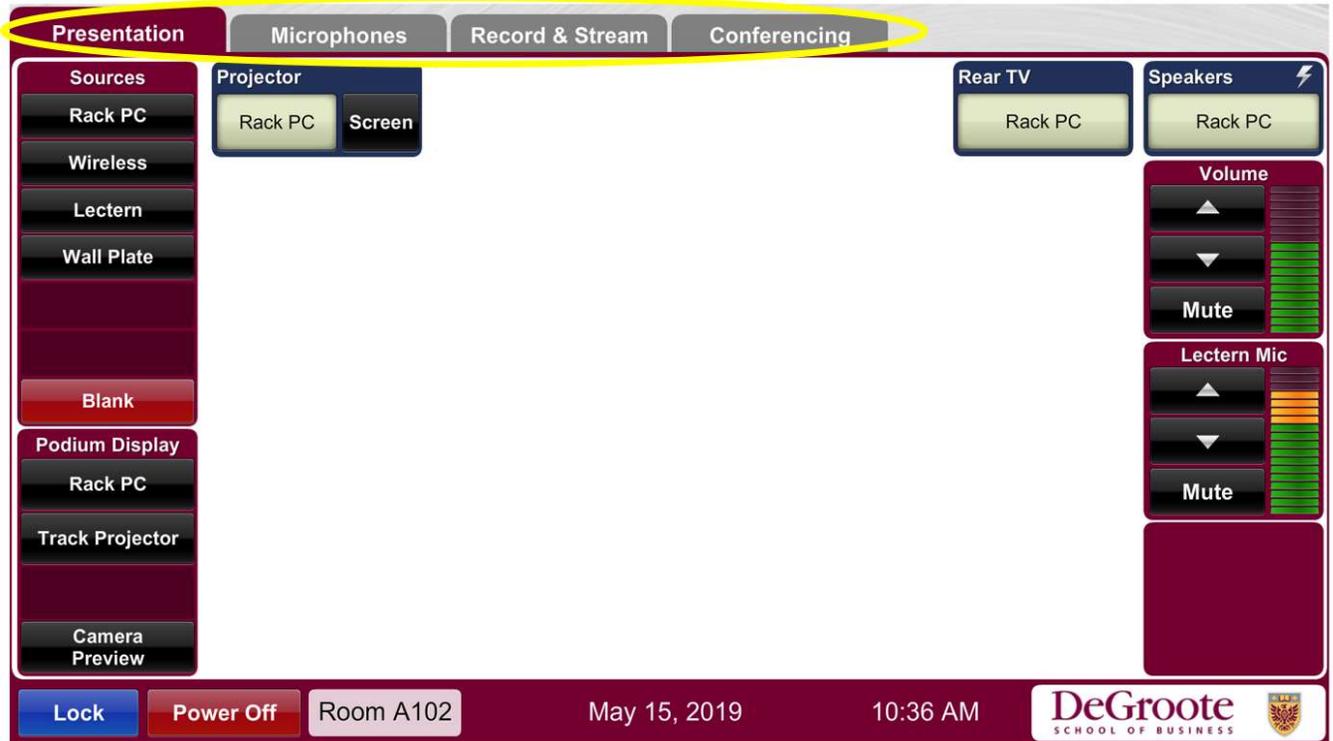


Crestron A/V Guide

This guide will be covering how to log in to and out of the Crestron A/V equipment. It also covers how to navigate to and use the 4 tabs that can be found at the top of the screen after logging in. They are the **Presentation**, **Microphones**, **Record & Stream**, and **Conferencing** tabs.

