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Welcome

Welcome to the new classrooms in the 333 Golden Gate Building! This is a written guide for using the equipment located inside the classrooms. Each room will now be controlled by the new Crestron AV system.



Every room within the building will have a screen (projectors or flatscreens) available for individuals to either connect their personal computers, the presentation PC, or connect wirelessly using the WolfVision Cynap.

Room Types

Classrooms

The classrooms are divided into several types:

Large Classrooms

- 201
- 202

Small Classrooms

- LL03
- LL04
- 203
- 309
- 403
- 404

Small Classroom Distance Learning

- 204

Divisible Large Classrooms

- LL01
- LL02

Extra Large Lecture rooms

- 101



Extra Large Lecture Room



Large Classroom



Small Classroom



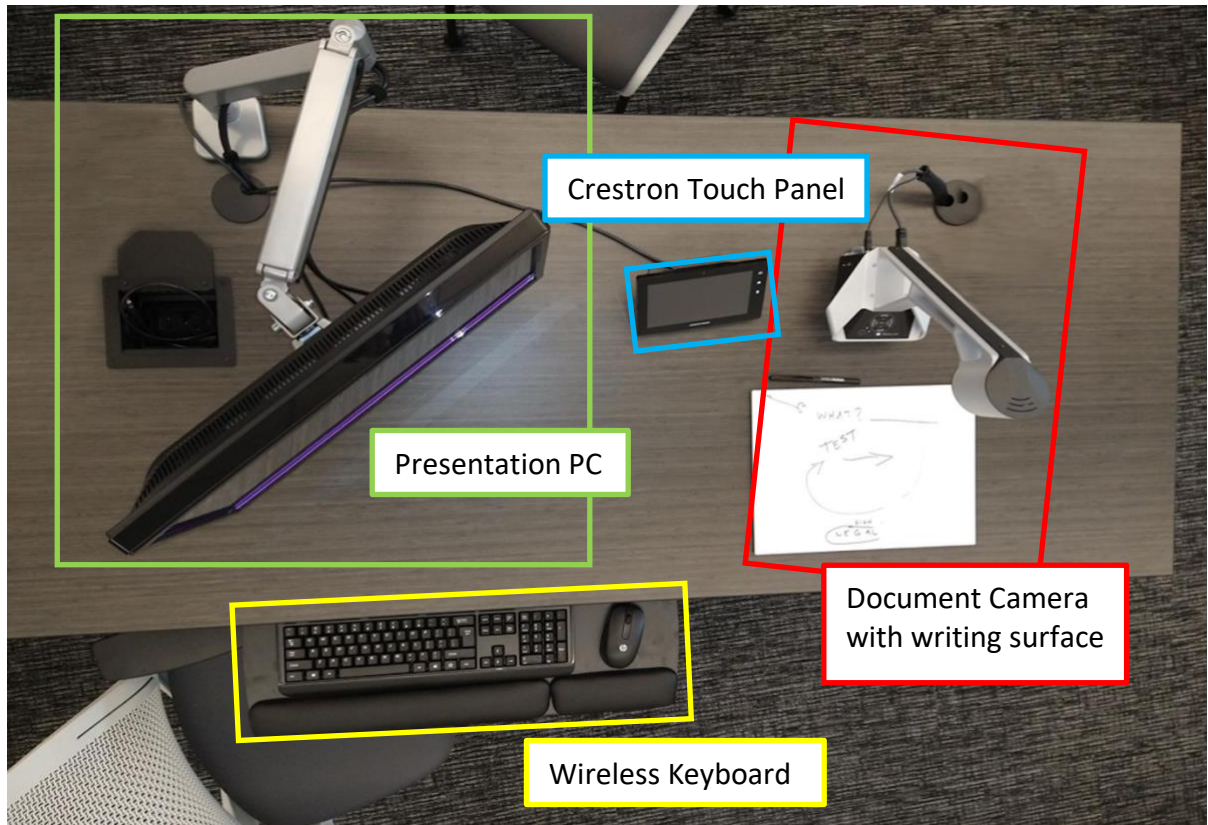
Small Distance Learning Classroom

Presenters will have the ability to use the installed PC, connect their personal device, present the document camera, wirelessly connect and make audio or Zoom calls. Each room also will have access to wireless microphones inside the desk for the speaker to use.



Classroom Desk

Located on the desk of all the Large and Extra Large, and Distance Learning classrooms is a **Crestron Touch Panel**, **presentation PC** with a **wireless keyboard**, a **document camera with a writing surface** (not in the divisible or colloquim). There will also be a HDMI connector with adapters available to connect personal devices.



Meeting and Breakout Rooms

The meeting rooms and breakout rooms are divided between:

Large meeting rooms

- 308
- 315
- 405

Small meeting rooms

- 205
- 206
- 209
- 304
- 305
- 306
- 307
- 311
- 319

- 406
- 407

Extra small breakout rooms

- 103
- 104
- 105



Large Meeting Room



Small Meeting Room



Extra Small Breakout Room

In each of the rooms there are flat screen TV's located on the wall. Speakers will have the ability to use the installed PC (except in the small breakout rooms), connect their personal device, wirelessly connect. They may also make Zoom calls using either Zoom rooms (only in the large meeting rooms) or the Zoom client on the presentation PC.



Crestron Home Screen

This is the home screen of the Crestron AV system. There are three essential functions:

1. Present content to the classroom
2. Make an Audio or Zoom Call
3. Share content to a Zoom Call



1. Turn on the Crestron system by pressing the **POWER** button
2. Select the content you wish to present to all the monitors in the classroom

a. Present Content

- i. Installed PC
- ii. Instructor HDMI
- iii. Document Camera
- iv. Wireless Video

