**Lectern Power On and Off Sequence**

### Power On Sequence

1. **Lectern Power On**
   a. Touch the Power button on the Crestron panel. The projector screen should automatically lower.
   b. If using a laptop, the HDMI connection is located under the keyboard on the front panel. Touch the Laptop icon after connecting.
   c. To ensure all the equipment will work properly, turn on the Document Camera, even if it will not be used for class.
   d. Turn on the wireless microphone. The green light should turn on.
   e. To sync a new 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.

2. **Computer Power On**
   a. Press the computer Power button located under the keyboard on the front panel.
   b. If the monitor does not come on, press the monitor power button.
   c. Log in with your NetID and NetPassword.

### Power Off Sequence

1. **Computer Power Off**
   a. Click the Windows icon.
   b. Click Power, then click Shut Down.

2. **Lectern Power Off**
   a. Touch and hold the Power button on the Crestron panel.
   b. Turn off the wireless microphone.

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**Contact the Service Desk**

662-325-0631 | 108 Allen Hall | servicedesk@msstate.edu | servicedesk.msstate.edu

 Canvas and Webex Quick Start →
Lecture Streaming/Capture Using Canvas and Webex Quick Start

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 meetings, Click Create Meeting, specify a name, specify the 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 when displaying the correct way.
   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, be sure “Record in the cloud” is selected, then click Record.
   d. To share the screen, click the Share content button, then choose Screen 1.