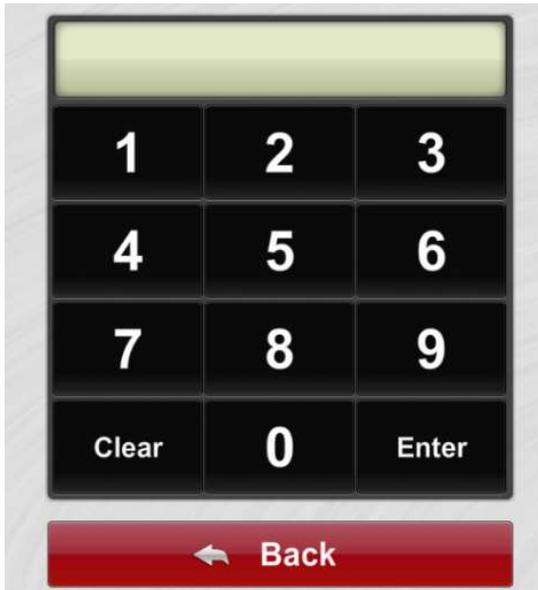


Logging In

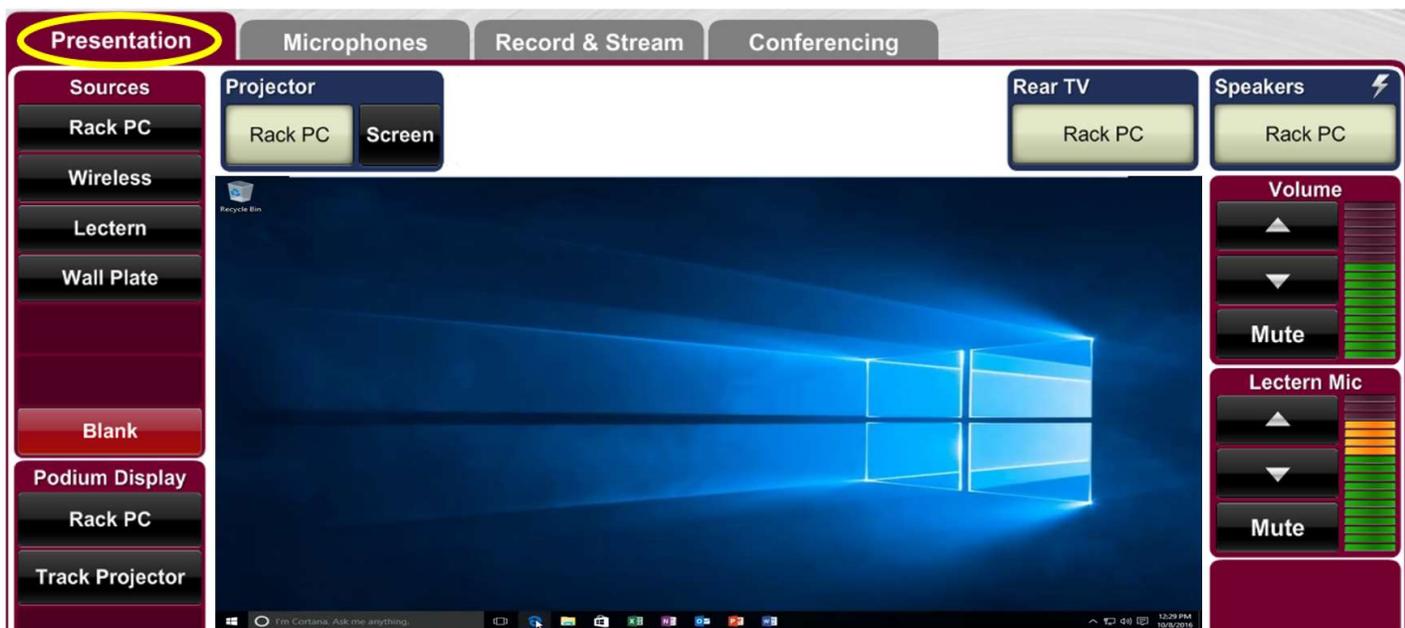
1. On the screen you should see a keypad (if the display is off tap on the screen to wake it up). The code to login will depend on whether you are on the main campus or at the RJC.

