![Creighton University – Division of Information Technology logo]
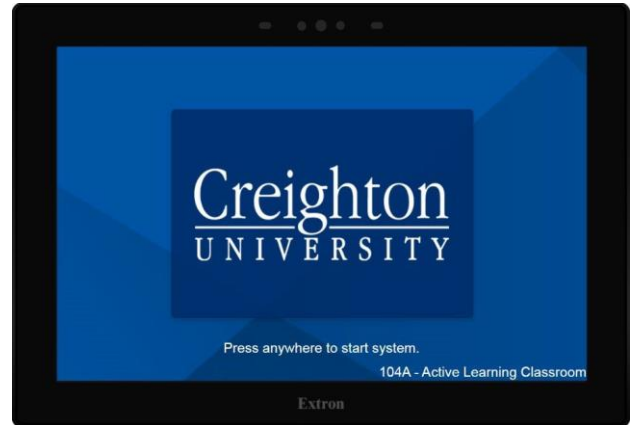
Classroom Technology Instructions - Werner

*Note: The user interface may vary slightly from room to room.

1. To begin a classroom session:
   Press anywhere on the touch-panel to power the system on. The projector may take up to two minutes to power on.


2. Select a display along the top (**Front Projector, Student Displays**, etc.) and select your source by pressing the drop-down menu and selecting an input. The source will then appear on the selected display(s). The default source is **PC**.
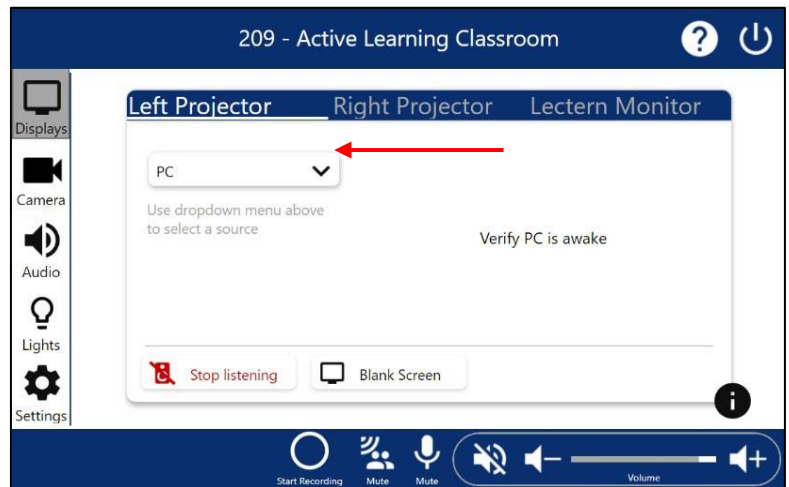

3. **Laptop** refers to a Solstice Pod for connecting a personal device. Please refer to Solstice Instructions for further instructions on the Solstice Pod.