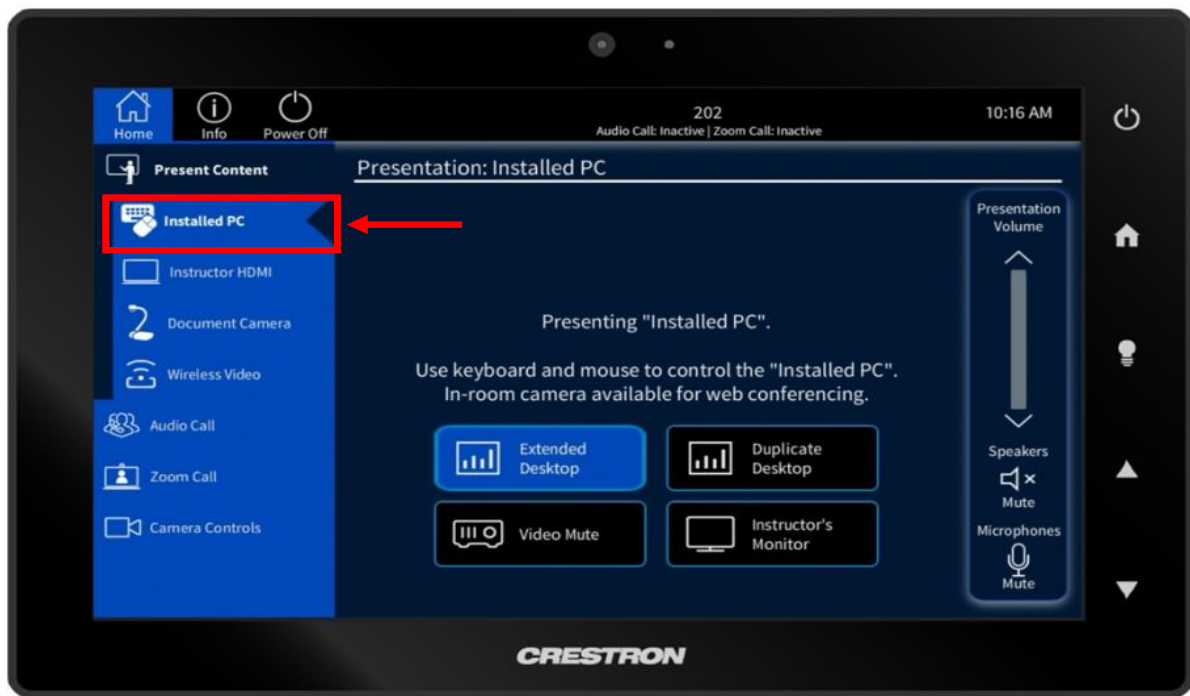
b. Audio-Video Conference

- i. Audio Call
- ii. Zoom Call

Presenting Content to the Classroom

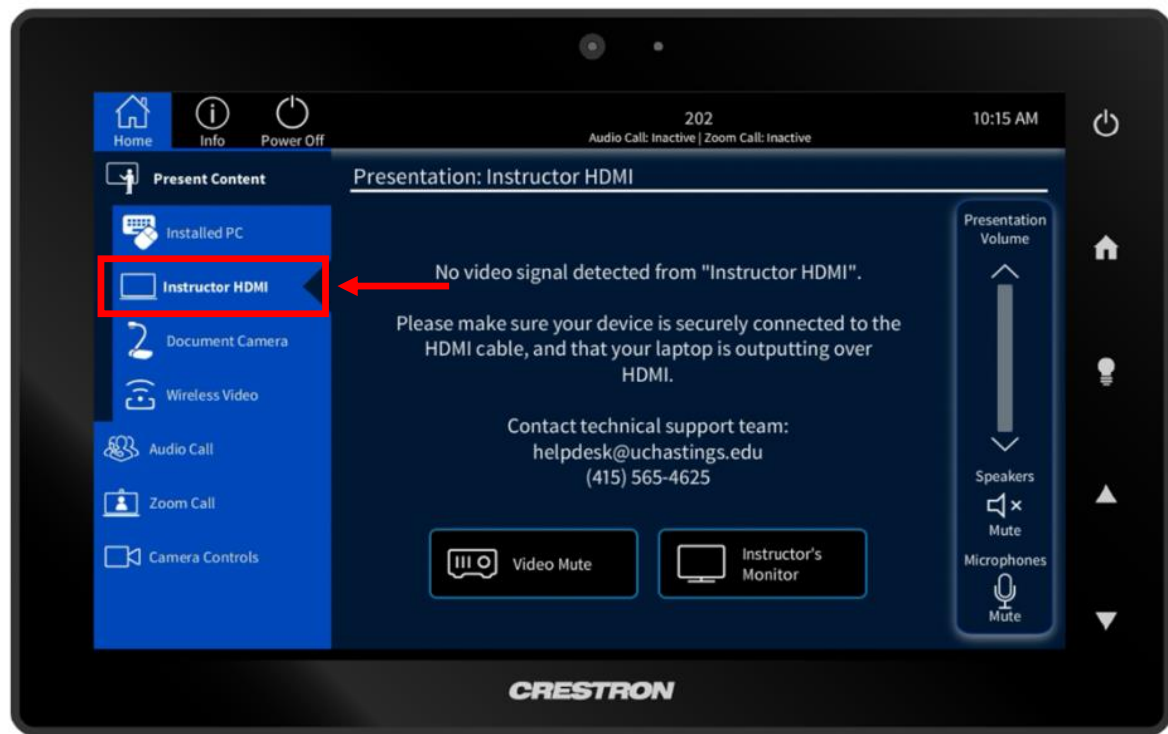
One of the main functions of the Creston AV system is presenting content throughout the classroom. You can choose between the Installed PC, Instructor HDMI, Document Camera, and Wireless Video

Installed PC



Click the Installed PC tab. Once selected you may now choose to present in Extended (The desktop is extended across multiple displays) or Duplicate Mode (The desktop is duplicated on more than display). You can also press the **video mute** button to stop the display of the content being shown.

Instructor HDMI



Use this option to display a laptop or tablet using the provided HDMI cable and adapters (see below). You can also press the **video mute** button to stop the display of the content being shown.