Campus – 5312

RJC – 2341

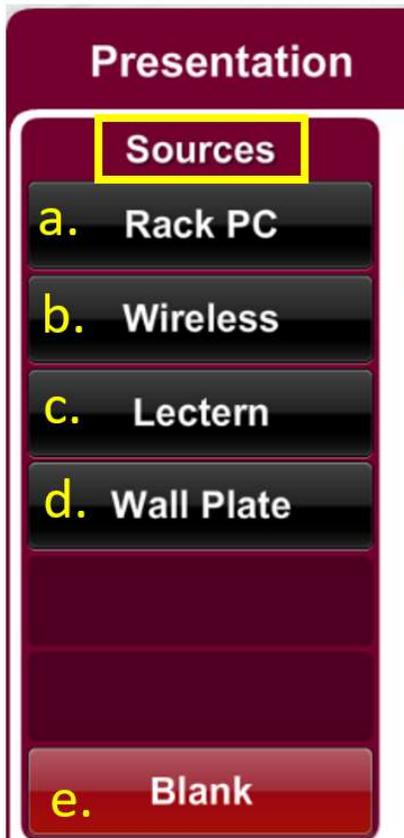


2. After entering in the passcode you should then see the following screen and be in the presentation tab. If you wish to full screen the PC in the middle, simply tap on it



Presentation

1. In the presentation tab you are given a few options to help with your presentation. To start off on the left you have your sources which is what will be displayed.



- a. The **Rack PC** will display what is currently on the podium PC
- b. The **wireless** will display what the ClickShare button is connected to

3 easy steps



- 1 **Insert:** Insert a Button into your laptop
- 2 **Connect:** Browse to the ClickShare USB drive and start the ClickShare application
- 3 **Share:** Click the Button to share your content with other meeting participants



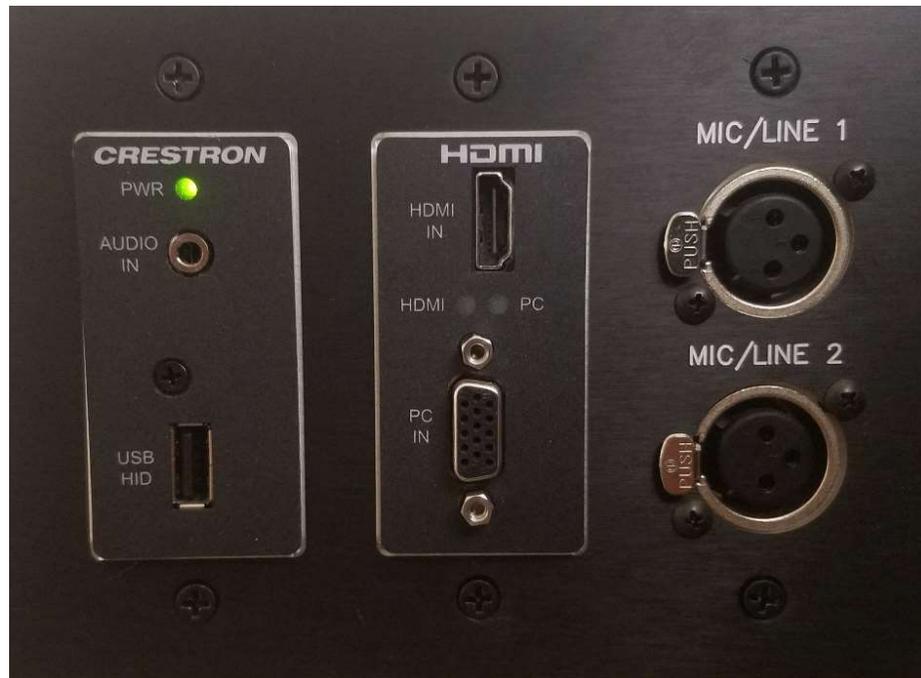
For mobile devices download the ClickShare Presenter app



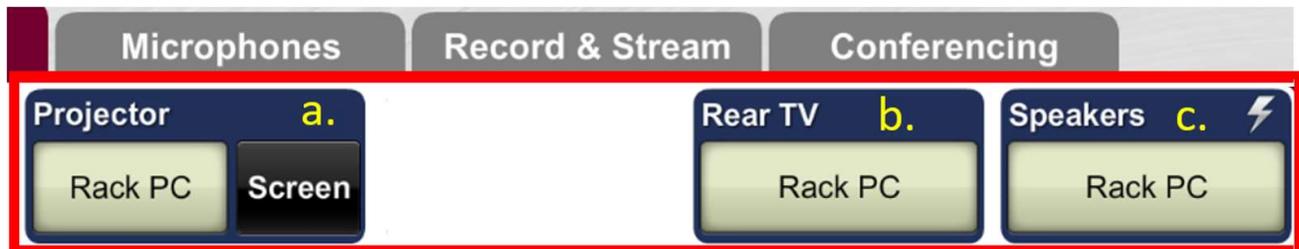
- c. The **lectern** will display what is currently connected to the lectern ports



