



St. Jerome's University Classroom AV Support

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Using the PC in the Podium

1. Start at the Home screen (as shown below – if you are not at this screen press the Home button until you see a screen similar to below).



2. Press the Room PC Presentation button. When you press this button, it will perform multiple tasks: turn on the projector(s), put the screen(s) down if needed, select the podium's PC, turn on audio, and unmute the microphones if available.
3. Press a key on the keyboard or move the mouse to ensure that the podium PC is awake.
4. Start the lecture.

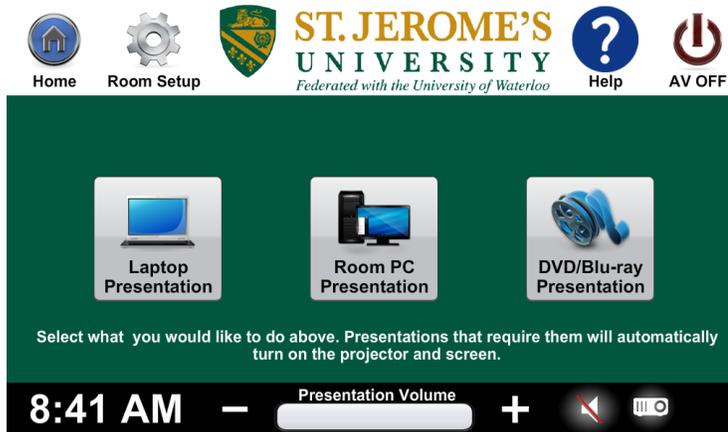
Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You **DO NOT** need to turn the computer off.

Using your laptop

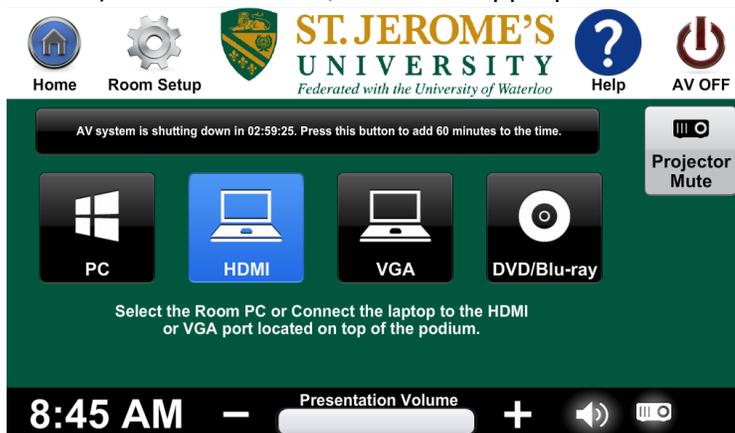
1. Connect your laptop to the system via the supplied cables (hanging from the side of the podium). There are both HDMI and VGA with Audio connections available.
 - a. For HDMI, connect the cable to the laptop. This will send both video and audio to the system for presentations.
 - b. For VGA connections, connect the VGA cable and the audio cable to your laptop to get both audio and video through the system.



2. Start at the Home screen (as shown below – if you are not at this screen press the Home button until you see a screen similar to below).



3. Press the Laptop Presentation button. When you press this button, it will perform multiple tasks: turn on the projector(s), put the screen(s) down if needed, select the laptop, turn on audio, and unmute the microphones if available.
4. The system should automatically switch to whichever input you have connected (HDMI or VGA) but if it does not, select the appropriate connection as needed.