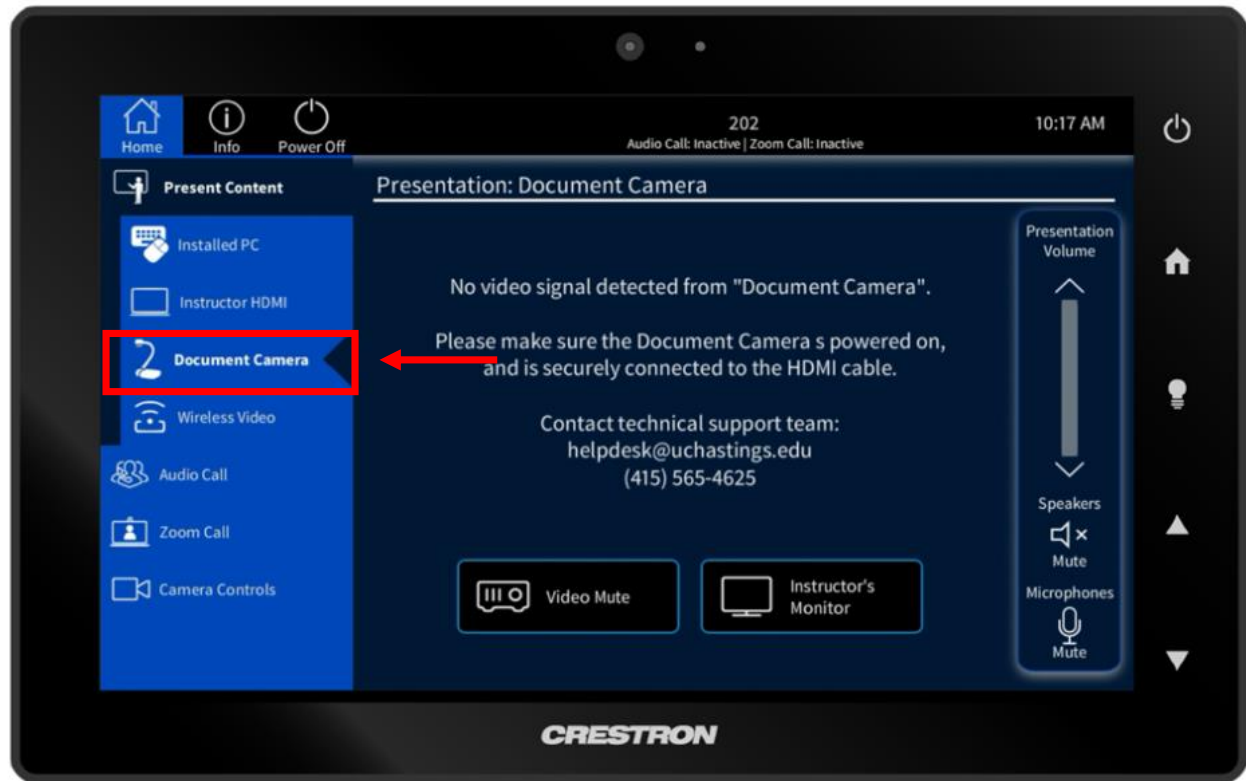


HDMI to Mini DisplayPort Adapter



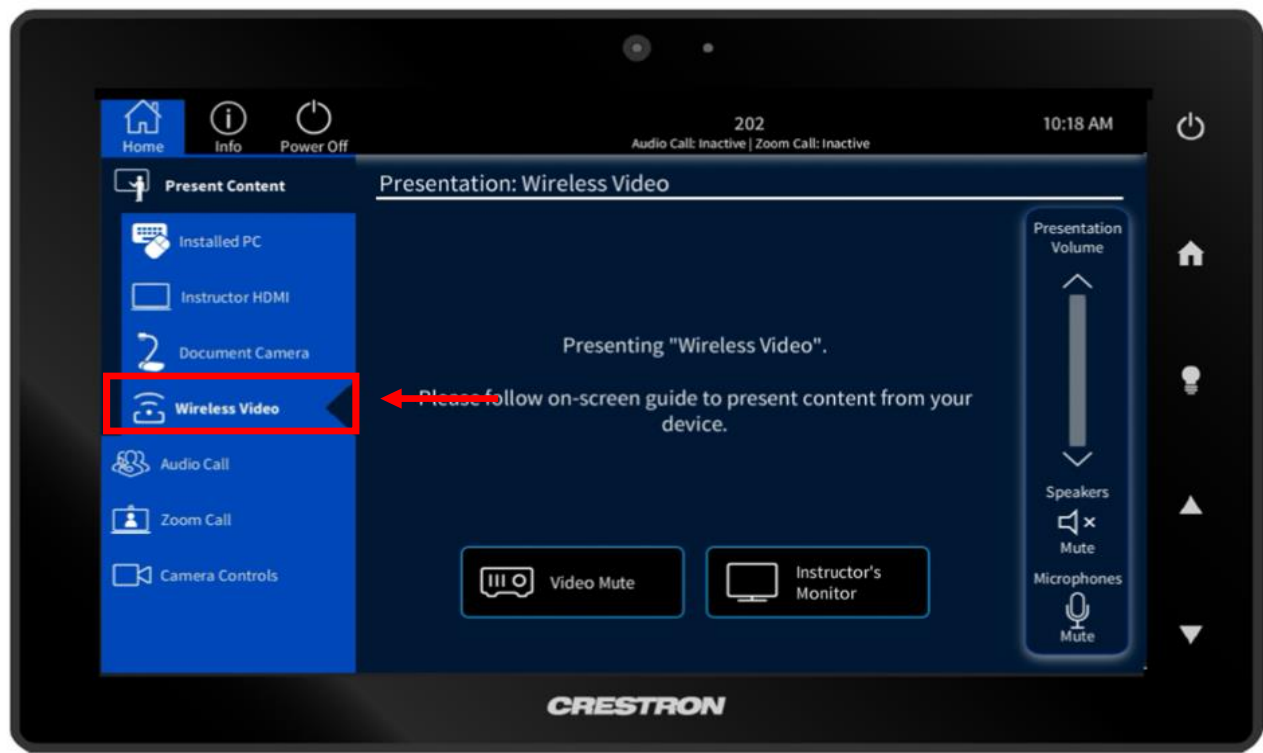
HDMI to USB-C Adapter

Document Camera



This option allows you to display from the document camera to the monitors located inside the classroom.

Wireless Video



monitors. Depending on the device, the user will need to follow the instructions located on the screen.

How to cast to this screen from your device

Make sure your device is connected to SecureHastings

Windows

- Download the vSolution Cast app from: <https://downloads.wolfvision.com/vSolutionCast.exe> and open it
 - Enter the IP address: 192.168.104.19 and click "Add"
 - Go to your Device Settings, Connected devices, Connection preferences, Cast & Select "202"

Mac

- In the upper-right of your screen click the AirPlay icon. ⏻ Wait up to 20 seconds
 - Select 202
 - Enter the 4 digit PIN from the wall display if prompted

iOS Devices

- Swipe up from the bottom of your screen
- Tap "Screen Mirroring"
- Select 202
- Enter the 4 digit PIN on from the wall display if prompted

Android

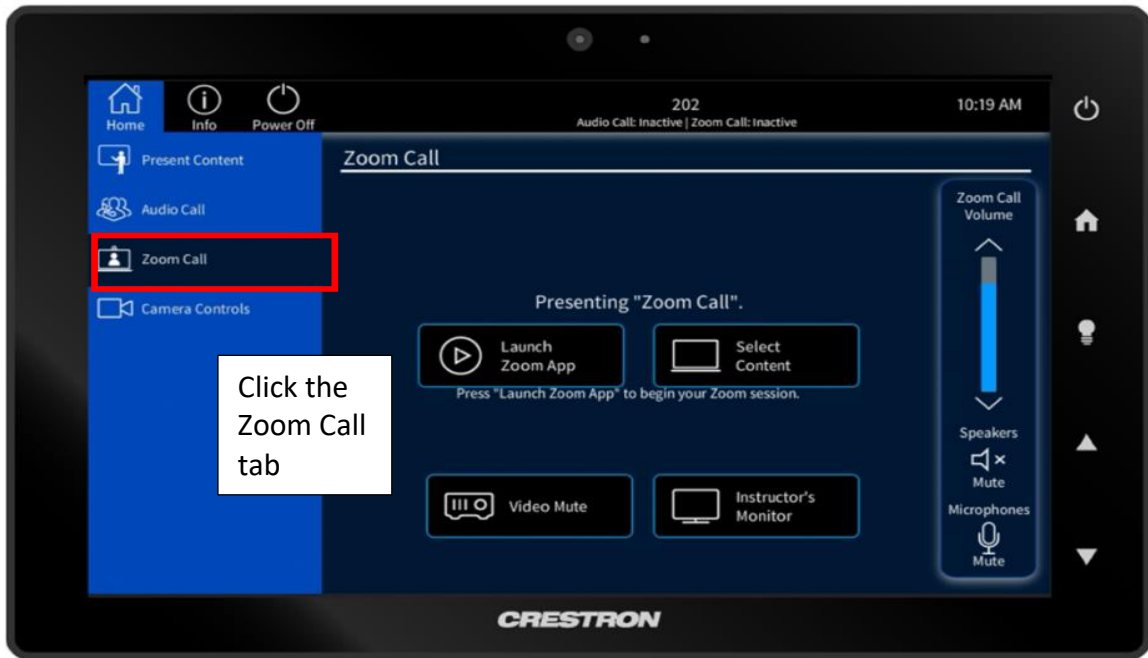
- Download the vSolution Cast app from Google Play and open it
- Enter the IP address: 192.168.104.19 and click "Add"
- Go to your Android Settings, Connected devices, Connection preferences, Cast
- Tap on "202"