- d. The **wall plate** refers to the inputs that can be found on the classroom wall



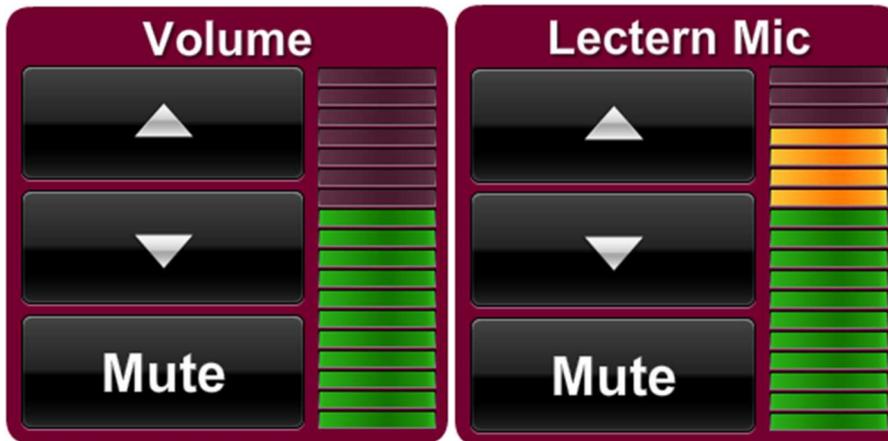
- e. The **blank** option allows you to not display anything
2. At the top you have what your sources can display to



- a. The projector refers to the projector that points towards the front of the classroom.
 - b. The Rear TV refers to the TV that can be found at the back of the classroom
 - c. The speakers refer to the classroom speakers, if selected your source will have the audio come out of the speakers
3. When you are ready to present, tap on one of the sources on the left and then tap where you want it displayed to at the top. As seen in the image below the Rack PC is being displayed on the projector while it's audio can be heard on the speakers and the Rear TV is displaying the lectern



4. On the right you can control the volume of the speakers and the volume of the Lectern Mic



Microphones

1. In the **Microphones** tab you can control the volume of the different Mics found in the classroom



- a. The Lectern microphone controls the mic in the podium at the front of the room
- b. The Ceiling microphone controls the mic that is found in the ceiling which is used for picking up audio from your audience
- c. Wall Plates 1 and 2 refer to the microphone inputs found on the wall plates at the side of the classroom

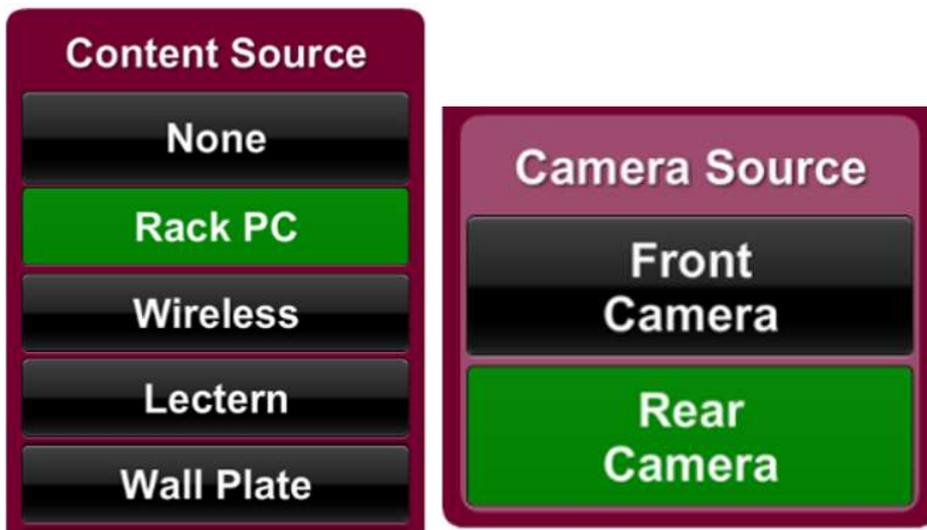


Record & Stream

The Record & Stream tab allows you to stream your presentation or to record your presentation to a USB stick



