

MPR AV Guide

Event setup guide for staff & guests presenting in the UCLC Multipurpose Room.

Date: 12/5/25

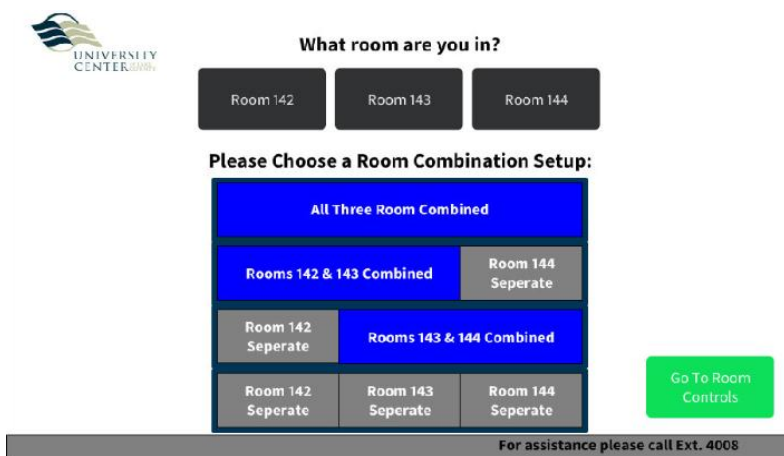
Prepared by: UCLC Technology

Purpose

This guide explains how to operate Crestron touch panels in the MPR (Rooms 142, 143, 144) for AV control, including room combinations, projectors, microphones, lighting, and shutdown procedures.

Quick Start Checklist

1. Wake the touch panel (tap screen).
2. Select **Exit Room Controls** → choose room combination (*see **Room Combinations** section below*)

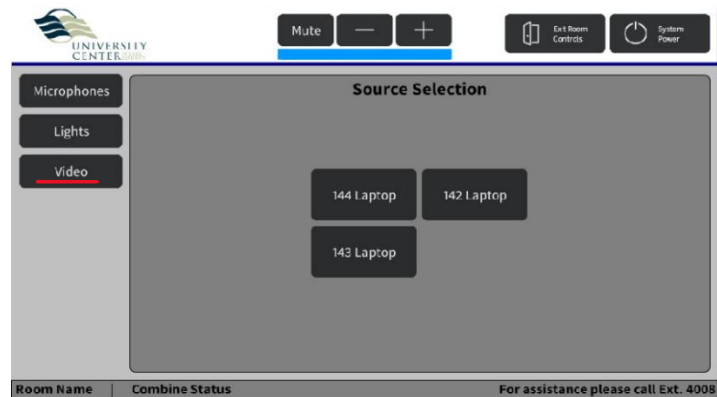


The screenshot shows the Crestron touch panel interface. At the top left is the University Center of Lake County logo. The main heading is "What room are you in?". Below this are three buttons: "Room 142", "Room 143", and "Room 144". Below these is the heading "Please Choose a Room Combination Setup:". Under this heading is a grid of buttons. The top row has a large blue button "All Three Room Combined". The second row has a blue button "Rooms 142 & 143 Combined" and a grey button "Room 144 Seperate". The third row has a grey button "Room 142 Seperate" and a blue button "Rooms 143 & 144 Combined". The bottom row has three grey buttons: "Room 142 Seperate", "Room 143 Seperate", and "Room 144 Seperate". To the right of this grid is a green button "Go To Room Controls". At the bottom of the screen is a grey bar with the text "For assistance please call Ext. 4008".