For assistance contact the Helpdesk at 415-565-4625

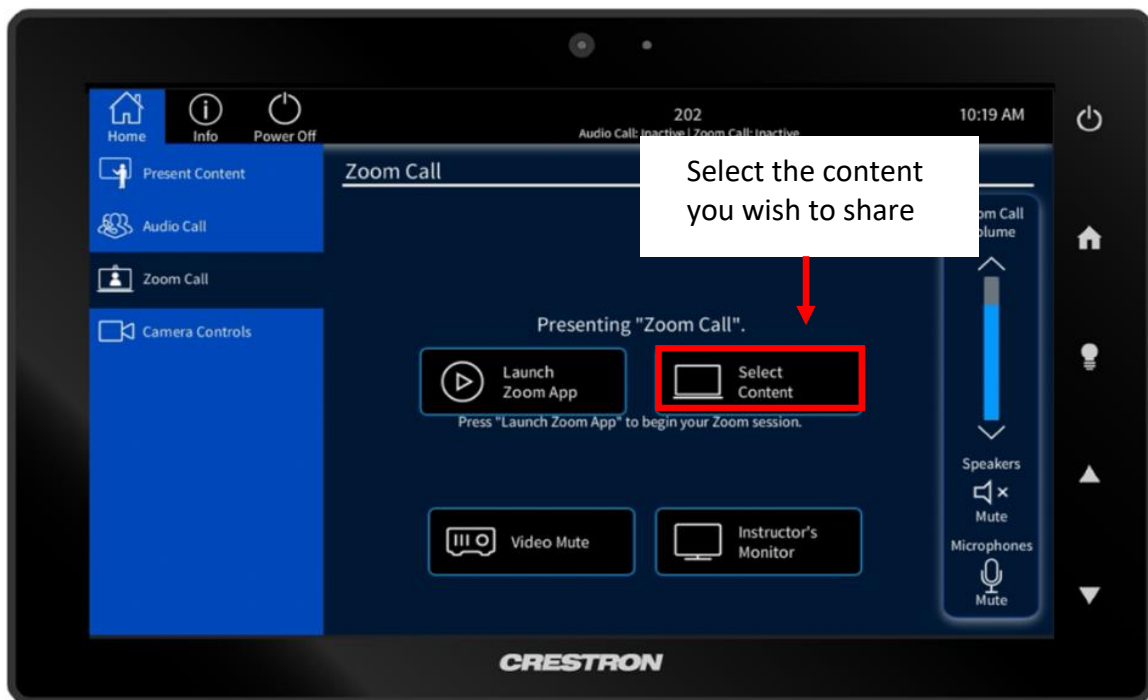
Zoom Conferencing

Making a Zoom Call

1. Click the **Zoom Call** tab

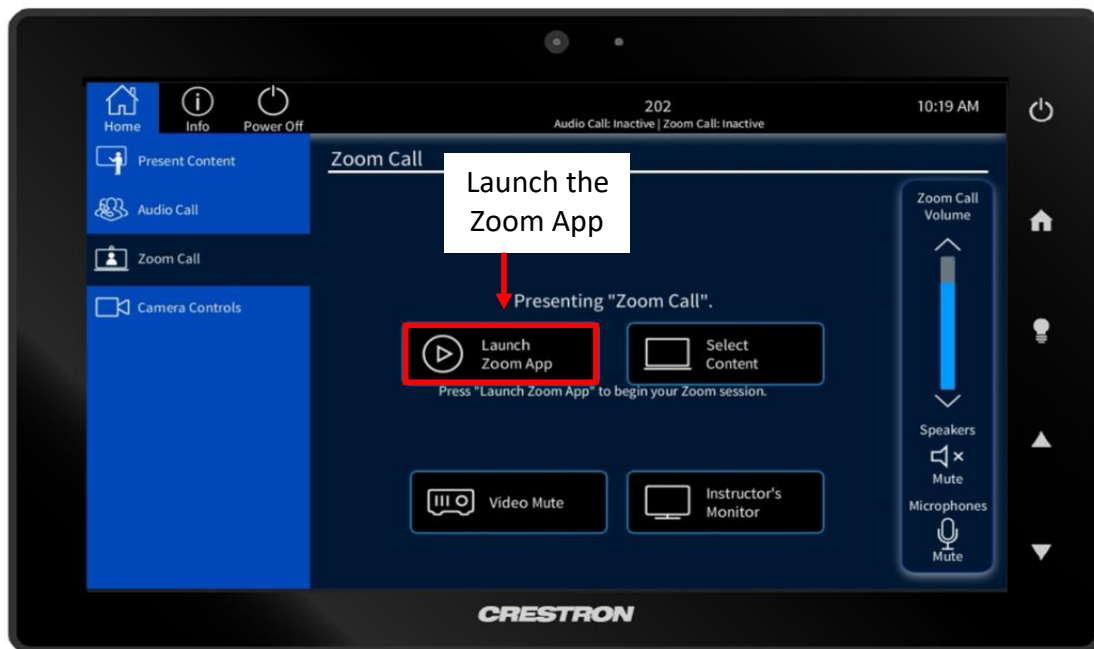


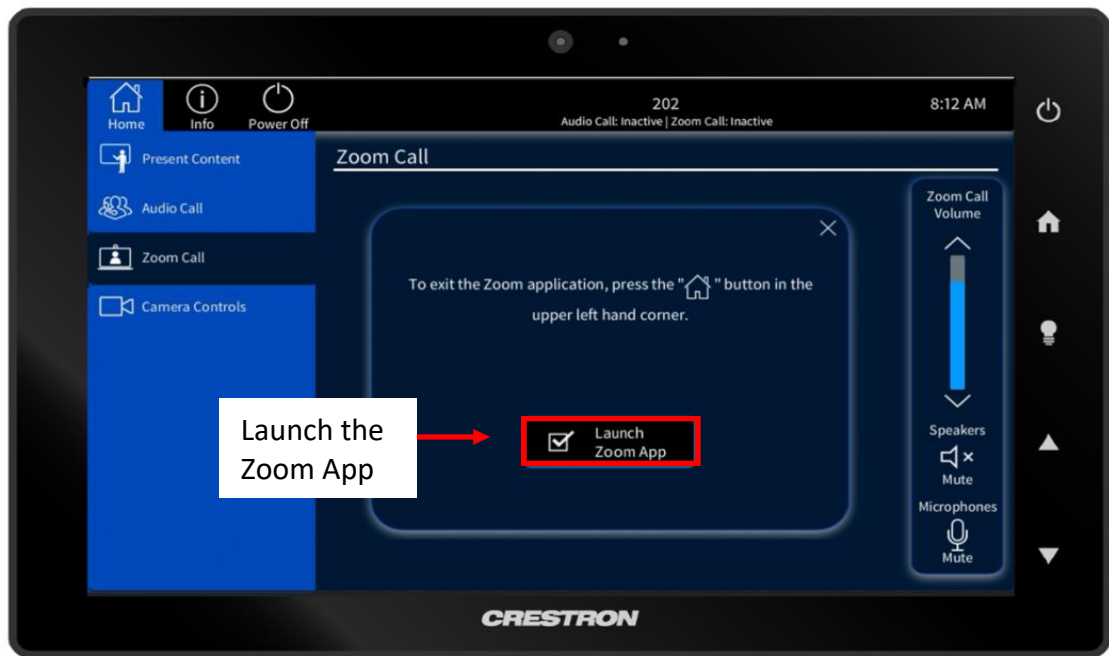
2. Select the content you wish to share during the meeting. Once selected click the "x"