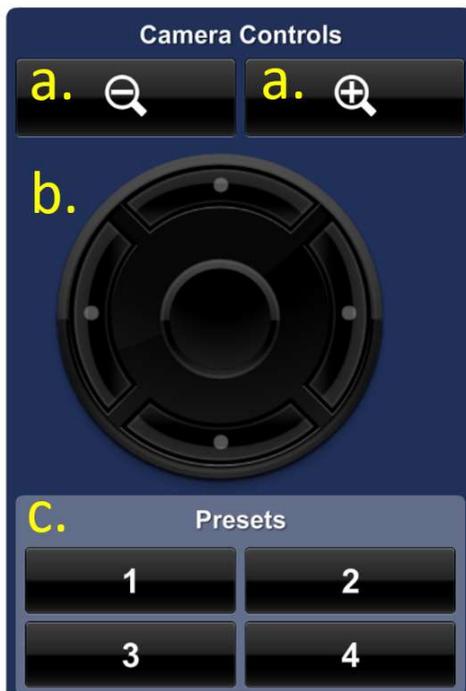
1. The **Content Source** on the Left allows you to choose what content will show up in your recording/stream, while the **Camera Source** allows you to choose what camera will show up in your recording/stream



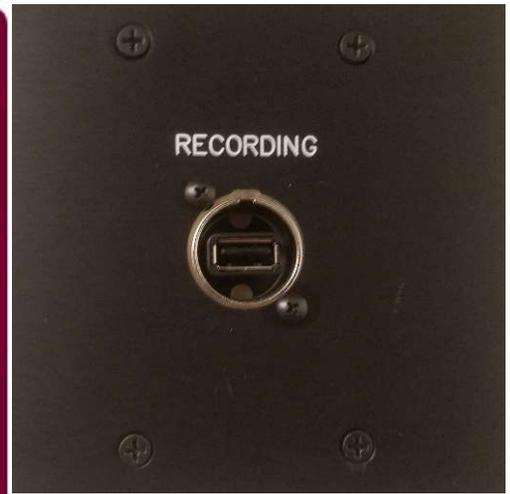
2. Under **Layout** you can decide how your stream/recording will display your content and camera. There are options for split screen, full screen, or to have either the content or camera to be in a corner.



3. Under **Camera Controls** you are given a few options for controlling the currently selected camera
 - a. With the magnifying glasses you can control how zoomed in or out the camera is
 - b. With the Circle you can move the camera angle up, down, left or right
 - c. There are also 4 preset camera zoom and angle positions to choose from



4. On the right you have the Recording and Streaming controls.
 - a. To start recording you will first need to plug a USB stick into the port found near the lectern labelled **RECORDING**. The record button  will start the recording, the pause button  will pause or unpause your recording and the stop button  will stop your recording. You can also view the amount of bytes (space) left on your USB and the amount of time that has elapsed in your recording.