3. Tap **Go To Room Controls**.



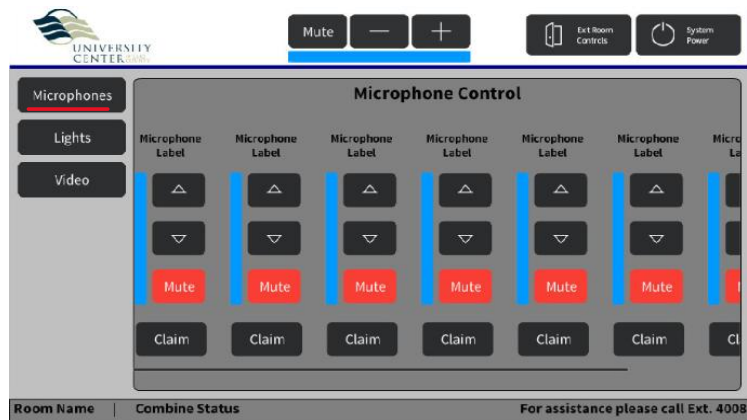
4. Select **Projector and audio** (if only using mics, select *Microphone only*)
5. Choose **Microphones, Lights & Video** options:
- Select **Video** source, where laptop is plugged in (Laptop 142/143/144). *Rack Laptop source not shown, but available.*



- There is a **Video Mute** button (not shown) located below the Microphone, Lights, and Video options in the left panel. Use it to temporarily mute the screen/presentation if needed.

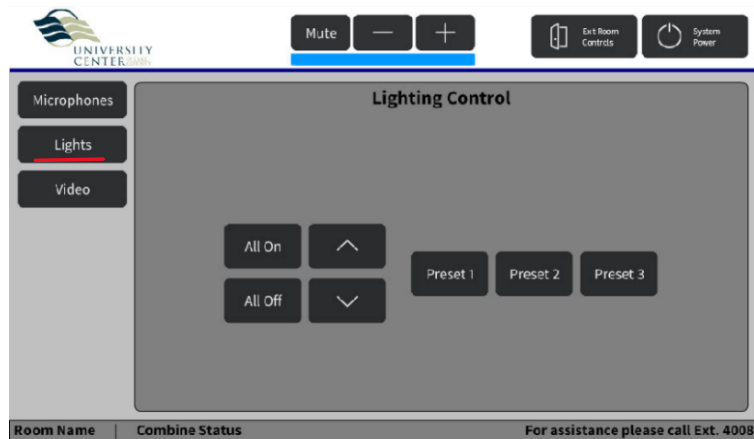
MPR AV INSTRUCTIONS

- Select **Microphones** as needed (Claim mic based on label, adjust sensitivity).



**Note –UCLC Crestron touch panel microphone labels differ from those pictured above.*

- Use **Lighting** presets & dimming as needed (see **Controls Overview** section below).



- Adjust **source (device)** volume/mute at top of touch panel (as needed).

Room Combinations

- **Single Room:** 142, 143, or 144
- **All Combined:** 142+143+144
- **Two Combined:** 142+143 or 143+144
- **All Separate:** each room independent

Controls Overview

- **Projector & Audio:** Source selection (Laptop 142/143/144, Rack Laptop), audio volume, mute.
 - **Microphones:** Claim mic (Handheld/Lapel 1–5), adjust volume, mute.
 - **Lighting:**
 - All On / All Off
 - Dim/brighten (Up/Down)
 - Preset 1: All lights on, front dimmed
 - Preset 2: Front row off
 - Preset 3: Theater mode (main off, floods dimmed)
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Notes

- Ten microphones available (5 handheld, 5 lapel). Each pair is grouped (e.g., Handheld 1 + Lapel 1).
 - To project, connect Cat6/RJ45 cable at podium wall plate. An HDMI transceiver enables laptop display (*this should be done by UCLC staff prior to event start*).
 - Any laptop source can project to all rooms if correct source is selected.
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Shutdown Procedure

- Select **System Power** → **Confirm Shutdown**.
 - Turn off **microphones** (power switch on microphone).
 - Place **Crestron** panel on charging dock located on podium.
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Support & Assistance

- Use an in-house/wall phone and dial **ext. 4008**.
- Use personal/mobile phone and dial **(847) 665-4008**.
- See **Reception** (near the main entrance).