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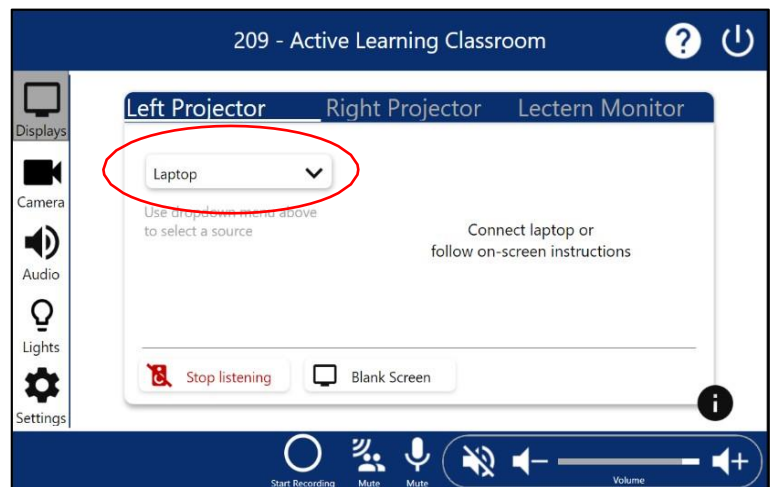
1. The volume slider located on the bottom right, controls the volume of the room. (Use plus and minus icons to raise and lower room volume.) Audio and mics may also be muted and unmuted by pressing the various mute icons.
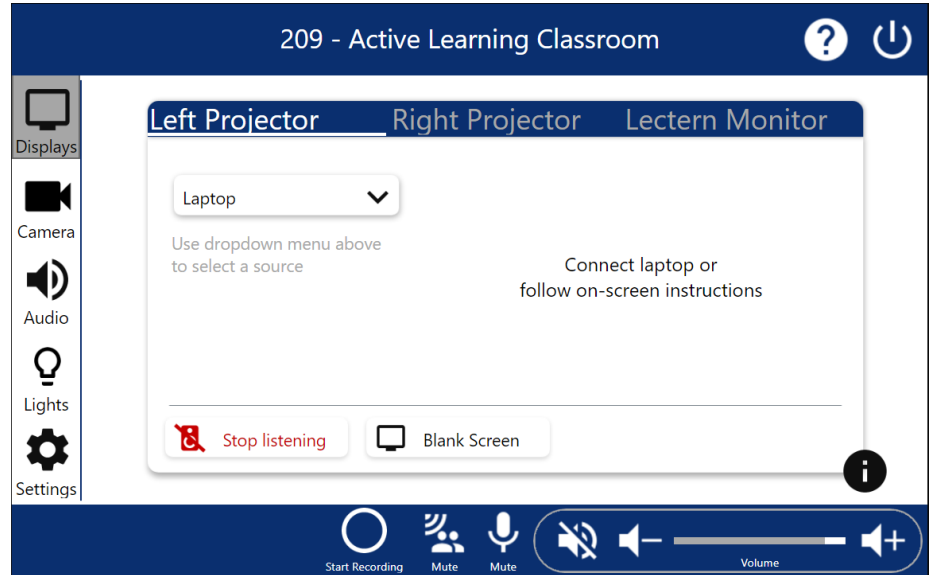
2. The **Start Listening** button is going to be the button that will need to be active for the classroom to hear