HS 108 seats 45 students.

### Equipment
- Crestron Hard-Button Control Panel
- Ceiling-mounted LCD projector
- Windows computer
- Document camera (click [here](#) for more info)
- DVD player
- VHS VCR
- Ability to connect a presenter's laptop
- Wireless lavaliere microphone
- Pull-down projection screen

### Room Features
- Seats 99
- Tablet arm desks (movable)
- Light switches by door & behind lectern
- Internet and network access
- Phone (wall-mounted behind lectern)
- Whiteboard (front wall)

### Powering Up the Equipment
The equipment is controlled from the lectern using a white multi-button Crestron Control Panel.

Press the green ROOM START UP button on the Crestron. After pressing ROOM START UP, wait 30 seconds before selecting the desired source button on the Crestron. The projector will not receive the command to switch until after it has finished warming up.

The resident computer and document camera are powered on using the appropriate button located on each device.

### Projector Standby (PIC-MUTE)
Press the PROJ STBY button on the Crestron once to place the projector in standby mode. Simply press the button again to take the projector out of standby.

### Volume
The adjustment of volume is done using the knob located on the wall behind the instructor’s lectern.

**NOTE:** Computers have their own volume controls which may need to be adjusted separately.

### Resident Computer @ Lectern
Press the POWER button on the resident computer to turn it on. HS 108 is equipped with a HP computer. USB ports are located next to the computer’s power button.

Once the computer has been powered up, press the yellow COMP button on the Crestron to display the image on both the monitor and LCD projector simultaneously.
The computer is located on the right shelf of the lectern.

**Document Camera (ELMO)**
The Doc Cam’s power and lights must be turned on manually using the controls located on the camera itself. Click [here](#) for more information regarding the document camera found in this classroom.

Once the camera's power is on, press the yellow DOC CAM button on the Crestron to display the image on both the monitor and LCD projector simultaneously.

**DVD Playback (via the DVD player)**
Once the equipment is powered up, press the OPEN/CLOSE button on the DVD player and insert your disc into the disc tray. Press the yellow DVD/CD button on the Crestron to display the image on the LCD projector.

Hard-buttons are provided which allow you to control the DVD player from the Crestron. The second row of buttons is for playback control, while DVD menu navigation is handled with the arrow buttons located beneath the playback buttons. The only time you ever touch the DVD player itself is to insert or eject your disc.

**VHS Playback (via the VCR)**
Once the equipment is powered up, insert your tape into the VCR. Press the yellow VCR button on the Crestron to display the image on the LCD projector.
The VCR is in the rack

Hard-buttons are provided which allow you to control the VCR from the Crestron. The second row of buttons is for playback control. The only time you ever touch the VCR itself is to insert or eject your disc.

Connecting a Laptop
The cables needed for connecting a laptop computer are found on the instructor’s lectern. In addition to cables for connecting a laptop, a power outlet is also located on the lectern for your convenience.

Using the VGA cable

1. Plug the VGA cable into your laptop’s VGA port.

2. Plug the Ethernet cable into your laptop’s network jack (if needed).
3. Plug the audio cable into your laptop's headphone jack.

4. Press the yellow LAPTOP button on the Crestron.

5. Turn on your laptop's power.

6. If needed, set your laptop to display on a secondary display.

Don't have a VGA port on your laptop? Visit Training & Support to find out what type of adapter is needed to connect your laptop.

Wireless Microphone
Due to the size of this room, a wireless microphone is available for use. Training on this system can be setup by contacting the Media Center.

Powering Down the Equipment
Just below the green ROOM START UP button is a red ROOM SHUT DN button. Press it to turn off the LCD projector.

The resident computer and document camera must be powered off separately. Instructions for shutting down the computer are found below.

Be sure to remove any media from the equipment before shutting down.

**Powering Down the Resident Computer**

1. Open the Start Menu (click on in the lower-left corner).

2. Click the "Shut Down" button.