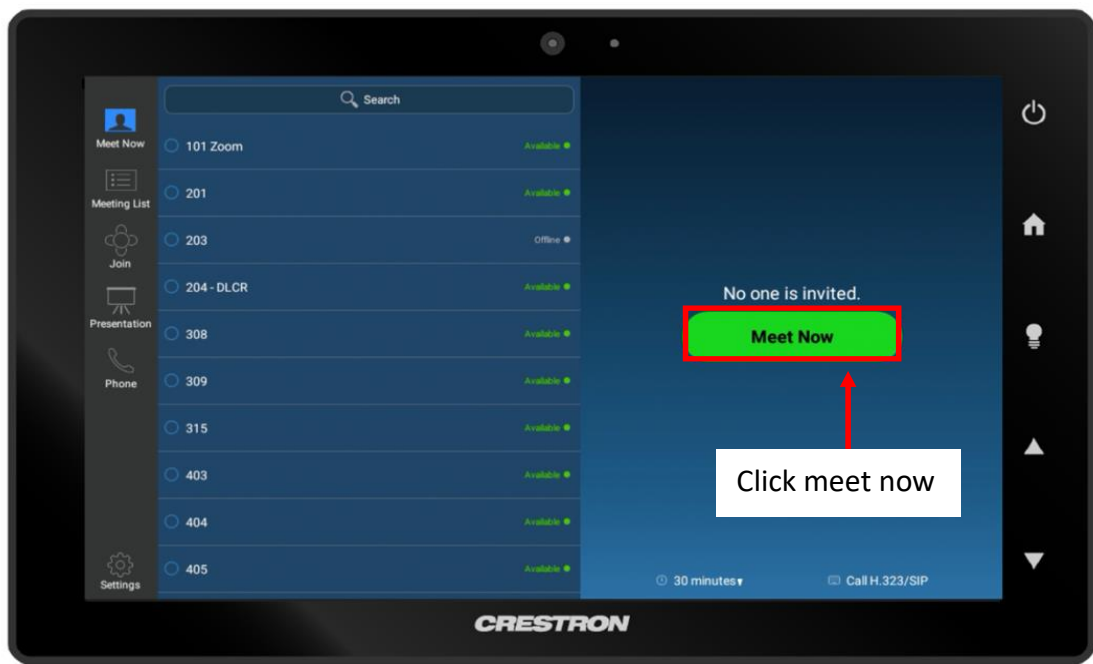


3. Launch the Zoom Application





4. Click the **Meet Now** button



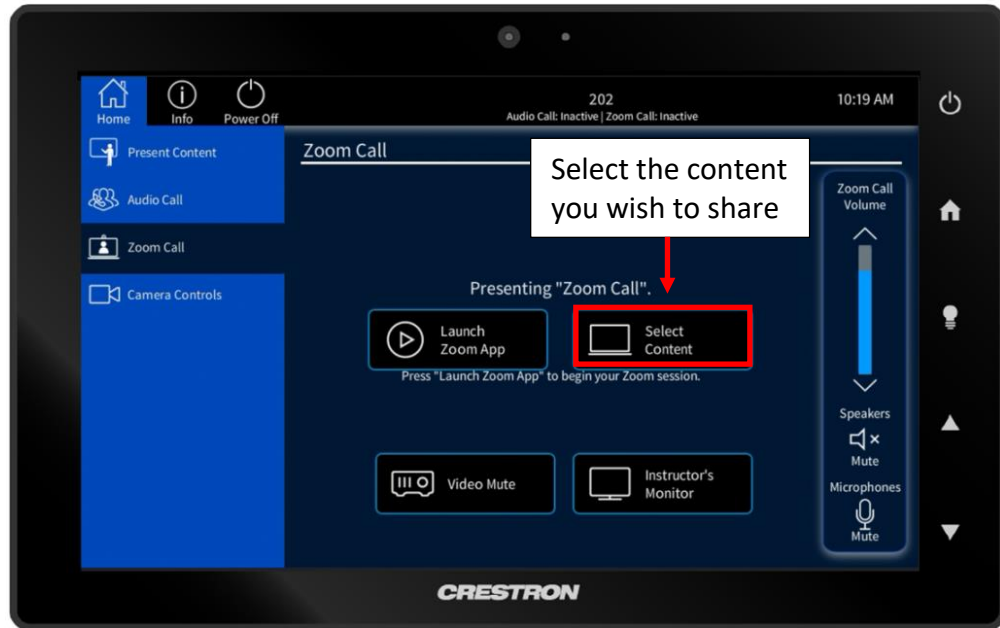
5. Now that you are in the meeting you can:



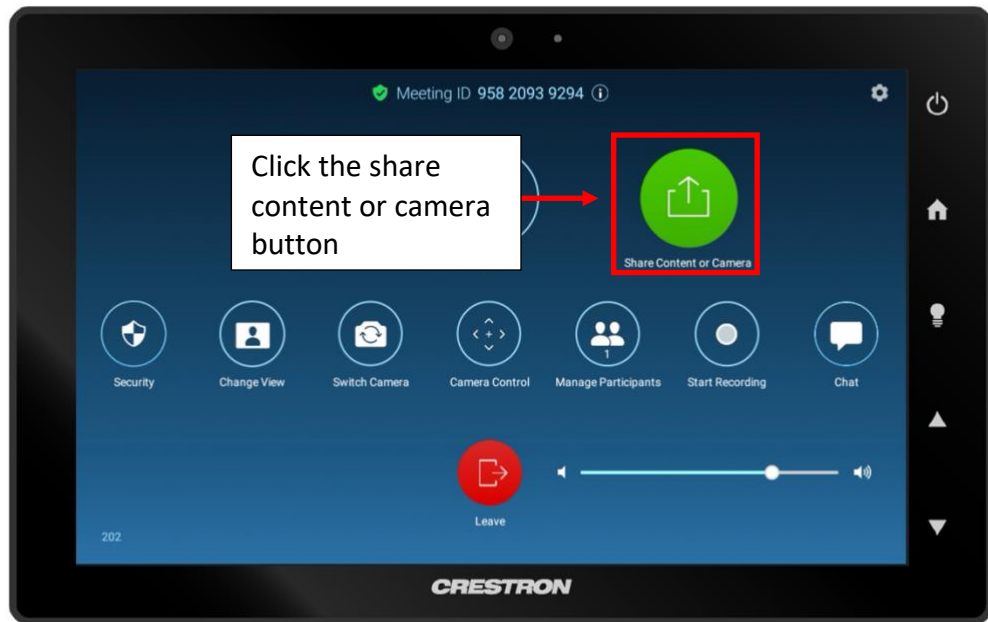
- a. Mute the room's microphones
- b. Stop the video
- c. Share HDMI content
- d. Manage Participants
- e. Control the rooms camera(s)
- f. Record the meeting
- g. View the meeting chat
- h. Control the volume of the meeting
- i. Leave the chat