videos from the PC or a laptop that you have plugged into HDMI. In the first example below, it is currently not selected, to select it simply tap the button and it will change colors indicating that it is now listening, see example 2. The red text **Stop Listening** is showing that the room speakers are now going to play audio from the device connected.
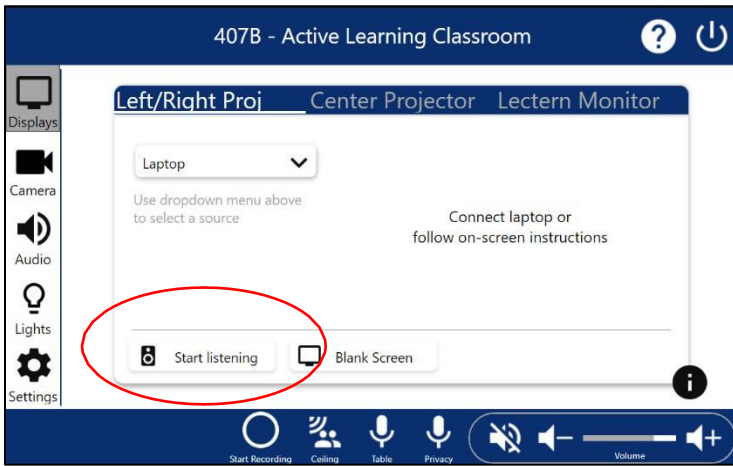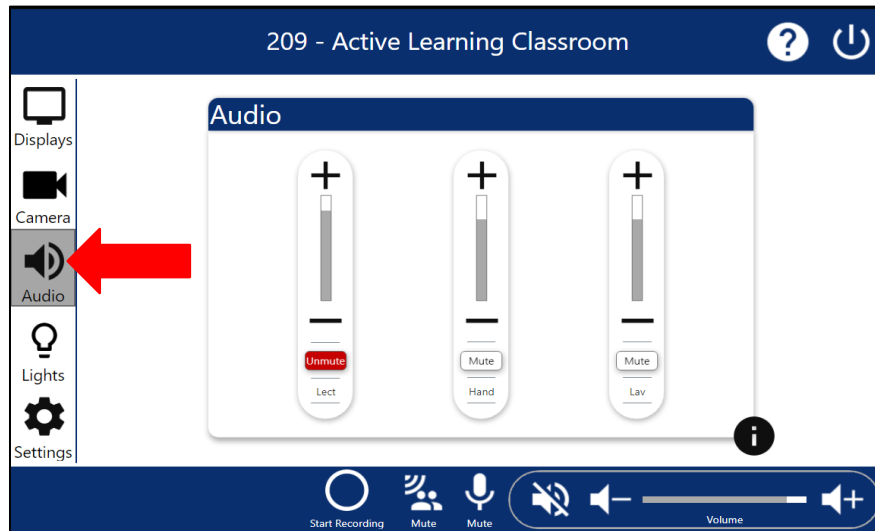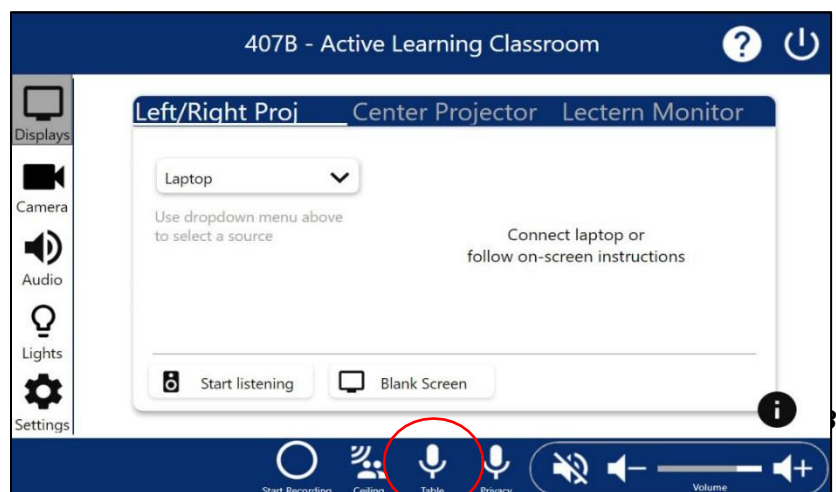