5. Start the lecture.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

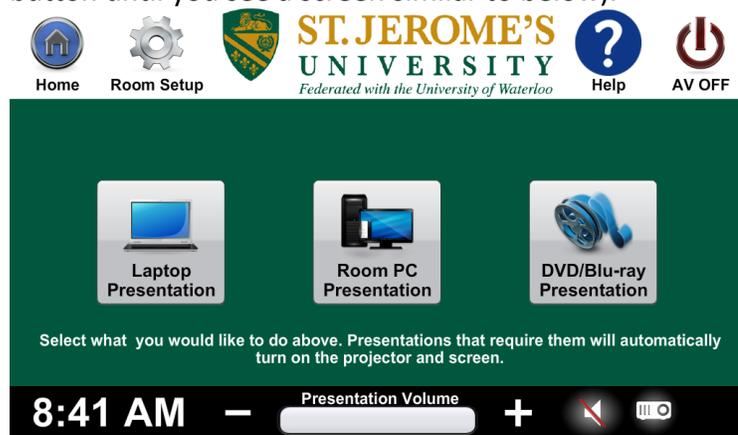
Playing a DVD

There are multiple options to play DVDs:

- A. Using the DVD/Blu-ray in the podiums
- B. Using the pre-wired DVD drive in all podium
- C. With a laptop. *if equip
- D. DVD/VHS combo player available for loan from the library
- E. External DVD-ROM drive available for loan from the library.

A. USING THE DVD/BLU-RAY PLAYER IN THE PODIUM

- a) Start at the Home screen (as shown below – if you are not at this screen press the Home button until you see a screen similar to below).



- b) Press the DVD/Blu-ray Presentation button. When you press this button, it will perform multiple tasks: turn on the projector(s), put the screen(s) down if needed, select the DVD/Blu-Ray Player, turn on audio, and unmute the microphones if available.
- c) If you are not seeing the players home menu press the eject button to turn the player on and open the tray.
- d) Load your DVD/Blu-ray into the tray (located on the left side of the podium).
- e) Close the tray with the eject button and the disc will load.
- f) Navigate the disc using the controls on the touch panel as required.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

B. USING THE PRE-WIRED DVD DRIVE IN THE PODIUM:



- a. Each podium has a DVD-ROM drive built into the podiums located near the touch-panels.
- b. Press the gray button to open the drive.
- c. Insert your DVD or CD into the drive.



- d. Insert DVD into the drive with the label facing up. Make sure the DVD snaps into place.
- e. Close the DVD tray.
- f. The PC should read the DVD and provide a prompt asking what you want to do.
- g. If you do not get a prompt, the DVD may have been read but the prompt may not have shown. To check for the DVD, open Windows explorer (pinned to the bottom bar). Locate the DVD under "This PC" and then double click on the DVD to starting playing.



- C. IF USING YOUR LAPTOP, FOLLOW THE INSTRUCTIONS ON YOUR LAPTOP TO PLAY THE DVD.
- D. IF USING THE DVD/VHS PLAYER FROM THE LIBRARY, FOLLOW THE INSTRUCTIONS FOR USING A LAPTOP WITH AN HDMI CONNECTION TO PLAY THE DVD.
- E. IF USING THE EXTERNAL DVD-ROM DRIVE FROM THE LIBRARY, FOLLOW THE INSTRUCTIONS TO CONNECT VIA USB.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

Playing Music

1. To play music through the system, you can insert a CD into the pre-wired DVD drive in the podium PC or connect a music player to the VGA audio connection.
2. From the Home screen, press the connection type you will be using.
3. If you do not want the projector on or the screen down during this time, go to Room Setup and turn the projector off and put the screen up.

Connecting USB Device

1. Each podium has multiple USB ports available for use. In SJ1, these ports are located to the left of the monitor. In SJ2, these ports are located to the right of the monitor.
2. Insert your USB device into one of these ports.
3. The podium PC should detect the USB device and configure it as needed. *Note: This can take a little bit of time to complete.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

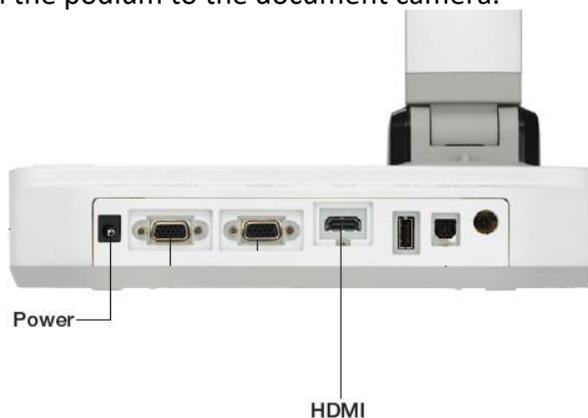
Using Document Camera

*A document camera is connected in SJ2-1004 which is in the drawer on the right hand side.