Sharing Content During the Zoom Call

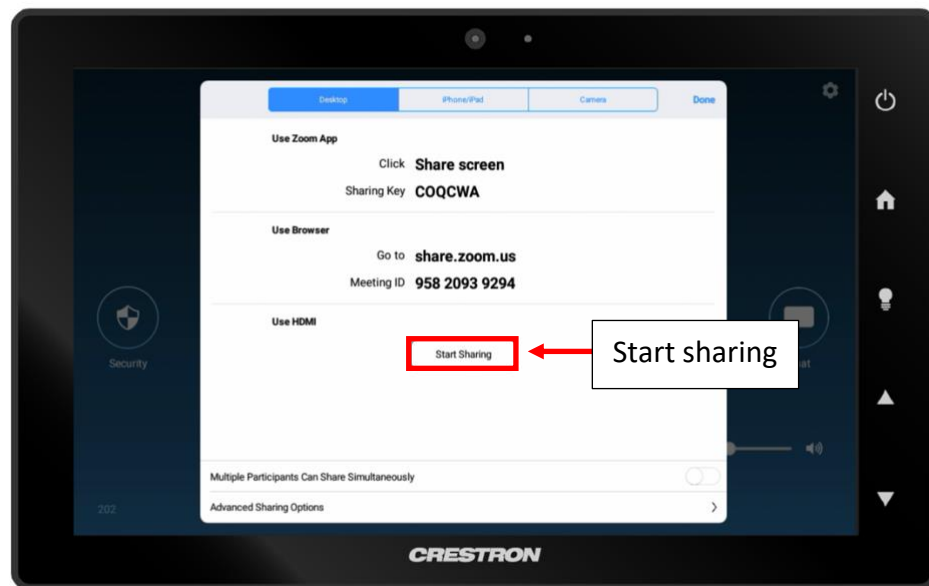
1. Select the content you wish to share during the meeting. Once selected click the “x”



2. While in the Zoom meeting click the **Share Content or Camera** button



3. Click the **start sharing** button to share the content you selected before opening the zoom application

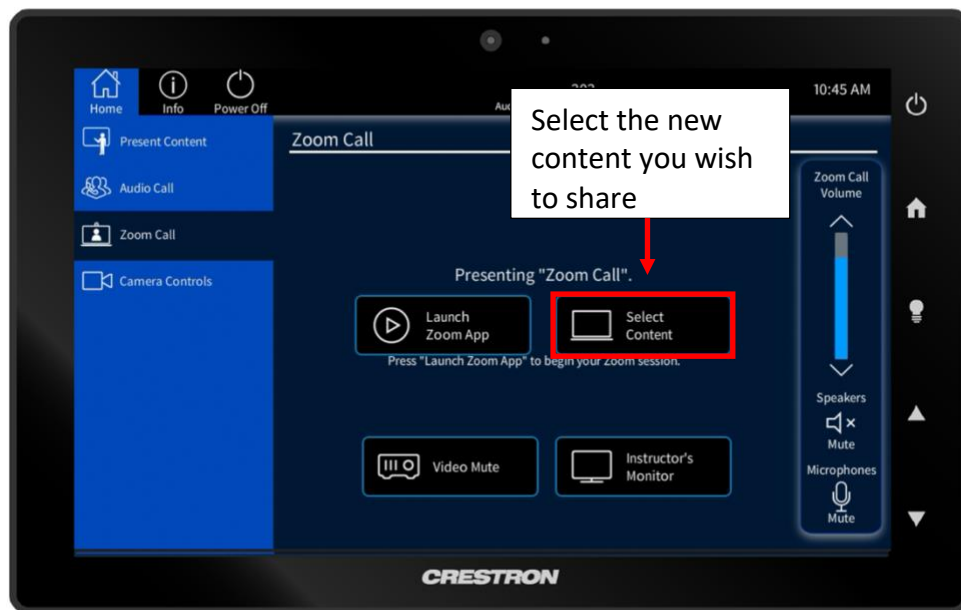


Presenting New Sharing Content in the Zoom Meeting

1. To change the sharing content while in a Zoom meeting
 - a. Click the home button on the Crestron Machine. **DO NOT LEAVE THE CALL**