Example 1
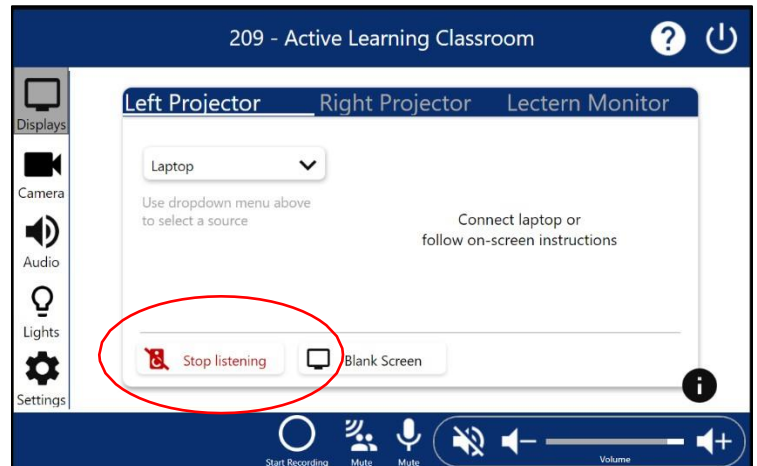
Example 2

3. Access the microphone controls by selecting the **Audio** page on the left. This will open a microphone control page.

1. The handheld, lavaliere, and lectern microphone levels may be raised, lowered, or muted completely. The microphone levels are an additional control of the overall room volume to allow for more granular control of mic levels in the room. These sliders can be used to boost or cut the mic levels independent of the overall room volume. This example lists three microphones in this classroom and shows that the lectern microphone is muted.
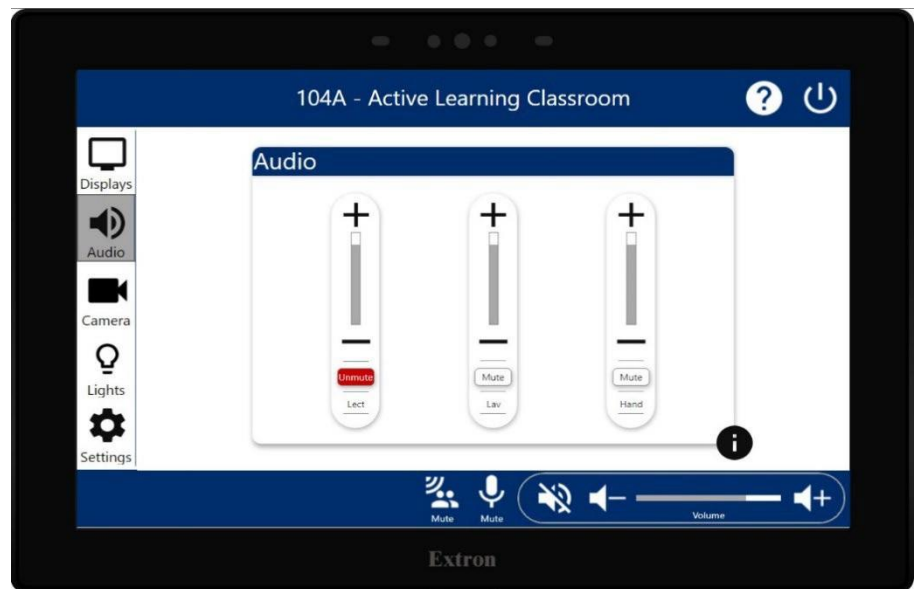

2. In some of the rooms you may also see a **Table** microphone option (i.e., puck mics), this will mute and unmute the tabletop mini microphones that are in the room for use.

1. Room cameras may be adjusted by pressing **Camera**. This will open a camera control page.

2. The camera can be adjusted to the proper position using the **pan**, **tilt**, and **zoom** controls. Tracking is the set default and can be turned off from this screen. Four presets may also be saved if needed. Press and hold a preset until it blinks to lock it in.
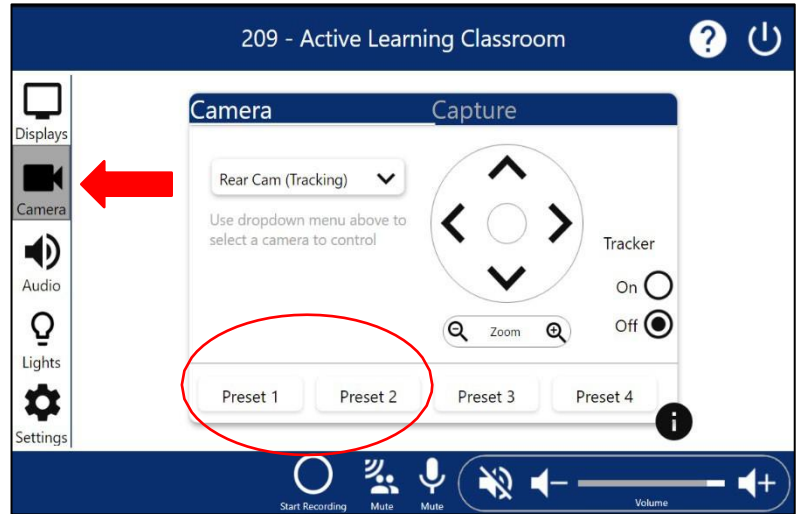

