# 11th Floor Conference Room

The 11th Floor Conference Room is a fully-equipped Zoom Room to support teleconferencing and hybrid meetings. It has an HDMI input for connecting a laptop, in-room iMac for presentations, and a Blu-Ray player. The touch control pad is located to the right of the chalkboard near the rear exit door.

The touchpad has two main screens, the Crestron panel & Zoom Rooms.



To start choose **Basic Mode**. Here you will have 4 options.

# Laptop

- Connect the laptop using the HDMI/USB-c cable in the middle of the conference table.
- 2. The projector should turn on, if not, press the **LAPTOP** button on the Creston control panel.
- 3. When you are all done with the room, please make sure to shut down the system. Go to the control panel, click **SHUTDOWN & RESET** in the bottom right corner, then hit **SHUTDOWN SYSTEM.**

#### iMac

- 1. Wake up the iMac in the back of the room using the wireless mouse/keyboard.
- 2. Press **iMAC** button on the Creston control panel
- 3. When you are all done with the room, please make sure to shut down the system. Go to the control panel, click **SHUTDOWN & RESET** in the bottom right corner, then hit **SHUTDOWN SYSTEM.**

### Note:

If the mouse or keyboard is not responding, first check if they are turned on, then plug them in via lightning cable to charge.

#### Zoom

- 1. Click **Zoom** on Creston panel
- Pull down the tab at the top of the touchpad and click the △ button to get to the Zoom panel.
- 3. Click the **Join** button and enter the code for an existing Zoom Meeting or click **New Meeting** to start a new Zoom Meeting.

	9:26 AM Tuesday, Oct 25	
		Pull down and press △ button for Crestron
Home		
Phone	No upcoming meetings ?	
8	Refresh	
Contacts		New Meeting  Voin Share Content
<b>B</b> Settings		

Once in a Zoom meeting, to Share Content:

- <u>From Laptop</u>: plug the laptop in with the HDMI/USB-c cable in the center of the conference table. This should trigger content to start sharing from a laptop. If it doesn't Press the **Share Content** button on the Zoom panel, then toggle back to the Crestron panel and chose **LAPTOP (TABLE)** for Zoom Content Feed.
- <u>From IMac</u>: Press **Share Content** on the Zoom panel. Toggle over to the Crestron panel and press **iMac** for Zoom Content Feed.

**\*\***To stop sharing either unplug the laptop, press **OFF** for Zoom Content Feed, or press **Stop Share** on the Zoom panel.



To change the <u>camera angle</u>, toggle to the Creston panel, press **ADVANCED**, then **CAMERA CONTROLS**. Use the **PAN & TIL**T and **ZOOM** buttons to get the camera angle just right.

When finished with the Zoom meeting press **End**, then toggle back to the Crestron control panel click **SHUTDOWN & RESET** in the bottom right corner, then hit **SHUTDOWN SYSTEM**.

## **Blu-Ray**

- 1. Locate the Blu-Ray player in the AV rack in the cabinet in the back of the room on the window side. Power on the Blu-Ray player and insert your Blu-Ray into the disc drive.
- 2. On the touchpad, within the Creston panel, click **ADVANCED**.

3. Click **AUDIO & VIDEO ROUTING**, tap **BLU-RAY** then hit the **Projector** button and **Audio** button so they both read (BLU-RAY). Then hit **BACK** or **ADVANCED** 

October 25, 2022	12:22 PM
STEP 1: SELECT YOUR SOURCE	BASIC MODE
Image: Ima	ADVANCED
STEP 2: ASSIGN YOUR DESTINATION	MUTE DISPLAY
DISPLAYS	PROGRAM VOLUME
PROJECTOR (BLU-RAY)       ZOOM CONTENT FEED (NO SOURCE)         AUDIO         Example 1         SPEAKERS (BLU-RAY)	× MUTE 50%
BACK	SHUTDOWN & RESET

4. Click **BLU-RAY CONTROLS**, this will bring up a control panel that will allow you to navigate the player menu and control playback. Use the **PROGRAM VOLUME** to change to volume.

5. When you are all done with the room, please make sure to shut down the system. Go to the control panel, click **SHUTDOWN & RESET** in the bottom right corner, then hit **SHUTDOWN SYSTEM.** 

# \*\*Don't forget to eject your Blu-Ray disc from the player before leaving

When you are all done with the room, please make sure to shut down the system. Go to the control panel, click **SHUTDOWN & RESET** in the bottom right corner, then hit **SHUTDOWN SYSTEM**.



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