



POD Power On and Off Sequence

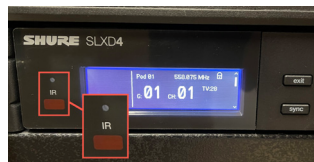
Power On Sequence

1. POD Power On

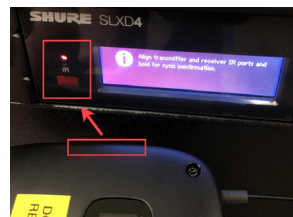
- a. Touch the Power button in the lower right corner of the Crestron panel. The button should turn blue. The projector and webcam should power on.
- b. Turn on the wireless microphone. The green light should turn on.
- c. **To sync a digital microphone** with the lectern, align the IR port on the mic with the IR port on the lectern receiver, then press **sync** on the receiver.



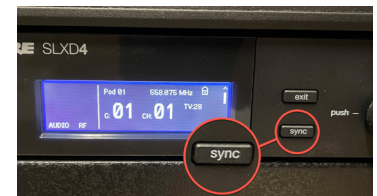
Mic IR port



Lectern IR port



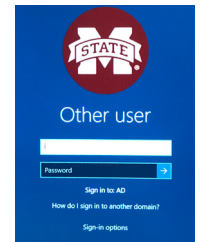
Align the ports



Press sync

2. Computer Power On

- a. Press the computer Power button located on the front panel of the POD.
- b. Log in with your NetID and NetPassword.



Power Off Sequence

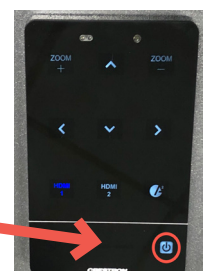
1. Computer Power Off

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



2. POD Power Off

- a. Touch and hold the Power button on the Crestron panel. The button should turn white.
- b. Turn off the wireless microphone.



Contact the Service Desk

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

Canvas and Webex Quick Start →



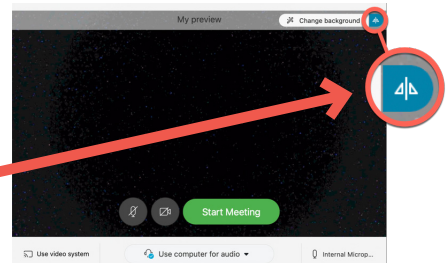
Lecture Streaming/Capture Using Canvas and Webex Quick Start

1. Create your Webex meeting in Canvas

- Log in to **canvas.msstate.edu**, access your course, then click Cisco Webex.
- 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.
- Click the green Host button to the right of the meeting name.
- Cisco Webex Meetings will launch after a few seconds.

2. Check video and audio with Webex

- 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.
- Adjust the webcam view manually using the controls on the Crestron panel.



3. Start and record your Webex Meeting

- Click Start Meeting.
- 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.
- To share the screen, click the Share content button, then choose Screen 1.