3. The **Capture** tab is where you can change the source that you want to record during your lecture. For instance, if you are wanting to record your laptop, you would need to click the **camera tab > capture > secondary camera** and chose a device.
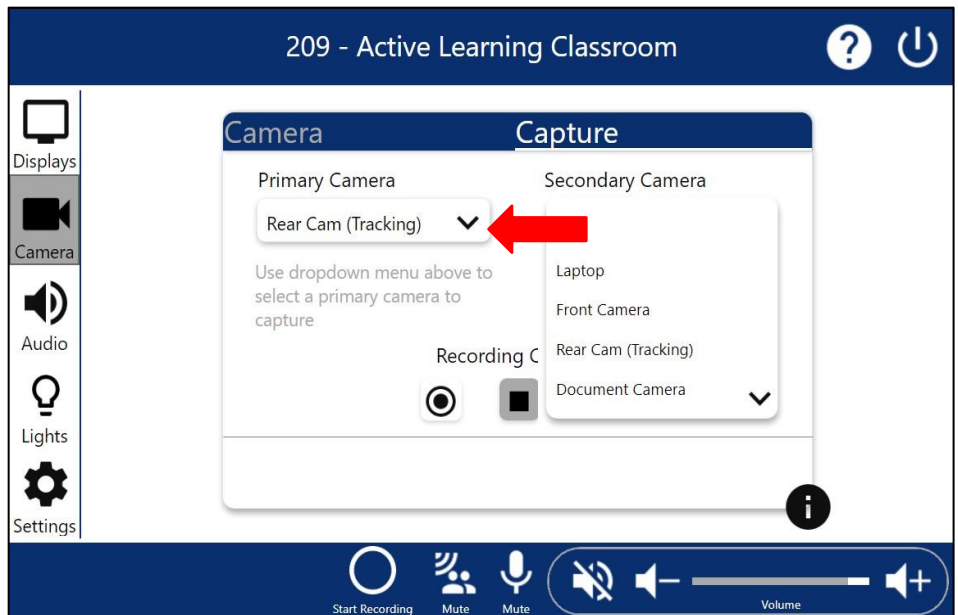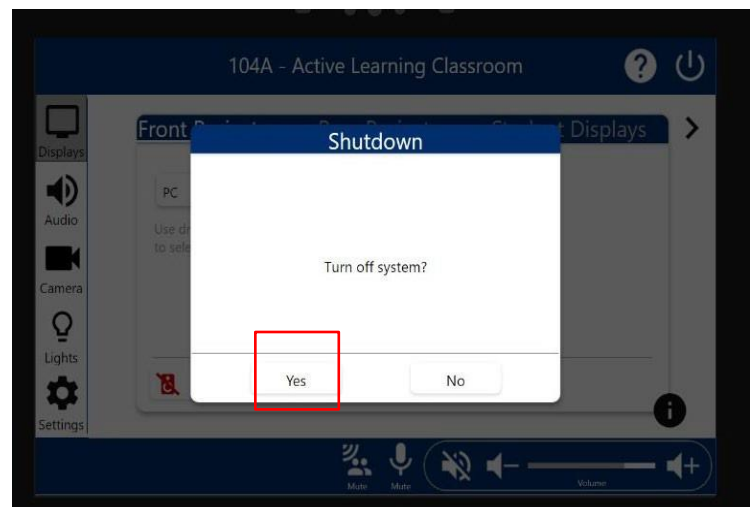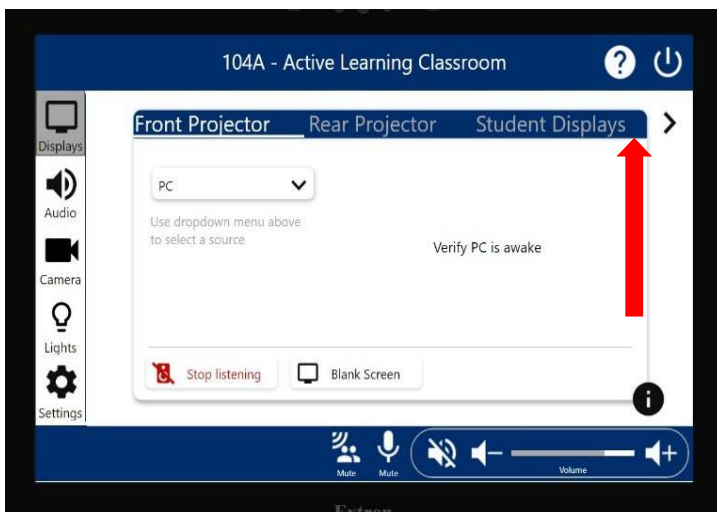
1. The **Lights** page will control the room lighting and shades. This page may be used to turn room lights on or off and to raise or lower room shades.
