

Marshak Lecture Hall 1-4 Instructions

Projector

- 1) Tap anywhere on the Crestron Unit screen to turn on the projector.

Be patient - It takes a few moments for the projector to turn on and the projection screens to descend.



Microsoft Studio

*YOU WILL HAVE TO LOGIN WITH YOUR CCNY CREDENTIALS AND PASSWORD TO ACCESS TO THE SURFACE STUDIO AND USB INPUT (on the back of Surface Studio)

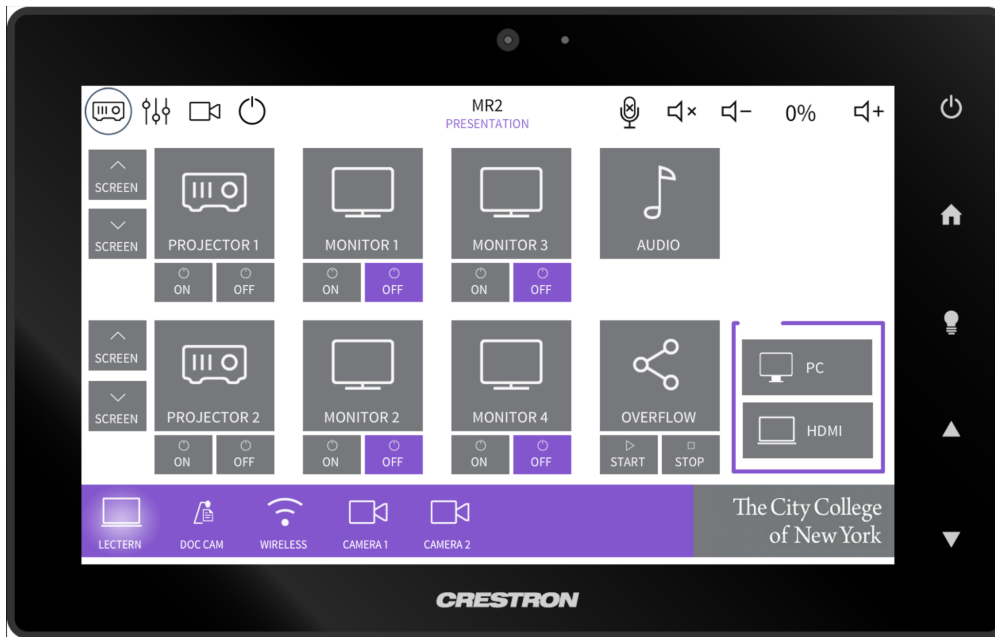
- 1) Logging in enables many features. Including but not limited to: One Note, Microsoft Applications (ex: Microsoft Word, Excel, Power Point, and Edge.)

Whiteboard: Start Writing!

- 1) ***Please Note*** This is for whiteboard functions only. **NO** internet. **CANNOT** save files.
- 2) Press the **WHITEBOARD** login
- 3) Press Enter Twice ***NO PASSWORD NECESSARY***
- 4) One Note will auto open
- 3) Start Writing!
- 4) To Log Out! right click on the start menu and hit log out

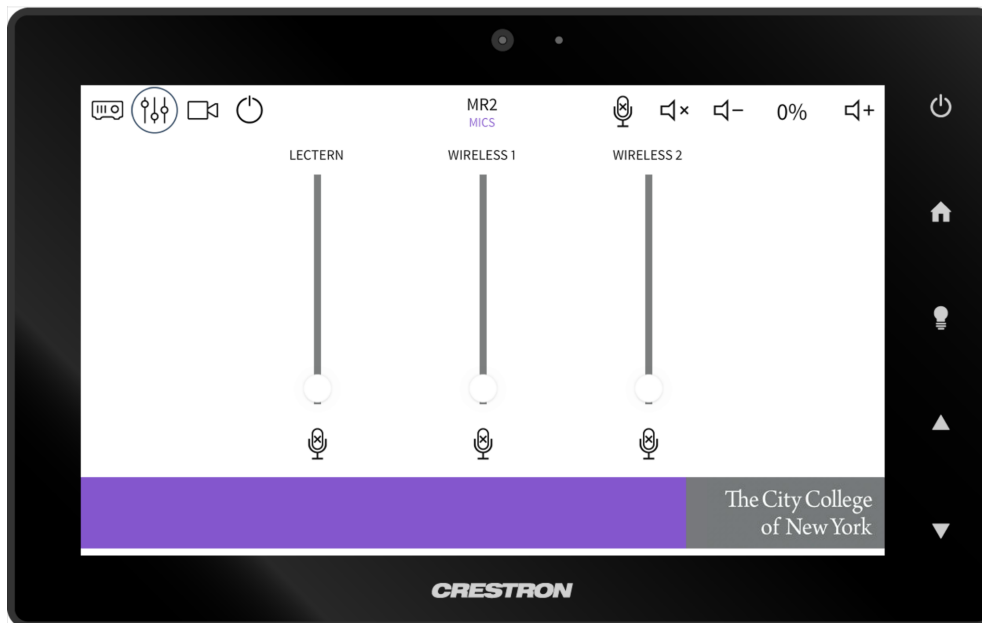
Projector Settings

Press the projector icons to do things such as turning on/off individual monitors or projectors as well as lowering and raising the screens.



Volume Control

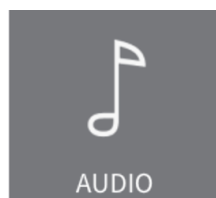
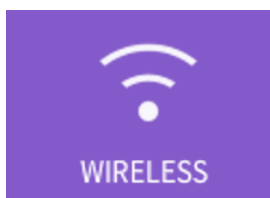
Tap Volume Control to adjust the volume for Lectern Mic, handheld mic and Lavalier



Connecting Your Personal Device

Wireless Connection

- 1) Connect your device to the CCNYWIFI network
- 2) Open VIA Application
- 3) Copy Room Name as appears in the wall paper (ex. MR1)
- 4) Enter 4-digit code as it appears on the lower right side of wall paper
- 5) Press Login to join application
- 6) Press **Present** to share screen
- 7) To change the **audio**, press the wireless button then press audio.
- 8) When done presenting press **Stop Presenting**
- 9) Log Off



HDMI Connection

- 1) Connect Personal Device to external HDMI cord
- 2) Toggle from PC input to HDMI input
- 3) To change the audio, press the HDMI button then press audio.



Powering Down:

- 1) Press the power button on the side of the crestron unit
**It will ask you if you are sure you would like to power off*
- 2) System may take several moments to fully shut down

***Stylus Pens and Microphones are available to borrow from iMedia Reservation Desk - NAC
1/204***