*For all classrooms excluding SJ2-1004, a document camera is available for loan from the library, which can be used in all classrooms.

1. For all classrooms excluding SJ2-1004, connect the power and the laptop HDMI connection from the podium to the document camera.



2. Turn on the document camera via the power button on the unit.

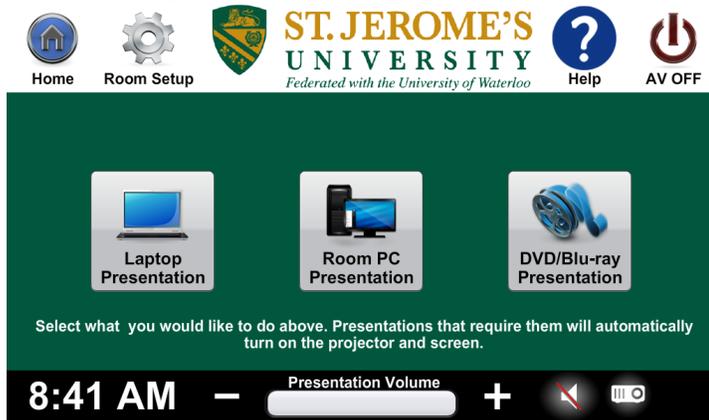


3. Follow the instructions for laptop usage to display the document camera on the system.

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Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

4. Start at the Home screen (as shown below – if you are not at this screen press the Home button until you see a screen similar to below).



5. Press the Laptop Presentation button. When you press this button, it will perform multiple tasks: turn on the projector(s), put the screen(s) down if needed, select the laptop, turn on audio, and unmute the microphones if available.
6. The system should automatically switch to the HDMI input but if it does not, select the HDMI connection.



7. Start the lecture.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

Microphones in Classrooms

*Classrooms in SJ1 do not have microphones.

*All classrooms in SJ2 have podium microphones. SJ2-1002, SJ2-1004, and SJ2-2002 also have wireless microphones.

*If you are using the podium PC or your laptop, follow the instructions for that usage first as this will turn on any available microphones.

Using the microphones:

1. On the bottom of the touch panel display, you will see a black bar with the presentation volume level, a speaker icon, and a microphone icon (if the room is equipped with microphones).



2. If the presentation volume and microphones are muted, you will see the icons with a red line through them. Turn on both the presentation volume and the microphones by pressing the icons.
3. Press the Room Setup button on the touch panel to view the controls for the individual microphones.



4. Check the microphone icon to ensure it is not muted. If it is muted, there will be a line through the icon -- press the icon for the desired microphone to unmute it.
5. Adjust the volume for the desired microphone as required using the plus and minus icons.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

SJ1-2011 Collaborative Classroom

*This room can also be used as a standard classroom. To do so, follow the instructions for your desired usage.

*For collaborative work in which groups can connect their laptops, tablets, or phones to the system and share their screen on the TVs, follow the instructions below.

1. Start at the Home screen (as shown below – if you are not at this screen press the Home button until you see a screen similar to below).
2. Select the Collaborate mode to get started. This will turn on all the TVs and projectors, enable audio on the system, select the podium PC, and allow for five separate displays to be used in the room.
3. Once the TVs are on, you should see a display similar to below which will give instructions for getting started with a connection. NOTE: You must be on Eduroam to make a connection.

