

Multimedia Quick Guide: LRC-117

This quick guide is designed to be used as an easy how-to reference for this multimedia room at Worcester State College. The guide includes instructions for reserving and accessing a multimedia room and quick how-to instructions for using the equipment available.

Reserving a Multimedia Room

- All room reservations are made through Facilities (x8078).
- Access to multimedia rooms is granted through Campus Police (x8886).
- Podium keys are assigned through the Instructional Media Center (x8501).

Available Output Devices and Device Locations

- **Computer:** located in the podium; see configuration below.
- **Document Camera:** located in the podium; see configuration below.
- **Satellite Link:** accessed through the Crestron touch screen. Contact the Instructional Media Center in advance to arrange the availability of a satellite link.
- **Cassette Tape/CD Player:** located in the podium; see configuration below.
- **Laptop:** connections to link a laptop to the multimedia system located in the podium; see configuration below. Contact the Instructional Media Center in advance to arrange the availability of a connection cable.
- **Microphone:** stationary microphone at podium; see configuration below.
- **VCR:** located in the podium; see configuration below.

Lights

At each entrance there are light switches that will turn the audience lights off and on. Additional light controls are located behind the podium. The switches on the wall directly behind the podium include two dimmers for low audience lights and the switch to for the lights on the side walls of the room. Around the corner from those controls is a switch that will turn on the stage lights.

Podium Configuration

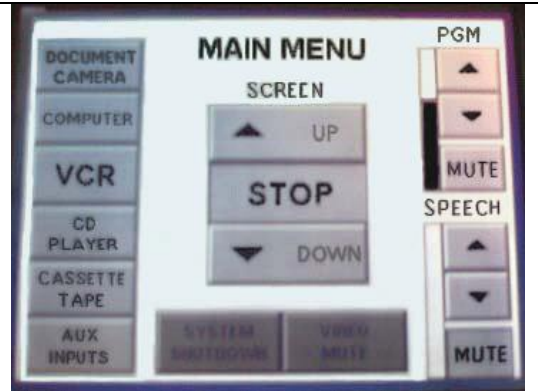
1. Microphone
2. Crestron touch screen
3. PC monitor
4. Keyboard/mouse tray
5. Storage Drawers
6. Document camera
7. Laptop connection,
CD/Cassette Player and VCR
8. CPU/Phone

The podium key will open all of the compartments in the podium.



Crestron Touch Screen

Press the Crestron touch screen to bring up the display. Press the screen again. Choose **Audio Only** or **Audio and Visual** presentation. **Audio Only** will give access to just the Cassette player, CD player and microphone. **Audio and Visual** will give access to all media devices and power up the projector. The below screen will appear when you press **Audio and Visual**. The screen will look similar for **Audio Only**, with fewer options on the left. The left buttons allow you to choose which media device to display. The **Screen** buttons manipulate the screen. The **PGM** and **Speech** buttons control the media device and microphone volume, respectively. **Video Mute** will blank the projector screen. The **System Shutdown** button will turn off the multimedia network, projector, and Crestron Touch Screen.



Device Specific Instructions

A. General Directions

1. For all devices, turn on the Crestron touch screen.
2. If Audio and Visual is chosen, lower the projector screen.

Note: All directions assume you are standing behind the podium facing the audience.

B. Computer

1. Open the CPU and keyboard/mouse compartments on the podium. (See the podium configuration above.)
2. Turn on the CPU.
3. When the computer has booted, enter your WSC network logon to access the computer.
4. On the left side of the Crestron touch screen, press the Computer button. The Computer menu will appear.
5. Press the Podium Computer button.



C. Document Camera

1. Open the document camera compartment and pull out the tray the device sits on. (See the podium configuration above.)
2. Raise the side lights and camera arm. **Note: To raise/lower the camera arm, push the gray Unlock button at the base of the arm.**
3. The power button for the document camera is on the top left side.
4. On the left side of the Crestron touch screen, press the Document Camera button.
5. Use the buttons on the document camera to control the camera settings.



D. Satellite Link

1. On the left side of the Crestron touch screen, press the AUX Inputs button.

2. Press the Satellite button.
3. Prior arrangements must be made with the Instructional Media Center for the satellite link to be operational.

E. Cassette/CD Player

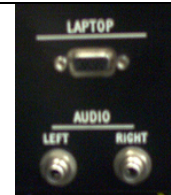
1. Open the media compartment in the podium. (See the podium configuration above.)
2. Turn on the player by pressing the power button in the upper left corner.
3. To play a cassette tape:
 - a. Place the cassette tape in the cassette player.
 - b. On the left side of the Crestron touch screen, press the Cassette Tape. Player controls will appear on the screen.
4. To play a CD:
 - a. Place the CD in the cassette player.
 - b. On the left side of the Crestron touch screen, press the CD Player. Player controls will appear on the screen.



(1 - CD player, 2 - Cassette Player, 3 - VCR, 4 - Laptop Connection Port)

F. Laptop

1. Connect the laptop cable to the port on the back of the laptop.
2. Connect the other end of the cable to the laptop port.
3. On the left side of the Crestron touch screen, press the Computer button. The computer menu will appear.
4. Press the VGA Laptop button. (A close up view of the connection port is on the right).



G. VCR

1. Open the media compartment in the podium. (See the podium configuration above.)
2. Turn on the VCR by pressing the power button on the left.
3. On the left side of the Crestron touch screen, press the VCR button. Player controls will appear on the screen.
4. Place the video cassette in the VCR.

When leaving the room, please be sure to shut down the multimedia devices and turn off the lights.