

FSB Multipurpose Room A/V Manual

Before getting started, it's important to understand how the Crestron A/V system is configured. First, you have 3 projectors, 3 screens, a wall plate, 1 laptop and the Crestron touch screen controller. Now that you understand the hardware components, let's get started.

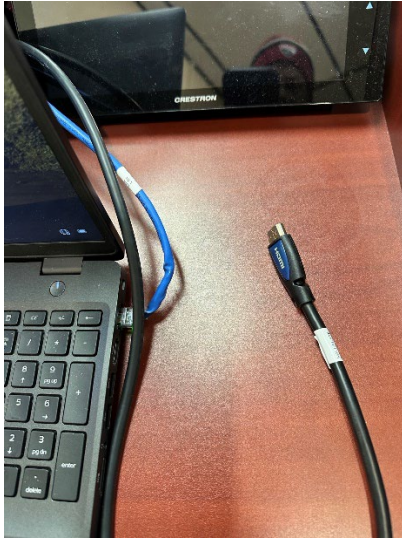
First, please make sure all connections are plugged in before powering on the system. Starting with the wall plate, two connections should be plugged into the "**Front Wall Plate**" – 1 HDMI cable, labeled "**Wall Plate**" and one **VGA** cable.



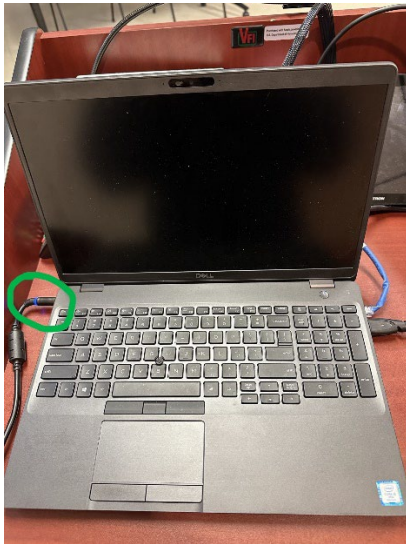
Next, locate the **right side** of the laptop and make sure the **blue network cable** is plugged in and the **HDMI cable labeled (Wall Plate)** is plugged in as well (**See pic below**).



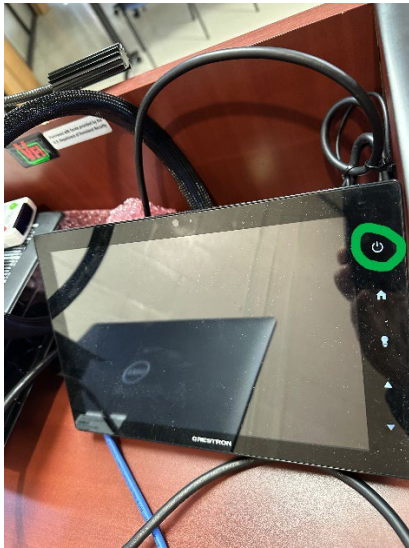
Please note, sometimes people will remove the HDMI cable from the laptop as seen in the picture below. Please plug-in the HDMI cable before powering on the equipment.



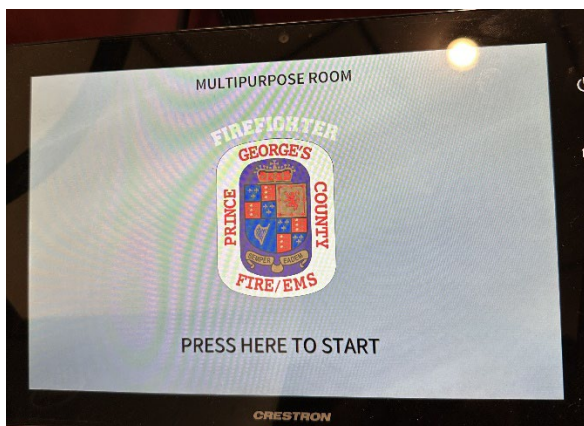
Next, make sure the laptop has power plugged in (**Circled in green**), see picture below. Power on the laptop. **Note:** Laptop is usually in **sleep mode**. If the laptop is already on but the screen is still blank, follow these instructions to regain access to the login screen.



