

Multipurpose Room

1. Login

- Using your **MacID** please login to the computer. If another account shows up on the screen, choose “other” and then sign-in with your **MacID** username and password

2. Open the Crestron application to operate the AV system

- Locate the Crestron icon labelled “AV SYSTEM” on the Computer Desktop, using the mouse double click the icon to launch the control page
- Alternatively, you can use the touch panel located on the wall

3. Select a source to display

- When the control panel opens, select the source you would like to display. These sources are listed below
- When you have selected a source, the button will turn green indicating the selected source. The **room displays** will turn on automatically.



- When loading a presentation to the PC from a USB drive, use the USB port on the side of the monitor, or on top of the podium. **Read below on using Zoom**



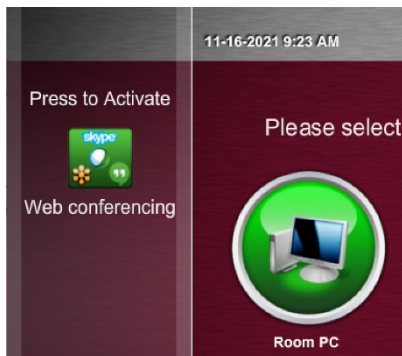
- To connect a laptop, use the HDMI port on top of the podium. **Please note:** There are no cables or adapters provided in the room.



- To connect a device wirelessly, select “Wifi Casting”. Instructions to connect will appear on the screen. Locate the IP address on the screen <http://172.26.34.142> and type that into the address bar of your device’s web browser. You will be prompted to download and install a program on your computer. Once you open the downloaded application you will be prompted for a password which appears on the room displays

4. Webconferencing

- If you wish to use Zoom or another web conferencing application, select **Room PC** as described above. Once Room PC is selected, you will see a button appear to the left labeled “**Web Conferencing**”. Press that button to enable the room cameras. Select the camera you would like to use, then open settings in Zoom to setup the camera shot. If you do not see the room camera, please ensure “**AV Bridge**” is selected as your video/camera source within the web conferencing application.



Microphones

- You will find a gooseneck microphone located on top the podium – this cannot be removed. This room also has a wireless lapel microphone located in the cabinet below, along with multiple wireless desktop microphones
- The wireless microphones remain muted when you remove them from the charging base. Simply press the button on the microphone to unmute. In a hybrid meeting, only two microphones should be unmuted at one time.

Once finished with the AV system, press ‘**shutdown**’ on the Crestron & confirm shutdown, the displays will power off.

NEED HELP!? Please contact csuav@mcmaster.ca for any help or troubleshooting steps