Teaching Mode: Display a Device

1. Touch a Lectern Device to Display. Touch the connection type, if applicable.
2. Touch Main Display Primary Source or Main Display Secondary Source (under the Main Display Source banner).
3. Touch Synchronize all Displays with Main Display under Display Controls.

OPTIONAL: Select a Display Controls option and/or maximize the screen using the plus icon or touch the black screen icon to clear; exit the maximized screen by tapping anywhere on the screen.
Teaching Mode: Display Controls

**NOTE:** Display Control buttons are on/off toggles while Annotation Mode buttons are single selection buttons. Multiple Display Controls options can be selected and combined with Annotation Modes.

A highlighted blue button means the selection is enabled.
E.g. from the image below, **Route Student Computers to Displays** is enabled.

- **Display Controls**
  - Synchronize all Displays With Main Display
  - Route Student Computers to Displays

- **Annotation Modes**
  - Combined Image to all Displays
  - White Board to all Displays
  - Single Display

- Displays lectern devices to only the main LCD display or to all LCD displays in the room.
- Displays a student computer to all or only specified LCD displays.
- Displays one lectern/one student computer OR two student computers as a side-by-side (split-screen) display on all screens with annotation tools.
- Displays a blank whiteboard with annotation tools to all of the room LCD displays.
- Displays a single display with annotation tools.
Display Controls: Synchronize all Displays with Main Display

1. Touch a Lectern Device to Display.
2. Touch **Main Display Primary Source** or **Main Display Secondary Source** (under the **Main Display Source** banner).
3. Touch **Synchronize all Displays With Main Display**.

**OPTIONAL**: Use the **Main Display Secondary Source** to preview your device’s display prior to projecting on the **Main Display Secondary Source**.
Display Controls: Route Student Computers to Displays

1. Touch **Route Student Computers to Displays**.
2. Touch a student seat number from the map.  
   **NOTE:** Each computer/LCD display is labeled and corresponds with the map.

3. Touch an area to display the device:
   a. Display on the primary LCD display
   b. Display on any individual LCD display in the room
   c. Display using **Synchronize all Displays With Main Display** to project the same image to all LCD displays.
Display Controls: Combined Image to All Displays (Split-Screen)

1. Select one of the following:
   a. Touch a Lectern Device to Display — OR —
   b. Touch Route Student Computers to Displays and select a seat number.
2. Touch Main Display Primary Source for the 1st device
3. Repeat step 1 for the 2nd device.
4. Touch Main Display Secondary Source for the 2nd device.
5. Touch Combined Image to all Displays. A split-screen of the 1st and 2nd devices appears on all LCD displays.
Display Controls: White Board to All Displays or Single Display

**NOTE:** For White Board to all Displays, select White Board to All Displays. No further action is necessary.

1. Touch a Lectern Device to Display.
2. Touch **Main Display Primary Source** under the Main Display Source banner.
3. Touch **Synchronize all Displays with Main Display** under Display Controls.
4. Touch **Single Display** and touch **Main Display Primary Source** (under the Main Display Source banner).
5. Use the **Annotation Menu Bar** to make your desired annotations on your display.
Teaching Mode: Display a Blu-Ray/DVD/MP3 Disc or Auxiliary Device

Select Auxiliary for any of the following: Music, VCR, Video Cameras, older iPods, iPads, and iPhones (using Composite cables)

1. Touch **Blu-ray/CD Player** or **Auxiliary** from the Lectern Device to Display.
2. Touch **Main Display Primary Source** or **Main Display Secondary Source** (under the Main Display Source banner).
3. Touch **Synchronize all Displays with Main Display** under Display Controls.
4. **OPTIONAL**: Select a **Display Controls** option and/or maximize the screen using the plus icon or touch the black screen icon to clear; exit the maximized screen by tapping anywhere on the screen.
5. Use the **Player Controls** for Blu-Ray/DVD/CD or the **Input Controls** for Auxiliary devices.
Teaching Mode: Play Audio

1. Select a Lectern Device to Display for playing audio.

2. Touch the audio icon in the volume section. Touch Main Display Primary Source or Main Display Secondary Display (under the Main Display Source banner) to activate sound.

3. Use the slider to adjust volume settings.

**NOTE:** Ensure the appropriate device is selected. The system follows the device that is selected to produce audio.

For cluster workstations in the room, select Lectern (Crestron) to route audio through the lectern. From the cluster workstation, complete the following:

a. Navigate to Apple > System Preferences > Sound

b. Click the Output tab.

c. Select Crestron and close the window.

d. From the lectern, select Desktop and toggle the audio button.