ST. JEROME'S UNIVERSITY



Welcome to St. Jerome's University SJ1-2011

Join a group

- 1 Connect to EDUROAM
- 2 Launch the VIA application

First time in SJ1-2011

- 1 Connect to EDUROAM
- 2 Enter the "Room Name" into your internet Browser

Look for the VIA app:



Room Name: 172.25.52.XX

Room Code: XXXX



4. When connecting from a computer on Eduroam you can go to the address showing as Room Name in any web browser and then follow the instructions.

OR

When connecting from a mobile device such as a smartphone or tablet, you can install the application from the appropriate application store (Google play, Apple App store, etc.) and then scan the QRcode or enter the room name and room code as shown above.

5. After you have connected, use the application or web interface as desired.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

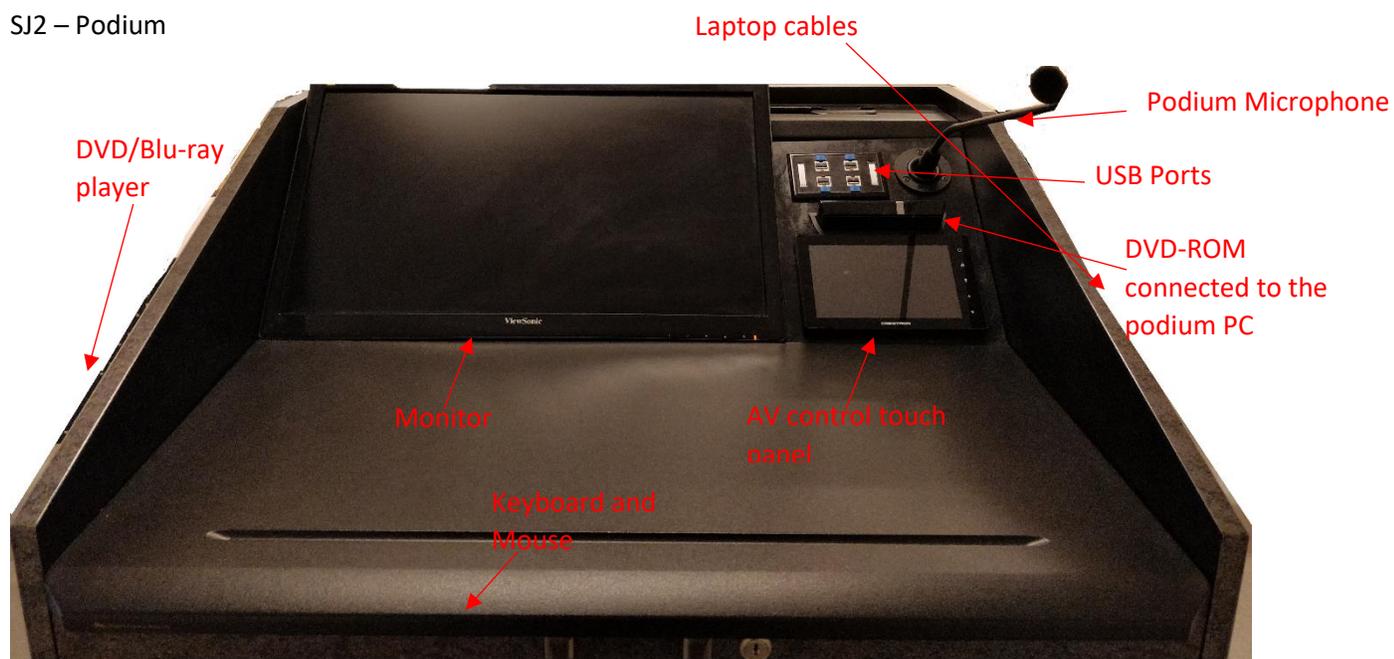
Getting to Know the Podiums

There are two different types of podiums used at St. Jerome's University and they are different by building. Below you will find the podium layouts for SJ1 and SJ2 classrooms.

SJ1 - Podium



SJ2 – Podium



Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

Troubleshooting Guide

*For the quickest response for help, please call extension 28260 or 28286. If we are unable to answer your call, please leave a message and we will be paged and return your call ASAP.

