Step 1: Getting the teaching station ready
Open the cabinet below the stage to access the teaching station.

Locate the button on the right side of the teaching station. Press the “Podium Up” button to raise the podium so that the control panel will be accessible. Stop when the podium has cleared the bottom shelf.

Step 2: Turning on the auditorium
The controls for the room are located on a Crestron touch panel attached on the right side of the teaching station. To turn on the room, touch the Crestron panel. You should see the panel powering up and see the projector screen come down.

The room is now powered up.

Step 3: Setting up your computer
There are 2 cables available to connect your laptop to the teaching station. Determine which cable connection you need (HDMI or VGA) and connect this to your laptop. Once connected, the screen should show the display from your computer.

Step 4: Selecting Classroom Features
I. Presentation
There are several presentation sources available. You can select from these following options:

- **Computer**: This source is your own laptop. This mode can be used when documents and/or presentations from the computer are to be presented. Touch the “Lectern Laptop” button to present from your computer.
- **Document Viewer**: Place the documents to be presented under the Document Viewer. Touch the “Document Camera” button to present from the document viewer.
- **Camera**: The instructor camera view or the student camera view can be projected on the main screen by selecting “Stage Camera” or “Audience Camera”.

II. Call
To make a call, touch the “Conferencing” button. Then touch either “Audio only” call or “Video call” depending on your preferred option. The dial screen will pop up. The phone number of your party to be called can be dialed, searched from directory or history, and saved under favorites. Press the number of the party to be called and click on the “Dial” button. This should connect the room to your called party.

III. WebEx Meeting
Remote audiences can view the main screen and content from remote audiences can be viewed on the main screen using the “standard” WebEx session process.
Make sure that your laptop is the main source. Start or join a WebEx session.

If you are “sharing content”, take control of the WebEx session and “Share” your desktop.

If you are “viewing content” via the WebEx window on your laptop, this should be displayed on the main screen.

IV. Record
A session can be recorded anytime with any type of source modes. This feature allows you to capture your class sessions so you can share this with your students for later viewing. Touch the “Lecture Capture” button and the recording screen should come out. Press “Start Recording” to commence your recording. Press “Stop Recording” when you are done with your recording session.

Step 4: Turning off the Auditorium
Press on “Lectern Laptop” to go to the main screen. When you are on the main screen, touch the power down button ICON located at the top right corner of the screen. This will power down the equipment and bring up the screen.

Step 5: Packing up the Teaching Station
Make sure that all the cables are disconnected from your laptop. Put the cables on top of the podium. Press “Podium Down” to lower the podium until it tucked within the lower shelf. Push the teaching station into the cabinet under the stage. Close the cabinet doors