



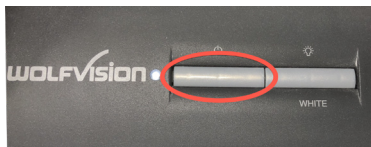
Lectern Power On and Off Sequence

1. Lectern Power On

a Touch the Power button on the Crestron panel. The projector screen should automatically lower.
(If using a laptop, the HDMI connection is located under the keyboard on the front panel. Touch the Laptop icon after connecting.)



b To ensure all the equipment will work properly, turn on the Document Camera, even if it will not be used for class.



c Turn on your wireless microphone; the green light should turn on. Verify the sync status (See other side for mic sync instructions)

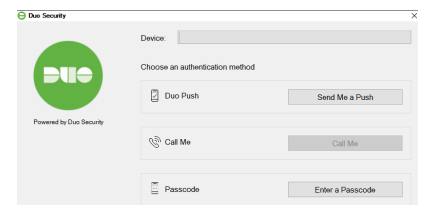


2. Computer Power On

a Press the computer Power button located under the keyboard on the front panel. If the monitor does not come on, press the monitor power button.

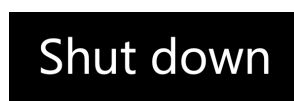


b Log in with your NetID and NetPassword. Authenticate with Duo. (Push or Passcode only)



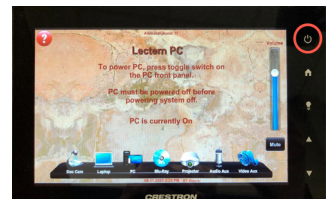
3. Computer Power Off

a Click the Windows icon, click Power, then click Shut Down.



4. Lectern Power Off

a Touch and hold the Power button on the Crestron Panel. Turn off your wireless microphone.





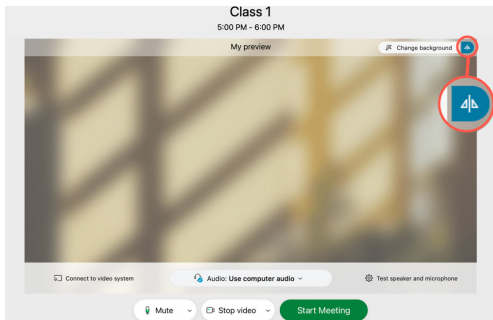
Lecture Streaming/Capture Using Canvas and Webex

1. Create your Webex meeting in Canvas

- a Log in to canvas.msstate.edu, access your course, then click Cisco Webex.
- b Click Virtual Meetings to view your scheduled meetings. Note: If you have not already scheduled your class meeting, click Create Meeting, specify a name, time and date, then click Create.
- c Click the green Host button to the right of the meeting name.
- d Cisco Webex Meetings will launch after a few seconds.

2. Check video and audio with Webex

- a Click the blue Mirror button in the top right to flip the video to display correctly. The button should turn white.



- b Adjust the webcam view with presets or manually using the controls on the Crestron panel.



3. Start and record your Webex Meeting

- a Click Start Meeting.
- b Tips: In the Participant menu, turn ON Mute on Entry; turn OFF Entry and Exit Tone and Anyone Can Share. On the Edit Menu, click Preferences. Under Chat, select Play the selected sound, choose Always, then click OK.
- c **REMEMBER TO RECORD!** -Click the Record button, select "Record in the cloud", then click Record.
- d To share the screen, click the Share content button, then choose Screen 1.

Syncing a digital microphone with the lectern

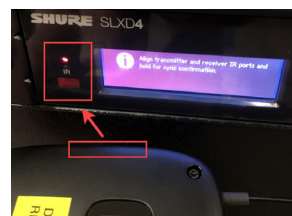
To sync a digital microphone with the lectern, align the IR port on the mic with the IR port on the lectern receiver, then press sync on the receiver.



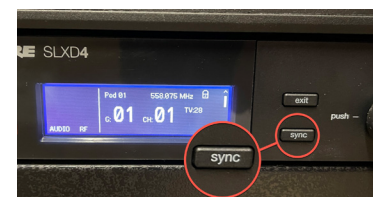
Mic IR port



Lectern IR port



Align the ports



Press sync