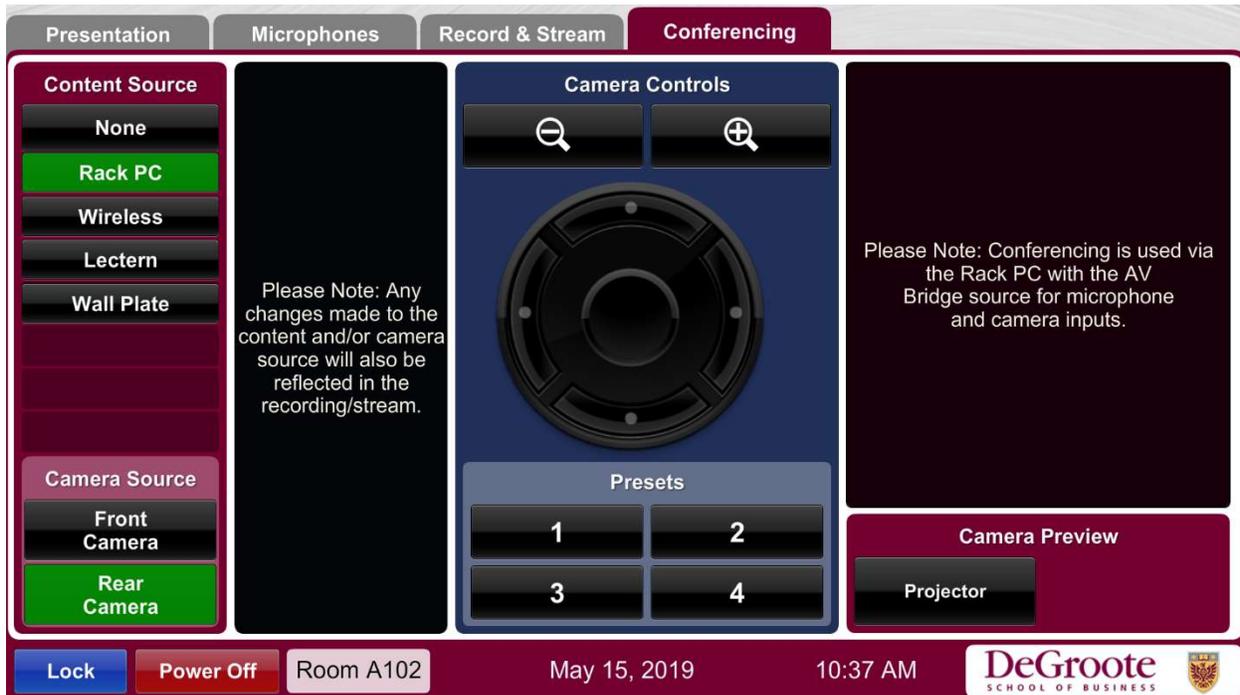


- b. To start streaming you will need to select a destination on the Rack PC for your stream through a website or third party software. Then when you are ready press the play button  to start streaming and when you are finished press the stop button  to stop streaming



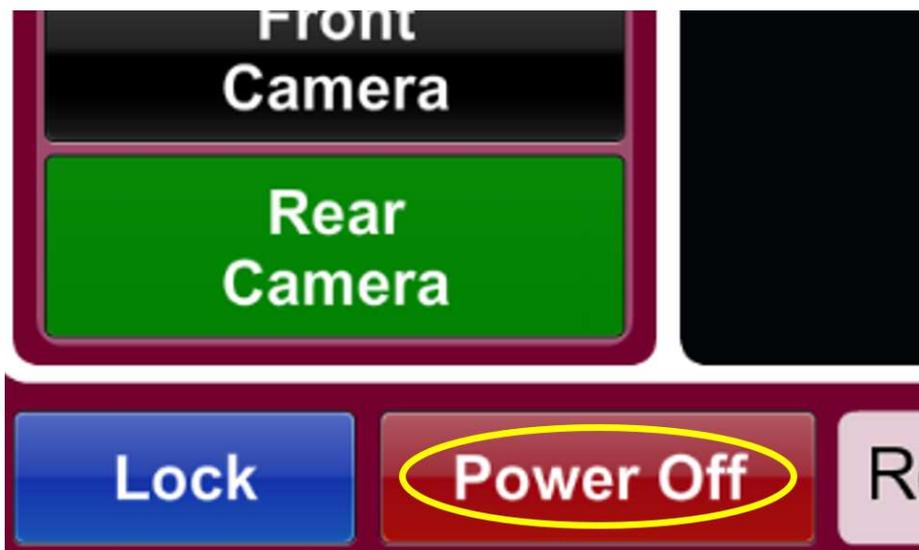
Conferencing

1. The **Conferencing tab** has the same control features as the **Record & Stream** tab. To start conferencing you will need to use a conferencing software (skype, zoom, etc) found on the Rack PC. The conferencing software should then detect the A/V equipment and start using it.



Logging Out

1. To log out of the Crestron system start by pressing the **Power Off** button found at the bottom left of any tab



2. Then press the **Yes, turn it off** button



Help

For any technical questions or assistance please contact the ITS Support team at dsbhelp@mcmaster.ca to have a support request ticket created. Please be sure to include your Full Name and Mac ID in your email as well as a brief description of the issues you are experiencing.

Please note that the DSB ITS team is available Monday to Friday, 8:30 a.m. to 4:30 p.m. and will respond to your request as soon as possible.