Operating the AV System in College 3250

Powering On the System

**Tap the touchscreen** anywhere to turn on the system. This will lower and power on both projector screens and turn on the pod monitors.

**NOTE:** The system can feel slow to react. Please wait a few moments after pressing any given button.
Select the source that you would like to display on both of the room’s projectors and all of the pod monitors. The source options are Podium PC, Laptop HDMI, and Document Camera.

**Podium PC** can be used to share the Podium PC screen. Sign into the Podium PC using your UW NetID.

**Laptop HDMI** allows you to share your personal device’s screen. Connect your device using the HDMI cable at the podium and any necessary adapter. A USB-C, mini DisplayPort, and DisplayPort adapter are provided.

**Document Camera** displays what is being shown on the podium document camera. To use the document camera, first press the power button on the document camera itself.
This classroom has three microphones. Two are lavaliere mics and one is a handheld microphone. Two mics may be used simultaneously.

After switching the microphones on, control their volume using the **Presenter Mic** controls on the touch panel. Please do not change any of the settings on the microphones themselves. Keep in mind that the podium is in an audio dead zone. The volume in the classroom is louder than what you hear at the podium.

**The plus and minus icons** increase and decrease the volume.

**The microphone icon** can be pressed to mute the microphones. When muted, the icon will turn amber.
The Podium Source volume controls can be used to adjust the volume of the current source.

The **plus and minus icons** increase and decrease the volume.

The **speaker icon** can be pressed to mute the source. When muted, the icon will turn amber.

**TIP:** If you cannot hear any audio and your source is not muted, be sure that the audio output of the device you are using is set to the **Crestron speakers**.
Reset Pods displays a WisCEL splash screen on the pod monitors. This screen provides the information needed for students to project their laptop screen on a pod monitor.

Advanced Input Menu

Advanced Menu takes you to more source and projection options.
The left side of the advanced menu includes the same source options as the Main menu. The right side, however, gives you **expanded projection options**.

By **checking or unchecking the box** next to each option, you can choose to only project to the pod monitors or only project to the projectors if you would like.
The Advanced Menu includes the same **Reset Pods** button as the Main menu.

Press this button to **display a WisCEL splash screen** on the pod monitors, which provides the information needed for students to project their laptop screen to their pod monitor.

**Project One Pod to All Screens**

Select a single pod as a source to be projected onto all other pod monitors and projectors. The pod selected as the source will turn green. Use this option to allow one pod to share their work with all other students in the class. Each pod has its own assigned number, which is displayed on a sign at the pod table.
On/Off Options

**Power On/Off** displays options for turning on or off different parts of the system. The system only needs to be powered off at the end of the day.

**System Power Off and Shutdown** turns off the projectors, pod monitors, and audio system, effectively powering down the system at the end of the day.

Though rarely needed, the Power On/Off screen also provides the option to separately power on or turn off each of the projectors and all the pods.