**NOTE:** Revert these changes by following the same steps and selecting Internal Speakers.
Teaching Mode: Use the Document Camera

1. Touch **Doc Cam** under *Lectern Device to Display*.
2. Touch **Main Display Primary Source** or **Main Display Secondary Source** (under the *Main Display Source* banner).
3. Touch **Synchronize all Displays with Main Display** under *Display Controls*.
4. **OPTIONAL**: Select an *Annotation Modes* option
5. Adjust the document camera using the *Doc Cam Controls*. 
Teaching Mode: Document Camera Controls

Touch Panel Controls:

- **Zoom** - Controls the image size
- **Focus** - Manually focuses the document camera
- **Lamp** - Turns the document camera light on/off
- **Freeze** - Creates a still image; display can be moved without altering the image on-screen

Physical Document Camera Controls:

- **Power** - on/off
- **INT/EXT** - internal/external switching function
- **AF** - Auto focus
- **MF/AWB** - Manual focus; white balance
- **ESC** - Return to live image at any point
- **Left/Right** - Zoom in/out adjustment
- **Up/Down** - brightness up/down adjustment
- **Capture (Camera)** - Press to capture still images to an SD card
- **Capture (Video)** - Press to capture movies w/ audio to an SD card
- **Mode** - Switch to live image, picture, or video mode
- **Freeze** - Freeze live image
- **Lamp** - Turn the LED light on/off
Teaching Mode: Conferencing

1. Touch Desktop under Lectern Device to Display.
2. Touch Main Display Primary Source (under the Main Display Source banner).
3. Touch Synchronize all Displays with Main Display under Display Controls.
4. Touch Setup Cameras For Conferencing Software under Desktop Controls.
5. From the Mac Desktop, open your preferred Video Conferencing Software (e.g. Skype, Google Hangout, FaceTime).
6. Configure the camera view using the controls under Desktop Controls.

NOTE: Software-based videoconferencing applications (not limited to but including Google Hangout, Skype, FaceTime, etc.) are NOT supported by Computing Services; refer to the software’s help documentation for instructions.
Teaching Mode: Conferencing - Camera Controls

Control the camera facing the presenter

Control the camera facing the audience

Camera will follow audio in the room

Camera returns to a Home preset

Camera returns to a Presenter preset

Camera zooms out to cover a larger area

**Arrow Buttons** - pan the camera left, right, up, down

**Magnifying Glasses** - Zoom In/Out

**Green-Highlighted Buttons** - current selection

**Blue-Highlighted Buttons** - not the current selection (inactive)
Teaching Mode: Conferencing - Video Best Practices

- **IMPORTANT!** Only ONE software-based conferencing application (such as Skype) can be used at a time. You **MUST** use the desktop provided at the lectern.
- Think about what should be the main focus for the room and adjust the camera to pan/tilt/zoom.
- Use the appropriate camera depending on the view you want to achieve (Presenter or Audience camera).
- When taking notes during conferencing, pan/tilt/zoom to a whiteboard or move a mobile whiteboard to an appropriate viewing location.

**NOTE:** Software-based conferencing applications (not limited to but including Google Hangout, Skype, etc.) are NOT supported by Computing Services; refer to the software’s help documentation for instructions.
Teaching Mode: Conferencing - Audio Best Practices

- **IMPORTANT!** You **MUST** use the desktop provided at the lectern.
- Use a headset for clarity and consistent volume.
- Use the *Follow Conversation* feature during a large discussion to follow each participant.
  - **Note:** There is a 2 second audio switch delay and a 5 second camera delay so that the audio/camera does not jump around. Also note that the presenter microphone has priority and student machines impact the feature (turn external audio off when using this feature).
- With audio from multiple locations, it is best to use the cluster workstation’s internal speakers. This can be set at the workstation, select **Apple > System Preferences > Sound > Select Internal Speakers.** To project audio throughout the room, select **Lectern (Crestron).**
- To receive audio from remote participants through the room’s sound system, use the AV Bridge selection. At the lectern, select **Apple > System Preferences > Sound > Select AV Bridge.**
- For participants at remote locations, mute audio when not speaking to eliminate background noise (e.g. typing).

**NOTE:** Software-based conferencing applications (not limited to but including Google Hangout, Skype, etc.) are NOT supported by Computing Services; refer to the software’s help documentation for instructions.