

Lecture Hall AV System Guide

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Purpose

This guide explains how to operate the Crestron touch panels in the Lecture Hall (Room 145) for AV control, including videos sources, microphone controls, and shutdown procedures.

Quick Start Checklist

- Use the **7" Crestron touch panel** on the podium → select **Audio Only** or **Audio & Video**
 - Connect your laptop via the **USB-C cable**.
 - Confirm display (Mirror or Extend) on your laptop/device and test audio.
 - Power on microphones using the switch on each unit.
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Controls Overview

- **Touch Panel**
 - Program Volume: Mute, +, – (does not affect laptop volume).
 - Mute Video option (lower left).
 - Audio section: adjust microphone volume/sensitivity.
 - **Laptop Display Settings**
 - **Extend** → use projection as second monitor.
 - **Mirror/Duplicate** → show laptop screen exactly.
 - **Microphones**
 - Auto-connected; adjust volume on touch panel.
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Notes

- If no audio:
 - Check laptop mute/volume.
 - Adjust program volume on touch panel.
 - Ensure laptop audio output is set to **Crestron**.
 - Microphones require manual power-on.
 - Touch panel volume $\neq$ laptop volume.
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Shutdown Procedure

1. Disconnect the **USB-C cable**.
 2. On the touch panel, select **Power Off/Down** (upper right).
 3. Confirm shutdown by pressing the **green button**
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Support & Assistance

For help, please call **847-665-4008** or visit the **Reception Desk**.