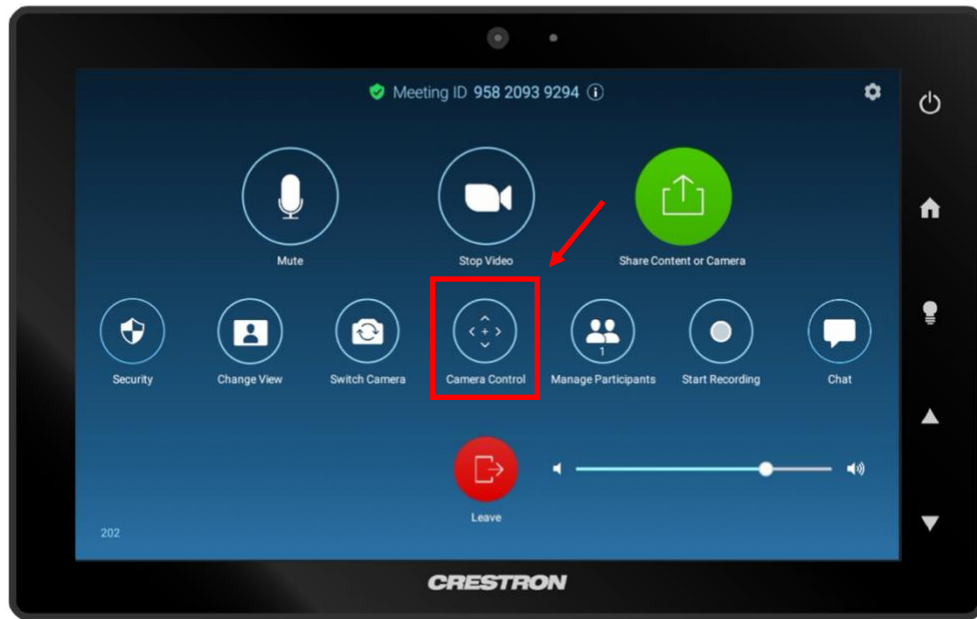


- b. Once back at the home screen; select new content you wish to share

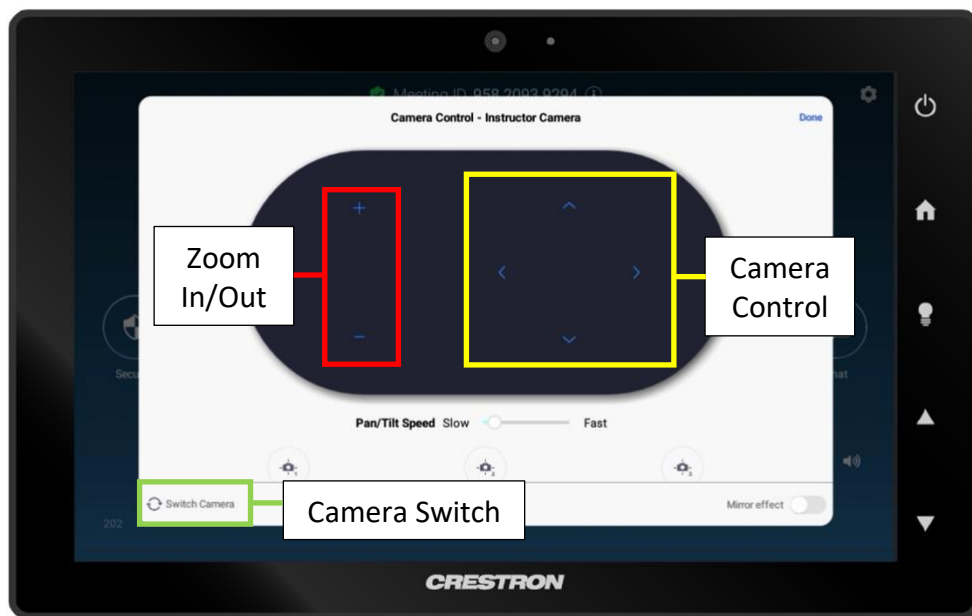


Camera Controls in a Zoom Meeting

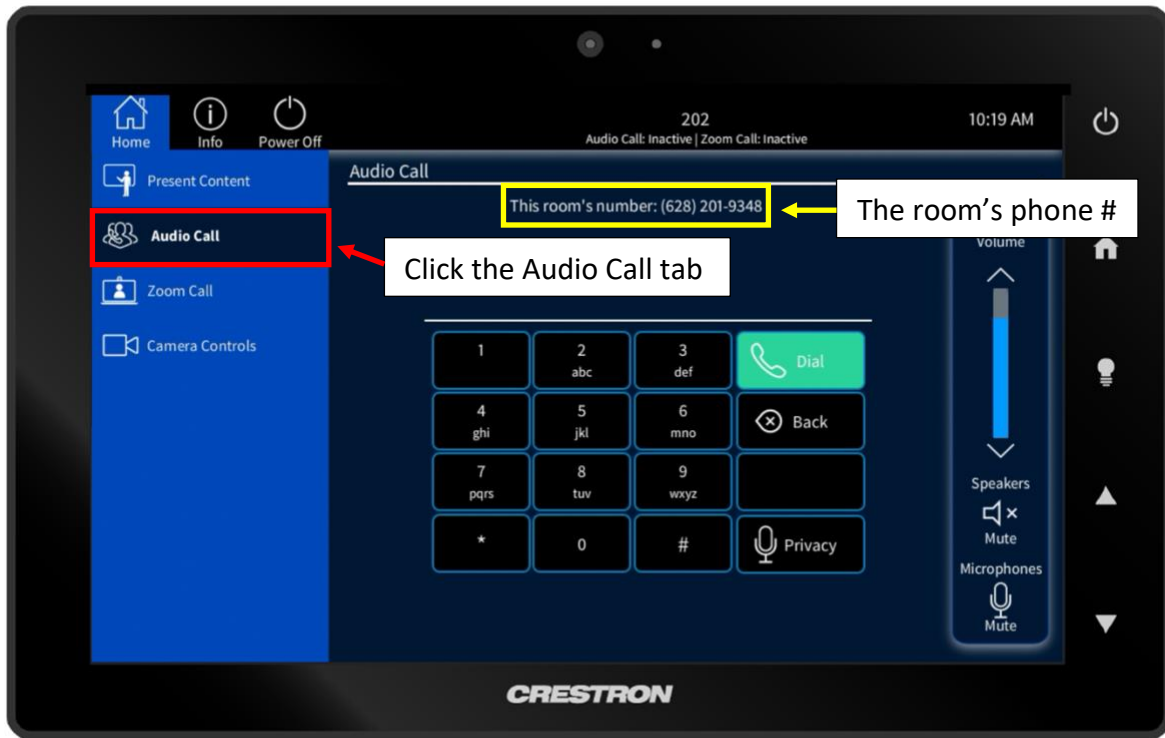
This is the option used to control the cameras located inside the classroom while using the Zoom Room application. The user can choose between an instructor or audience view.