- a. **No Audio:** If you do not have audio on the system after following the instructions in this guide there could be several reasons you are not getting audio:
 - First, check that the audio on the PC or your laptop is not muted.
 - If you are using your laptop, make sure that the output is going through the HDMI connection: the output can be found on Windows machines by right clicking on the speaker icon and then selecting playback devices. You should see a Crestron device listed; ensure that it is selected as the default player. For Apple laptops, the audio output can be found in System Preferences -> Sound, then the output tab, and select the HDMI connection, which may also say Crestron depending on your version.
 - If the podium PC is showing a red X on the speaker icon in the system, try pressing CTRL+SHIFT+WIN+B. This will force a refresh on the video and audio and the red X should disappear.
 - If you are still having problems, please call.
- b. **No Video:** If the video is not showing on the projector(s) but is showing on the podium or vice versa, try pressing the Windows Key + P. This will show a project window on the right hand side of the display with options of PC screen only, duplicate, extend, and second screen only. Click on the duplicate selection and you should see the display on the projector(s) and the podium. If you still do not see the display, please call.
- c. **One Projector not Working [for dual projector classrooms]:** If one of the projectors is not showing the display but the other is, the projector may not be selected for showing the same display. Follow the instructions for starting a presentation using the podium PC or laptop, as needed. If this still does not resolve the issue, please call for support.
- d. **DVD Player not Working:** If you have followed the instructions for playing a DVD and are still having problems, there could be a problem with the DVD. If you remove the DVD and view the bottom part of the disk from multiple angles, you will likely see smudges and/or scratches on the disk. Using a microfibre cloth, clean the disk as best as possible using straight smooth motions from the centre out. Try the disk again. If the disk is still not working, you can bring the disk to IT to be cleaned. *Note: This process can take some time and cannot be done during a class.
- e. **Computer not Working:** If you are having a problem with the computer, restart the computer to see if that resolves the issue. Click on the start button in the bottom left corner, select the power button, then select restart. If you are not able to get to that point, please call for support.
- f. **Hardware Issues:** If you are experiencing any issues with the hardware such as the computer, keyboard, mouse, touch panel, etc. not working, please call for assistance.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.

- g. SJ1-2011 Collaboration Issues: If you are experiencing issues with the TV's not displaying a black screen or not displaying the wireless connection instructions for usage in collaboration mode. First, Press the Home button on the touch screen to return to the Home screen and then press the "Collaborate Mode". If that does not resolve the issue try pressing the "Split into Groups" button twice, this will turn the TV's to the PC or Laptop display whichever is connected then back to the collaboration displays. If this still does not work, go to room setup and there is a button labeled "KarmerX Reboot" where the X is the TV number for each display. If you press and hold the individual buttons for approximately 5 seconds a label will show that states "Device Restarting Now!" and you can release the button and the device at that TV will restart. If this still does not resolve the issue, please call for support.

Note: *When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.*

Additional Devices/Accessories for Classroom Use

The library has a number of devices and accessories available for loan for use in the classrooms and more items are being added regularly. These items include:

- A Windows laptop with an HDMI and VGA connection.
- A DVD/VHS player, which can be used like an HDMI laptop connection in the classrooms.
- A document camera, which can also be used like a laptop connection.
- Video adapters including Thunderbolt to HDMI and Thunderbolt to VGA.
- A webcam, which can be connected to the USB ports in the podium for video conferencing. *Note: If you are using a video conference which requires software installed, please contact IT prior to usage so the software can be installed and/or verified on the system first.
- An external DVD-ROM drive, which can be connected via USB.
- A presentation remote, which will allow you to control your presentation via a remote instead of using the keyboard at the podium if desired. *Note: These remotes do not work with all presentation software so please test before the lecture.

Note: When you are finished in the classroom, please press the shutdown/AV off button and confirm to shut the system down. This will turn the projector(s), off put the screens up, and mute the system. You DO NOT need to turn the computer off.