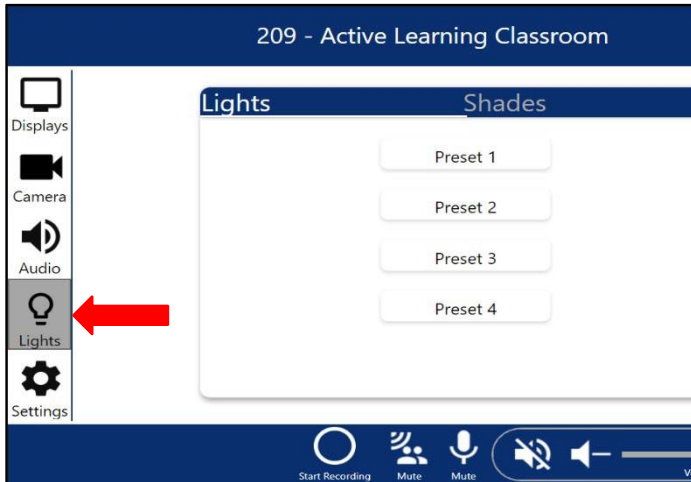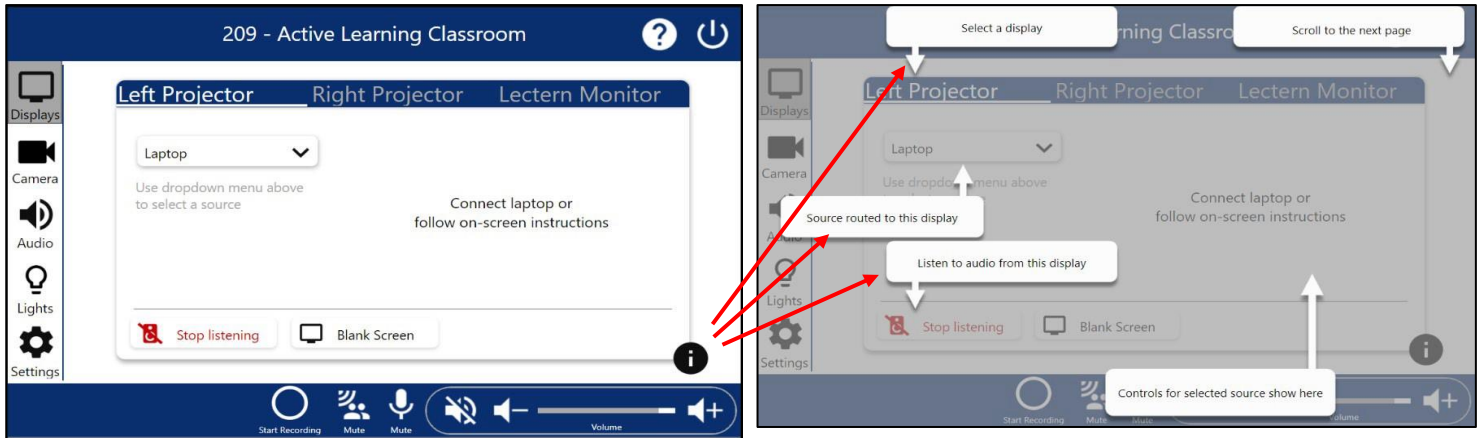
1. Pressing the **System Off** button will produce a confirmation page. Press **Yes** to power the system off or **No** to continue using the system.
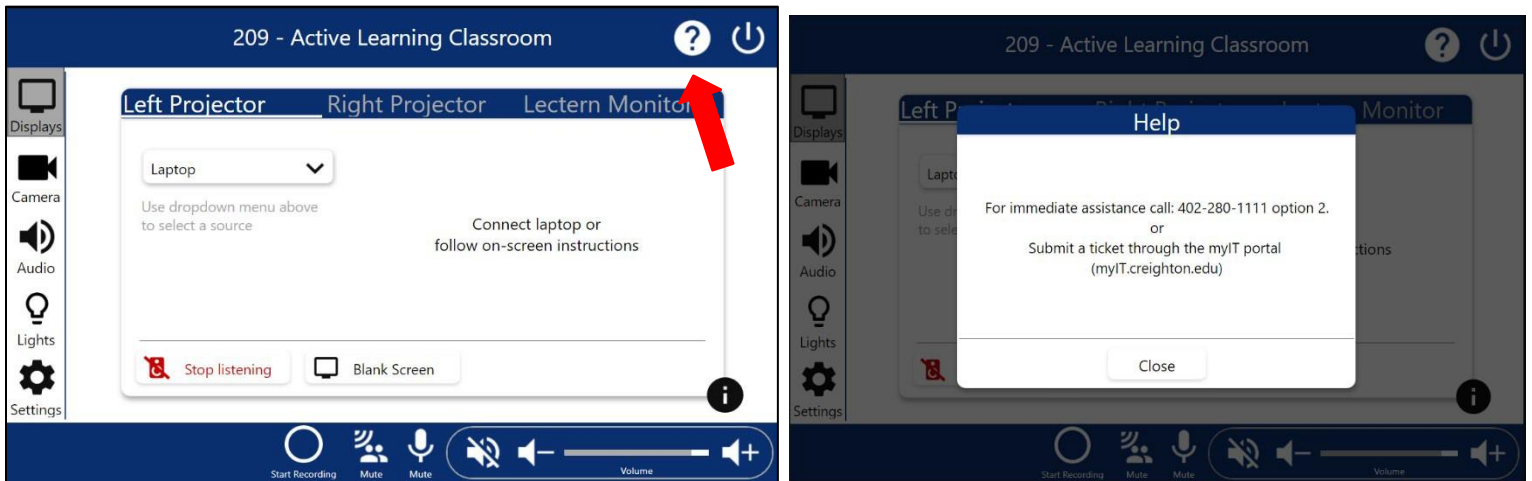
1. In the screenshots below, the **I** or the **Information button** when clicked will display on the screen what things will do when pressed and show how to navigate the system a little easier.

2. Pressing **Help** will open a popup screen with contact information for further assistance. Press **Close** to return to the main menu.

Connecting a Personal Device

A laptop or other personal device may be connected to the system. To do this, select the **Laptop** (refer to step 3) source on the **Display** page. Locate the HDMI cable with adapters located on the lectern. The adapter used will vary depending on your device.

This example uses the USB-C type adapter. If the basic HDMI is needed, move the adapter.