1. While in the Zoom meeting click the **Camera Control** button.



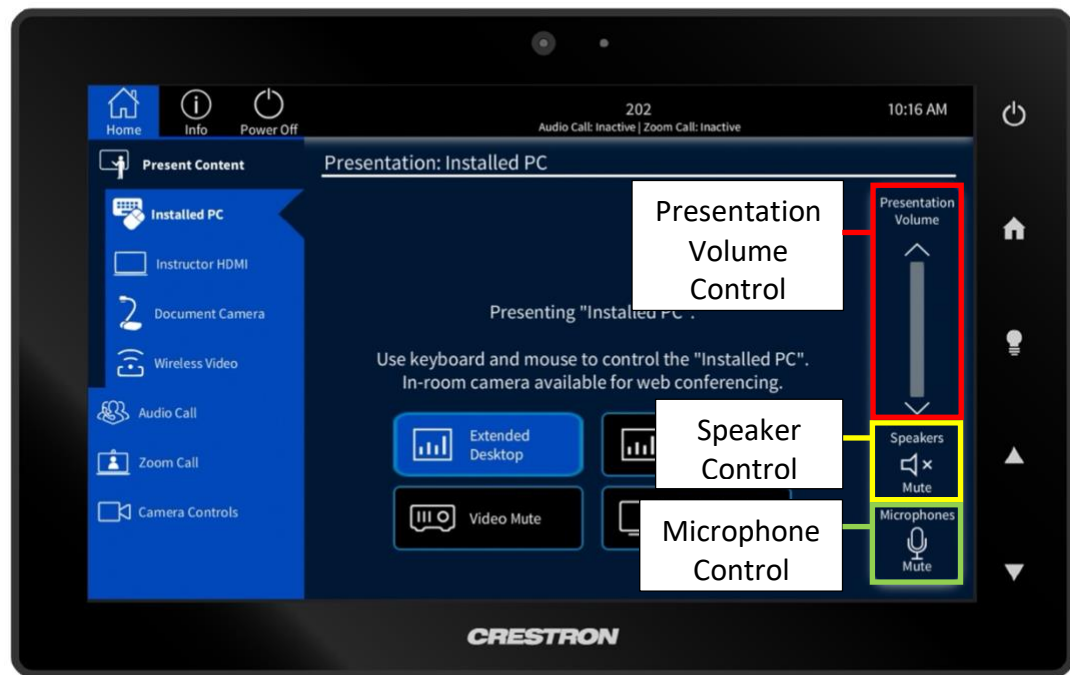
Making an Audio Call



Instructor Controls

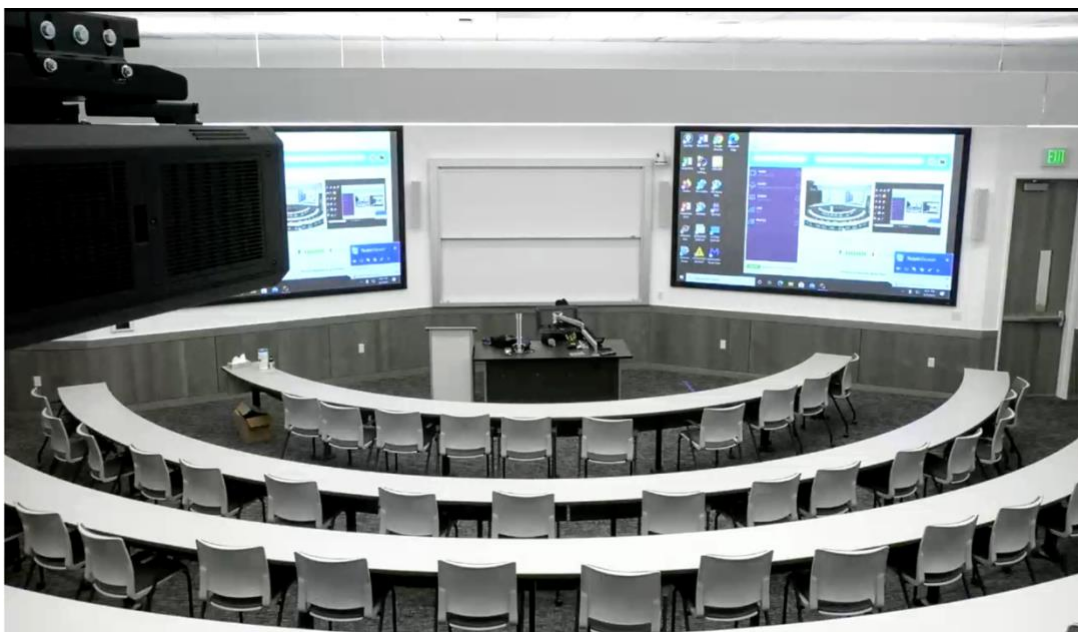
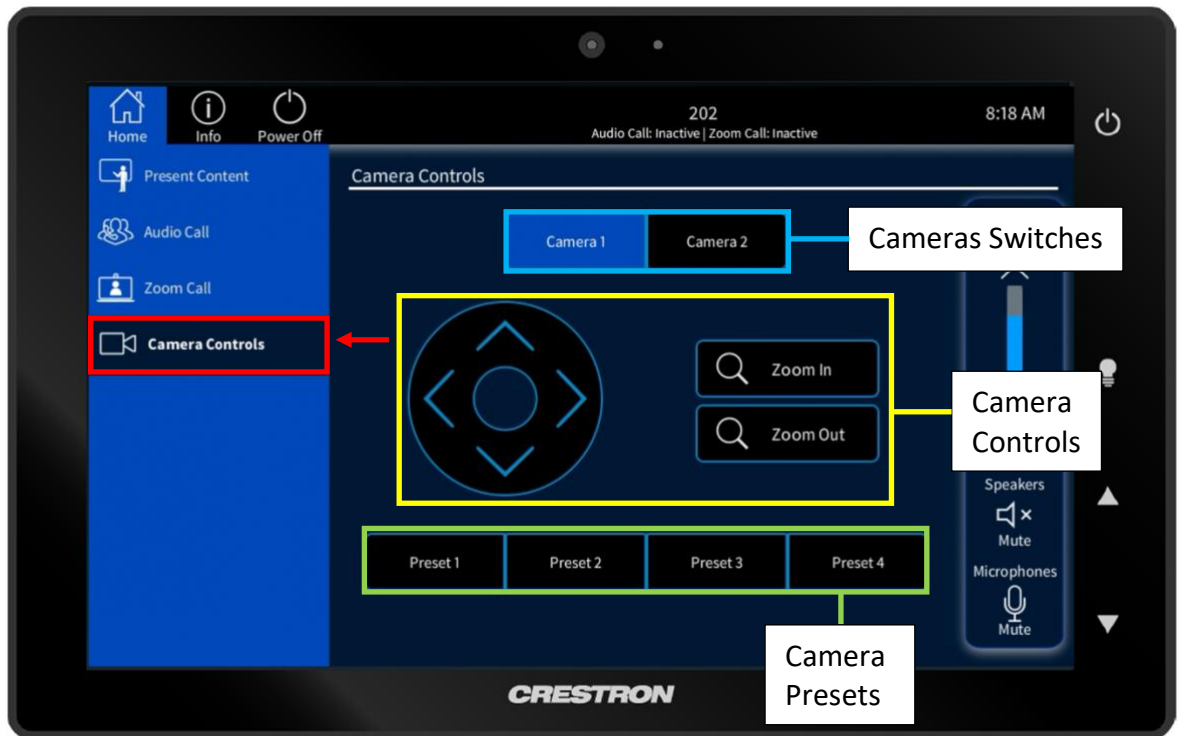
Volume Control

If presenting with audio, you can control presentation volume by pressing either up or down on the arrows (see below graphic). You may also mute either the presentation speakers or the classroom microphones.



Camera Controls

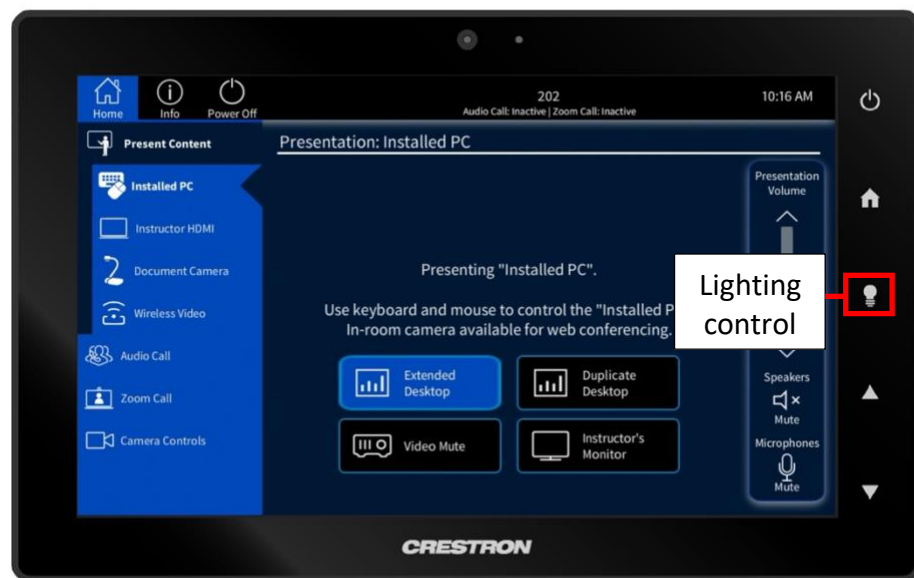
This is the tab that allows you to control the cameras located in the classrooms. You can zoom in and out and change directions or choose from four different *presets*. *Larger classrooms will have up to four possible cameras to switch from.*



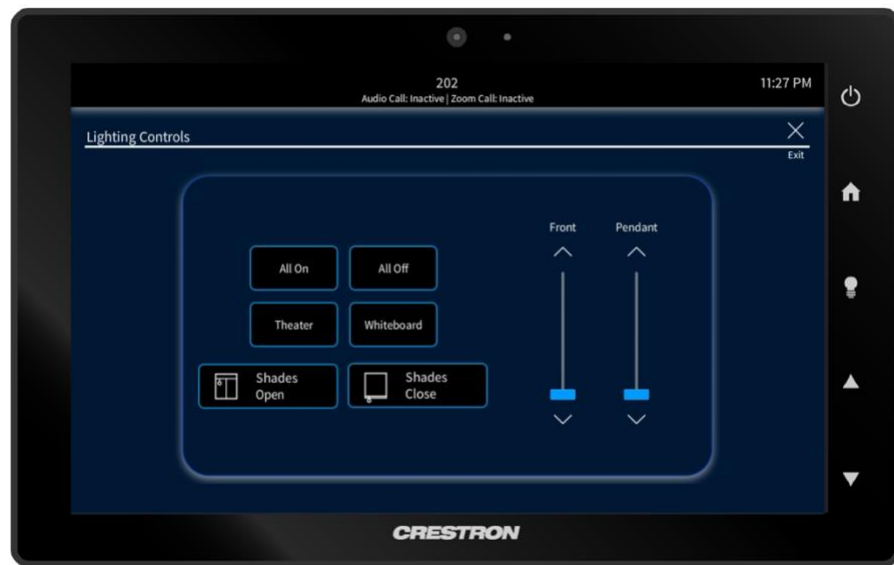


Lighting Control

The Crestron has the ability to control the lights within the classroom.



1. Click the lightbulb symbol located on the right side of the Crestron



The user can choose from different lighting options:

- a. Turn on all the lights
- b. Theater Mode (Dims the lights in front of the projector screens but audience lights stay on)
- c. Whiteboard Mode (Dims the lights in the audience while the closest to the whiteboard stays on)