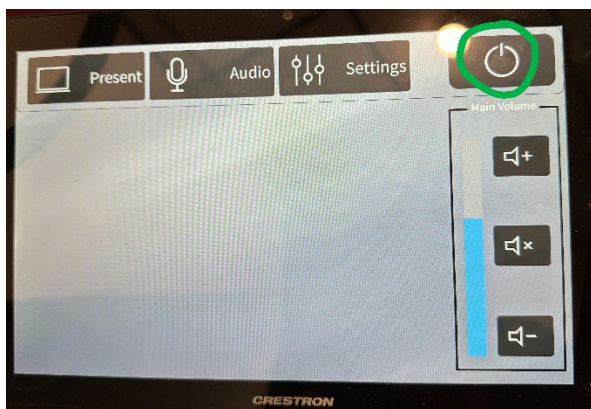
Press the **Power** button (**Circled in green**) on the Creston touch screen controller.



The controller will power on and prompt the user to “**Press Here to Start**” – touch the screen.



After the start process, the control screen will appear. Press the **Power** button (**Circled in green**) to turn on the projectors. Take a moment to look at the projector screens located to the right. The projector screen will appear blue signifying the projectors are turning on. Wait 2-3 minutes for boot up.



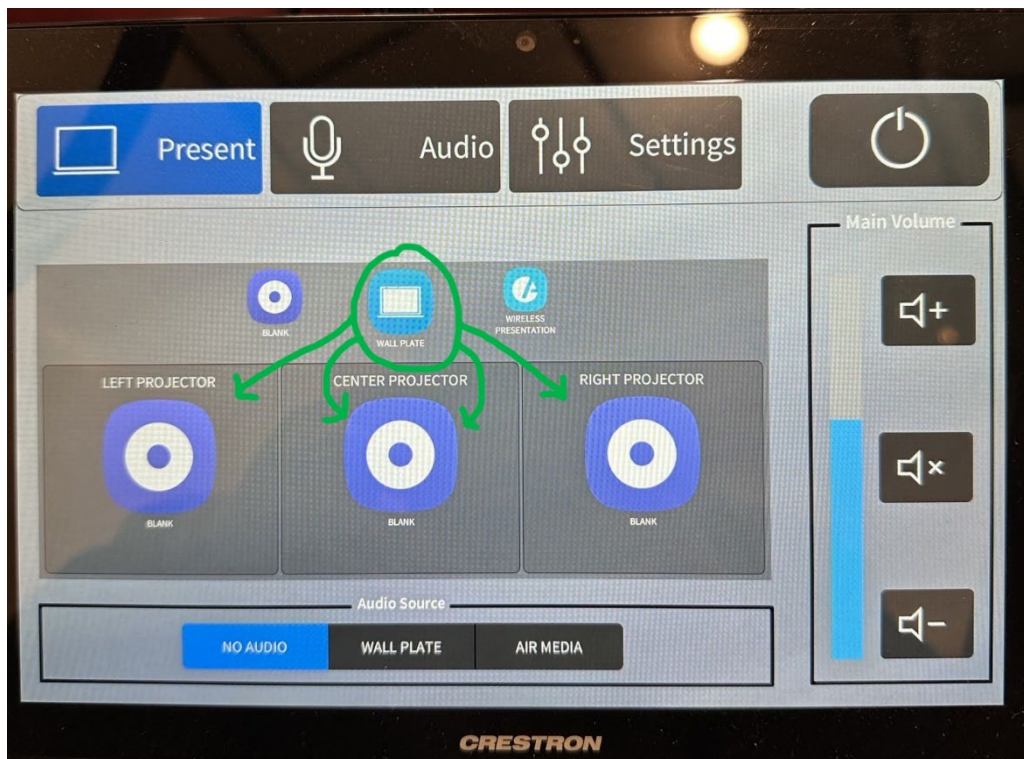
You will also notice the Creston screen changes to the control screen. Before you begin, there are several things to note: First, the Creston Controller is fully touchscreen. Second, gestures are used to control the screen: **1. Touch** and **2. Touch and drag**.



