Starting a Session
The equipment is controlled using a Crestron Touch Panel Interface.

If the touch panel’s screen is black, touch the screen to wake the display. When the Canisius Logo screen appears, tap the screen to view the Activity Selection screen.

Starting a Web Conference
1. On the Crestron, press the **Web Conference Start** button. Both the SMART Board’s projector and the LCD TV will power on.

2. Turn on the PC. It is located in the cabinet to the left of the SMART Board.

3. Turn on the wireless keyboard and mouse; the power button for the keyboard is on the upper right corner, while the power button for the mouse is located underneath. The keyboard and mouse are stored in the cabinet to the right of the SMART Board.
Starting a Web Conference (continued)
4. The image will now appear on the LCD panel and the projector. The Web Conference screen will appear on the Crestron.

5. Log in to the computer using either the guest account or your Canisius username and password (if you plan on saving your GoToMeeting recording to your Canisius H: drive). The guest account credentials are located in the lower right corner of the login screen.

Starting GoToMeeting
1. Click on the Start orb (lower left corner), then on All Programs, then the GoToMeeting folder, and finally click on the GoToMeeting icon.

2. The Login - GoToMeeting window will appear. Enter your GoToMeeting username (be sure to enter your full e-mail address) & password and then click the Log In button.

3. After successfully logging in, you will see the GoToMeeting Suite window. Under the GoToMeeting section click on My Meetings.

4. Select your scheduled meeting at the My Meetings - GoToMeeting window and then click Start.

5. GoToMeeting will then take about 15 – 20 seconds to download an updated version of the software and start the session.

Recording Settings
You will want to go into the recording settings so you can have the video recording saved to the desktop.

1. Click GoToMeeting and then Preferences...
Recording Settings (continued)

2. Click on **Recording** under the **Category** section of the Preferences - GoToMeeting window.

3. Under the **Recordings** section, click on the **Browse** button.

4. The **Browse for Folder** window will open. Click on **Desktop** and then click **OK**.
Recording Settings (continued)
5. Click **OK** in the *Preferences - GoToMeeting* window.

**Your recording is now set to be saved to the desktop for easy access.**

Making the Call
1. Under the *Audio* section in the GoToMeeting window make sure that *Telephone* is selected. When Telephone is selected you will see a phone number, access code, and audio pin listed directly below.

2. Press the **green Main Menu** button at the top of the Crestron Touch Panel’s screen.

3. Once at the Crestron’s Main Menu screen press the *Audio Conference Start* button.

4. The microphones located on the table will light up green (indicating they are on) and the Audio Conference screen will appear on the Crestron.

5. Type in 9 and then the **full phone number** using the touch panel’s keypad and then press **DIAL**.

6. You will then be prompted to enter the **access code** followed by #.

7. You will then be prompted to enter the **audio pin** followed by #. At this point, the audio pin will no longer be show on the GoToMeeting window. It will be replaced by the following message:
   
   *You are connected to audio*

8. Use the **UP** and **DOWN** buttons on the Crestron Touch Panel to adjust volume, as needed.
Sharing the Web Camera & Screen
1. To share your web camera and computer screen click on the appropriate buttons. They will turn green when they are being shared.

![Share Screen and Web Camera](image)

Start Recording
1. Press the **Record this meeting** button in the GoToMeeting window to begin recording your meeting.

![Record Meeting Button](image)

After a moment, the **Record this meeting** button will turn into a **Stop recording** button and the following message will appear at the bottom of the GoToMeeting window:

This session is being recorded

Ending your Meeting/Converting the Recording
1. Press the **Stop recording** button in the GoToMeeting window.

![Stop Recording Button](image)

2. Click **File** and then **Exit - End Meeting**.

3. You will be asked if you are sure you want to end the meeting for everyone. First uncheck the box next to **I'd like to give feedback to GoToMeeting** and the click the **Yes** button.
Ending your Meeting/Converting the Recording (continued)

4. The Recording Manager - GoToMeeting window will then open:

![Recording Manager - GoToMeeting window](image)

At this point you just need to click on the Convert Recording button. The g2m file will be converted to a .wmv, which can be played back in Windows Media Player. The file will be named according to the date it was recorded (example: 2015-01-30 10.05 Meet Now.wmv).

Save the file to a USB thumb drive, Google Drive, Dropbox, or your Canisius H: drive (if you logged into the computer with your Canisius username and password) before shutting down the computer.

**Shutting off the System**

1. The Crestron Touch Panel should still be displaying the Audio Conference Screen. Press HANG UP to end your call, if needed.

2. Make sure the computer, wireless mouse, and wireless keyboard are all shut off. Please put the mouse and keyboard back in the cabinet to the right of the SMART Board.

3. Press the red END button on the Crestron. You should now see the main menu screen again. Press the red SYSTEM OFF button on the Crestron.

   **Need help with adjusting the room lights or the window shades?**

   https://my.canisius.edu/web/media-center/pbr