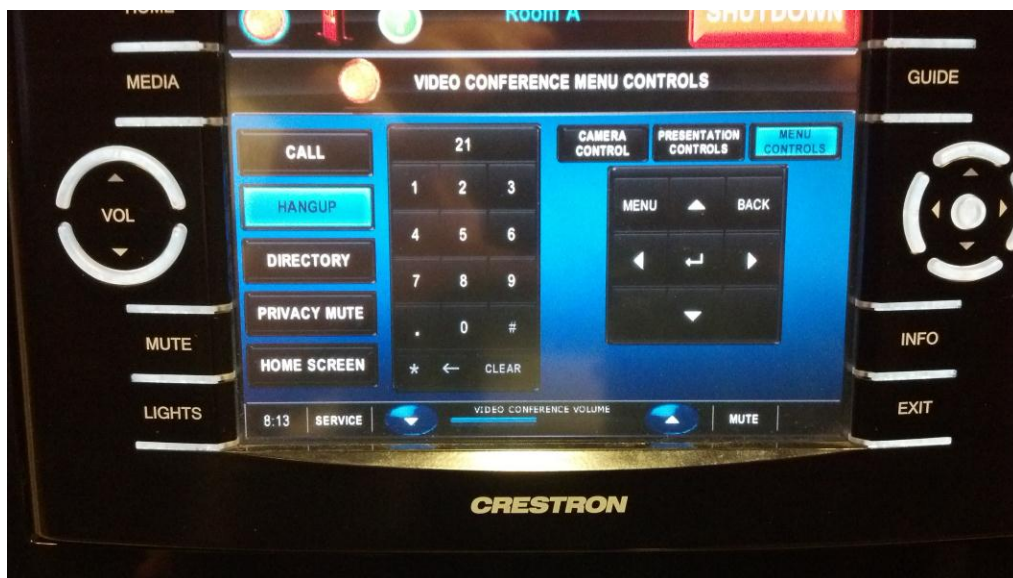
Note: Ideal PC screen resolution is 1024 x 768. Some PC requires you to also press Shift F10 to push your screen to the main screen.

Note: If PC does not appear on screen, please check that the cable under the counter is attached to the video port. This is the same cable you will use to attach to your laptop

Placing, Answering & Ending Calls

Place a call to a remote site

- Press Menu Controls button.



- Press the Clear button
- Type in the IP address of the remote unit (e.g. 129.49.142.52)
- Press the Call button



Answer an Incoming Video Call

- Press the Menu Control



- Press Answer Call on the Crestron Touch panel or Use the arrows to select Answer Call or Reject Call





Hang Up a Call

- Press Hangup

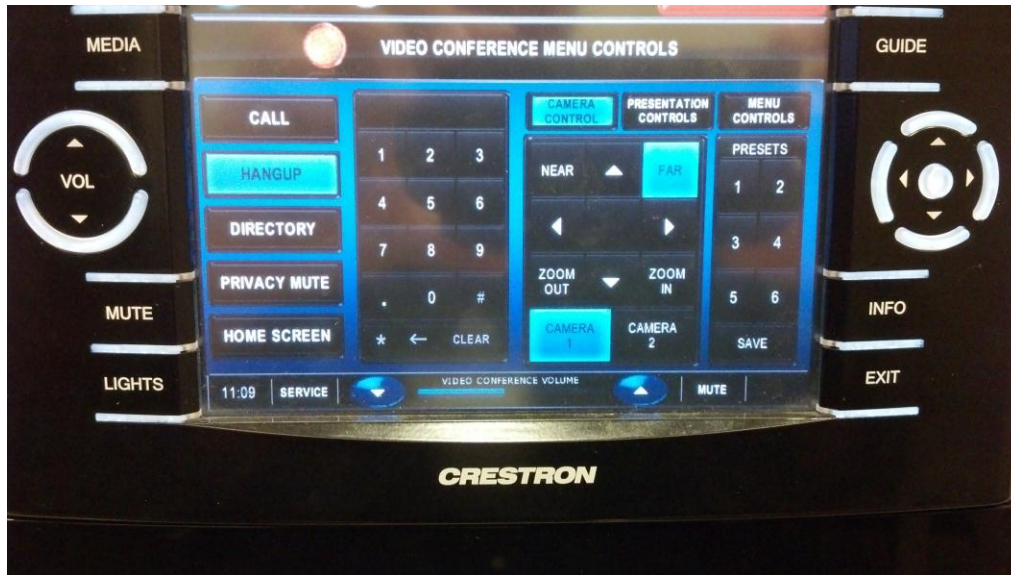


This will disconnect your video call



Controlling the Near and Far End Cameras

- Press Camera Control



- Press the Near or Far button on the Touch panel
- Use the arrows on the Touch panel to move the camera up/down and left/right
- The Zoom In/Out button will zoom the image as desired
- Select which camera you want to use, press Camera 1 (Front), or 2 (Side)

Volume & Mute Control for Video Calls

- Use the Up/Down arrows to adjust the video conference volume



- Press Mute if you DO NOT want to hear the far side
- Press Privacy Mute if you DO NOT want the far side to hear you (Local)
- To Mute both side Press Privacy Mute and Mute
- To unmute, press the Privacy Mute and/or Mute button on the Touch panel