Third, you will notice the control screen showing **Blank**, **Wall Plate** and **Wireless**



Presentation. These functions are controlled by touching and dragging the function to the left projector, Center projector or Right projector. For example: to show the laptop screen on the center projector, the user would touch and drag the “**Wall Plate**” icon over the center projector and the center projector screen should duplicate the laptop screen. The same applies if you want to show the laptop screen on the left projector or right projector – touch and drag the “**Wall Plate**” icon over the left or right projector. Additionally, “**Blank**” is used in the same manner. If you do not want the audience to see what is happening on the laptop, simply touch and drag “**Blank**” to the projector of your choosing and the projector screen will turn black. Once you are ready to show the screen again, touch and drag “**Wall Plate**” over the projector you would like. Lastly, “**Wireless Presentation**” operates the same way. On the bottom left-hand corner of the screen, users in the audience can enter the IP Address into a web browser and project their laptop onto a screen. As the moderator, touch and drag “**Wireless Presentation**” over a projector of your choosing and the audience members laptop will now show on the projector.

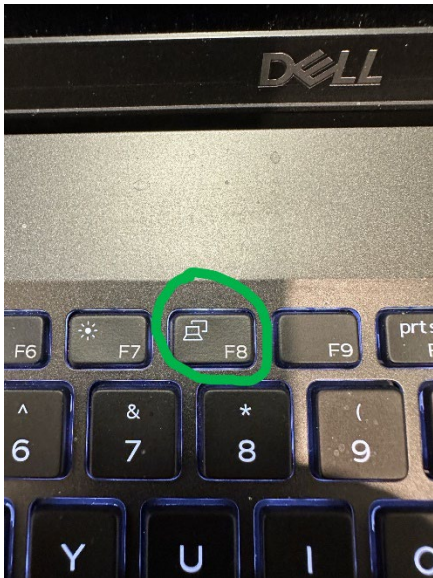


ALWAYS SHUTDOWN THE SYSTEM!!! To shut down the system, press the power button on the Crestron control screen. This will shut down all projectors that are powered on.

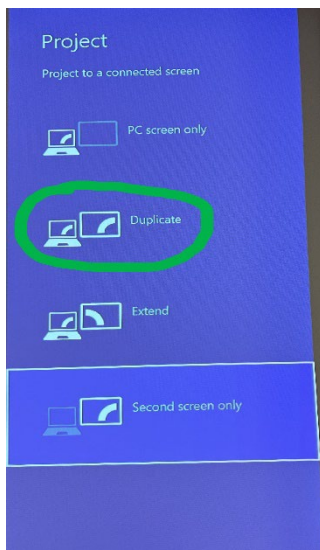
Troubleshooting “blank” laptop screen

You have followed the instructions and noticed the projector shows the Windows login screen, but the laptop is still showing a blank screen. Try the following:

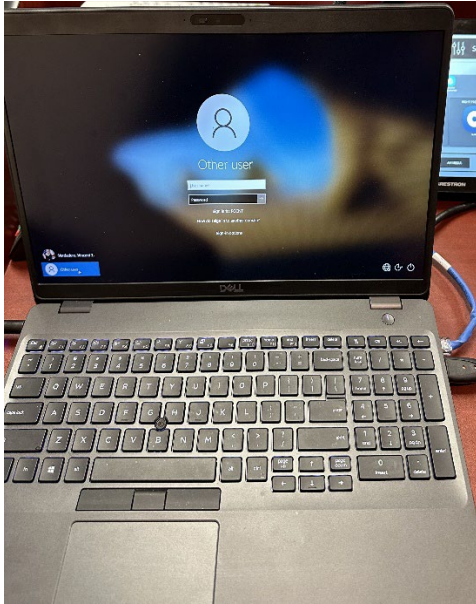
Press the **F8 key (Circled in green)** 1 time on the keyboard.



Take a moment to look at the projector screen. If a blue bar appears (**see below**), using the laptop mouse, select “Duplicate”.



After selecting duplicate, the laptop screen should appear. Everything you do on the laptop will be duplicated to the projector. If you do not want the audience to see laptop screen, touch and drag **“Blank”** on the Crestron control screen to the projector you would like to blank (**See Instructions above**).



If you have questions, please contact the Technology Information Services Office (TISO) by calling 301-883-7183 or E-mail – pgfdtiso@co.pg.md.us.