

VANDERBILT

# STUDENT CENTERS

## AV TUTORIALS



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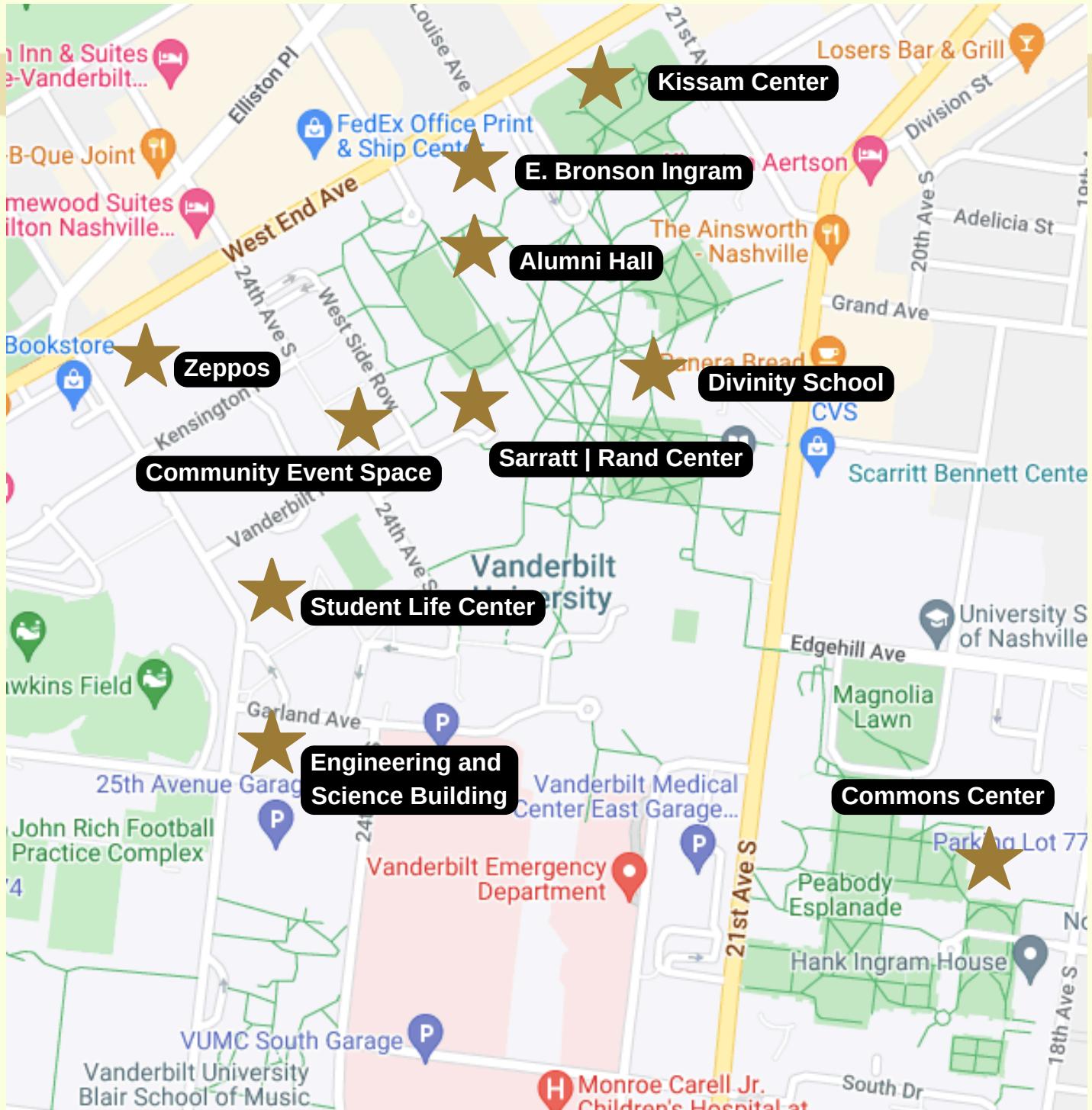
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# MAP OF EVENT SPACES



# VANDERBILT

VANDERBILT

# STUDENT CENTERS

# ALUMNI HALL

## Memorial Hall Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### Connecting to Projection - HDMI

- Tap the touchscreen on the lectern to wake it up.
- The status of the room will be shown in the upper right corner of the display. If the room is “off” press the power button to turn the room “on.” This may take a moment. The room status will switch to “on” when the room is ready for use.
- **To connect a laptop** plug your computer into the HDMI cable located on the lectern using the appropriate adapter. Then navigate to “Home” on the touchscreen. Select “Laptop/Tablet” from the input section. Then select “Left Display” and then “Right Display” from the bottom of the screen. Your laptop should display on the TVs shortly. If you want the audio from your laptop to be played through the room’s speakers, make sure that “Program Audio” (located next to display selection) shows “laptop.” If it does not, tap it until it indicates “Laptop.”
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

## Alumni Classroom A/V Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

**The touchscreen used to control the room is in the drawer to the right of the A/V rack labeled**

**"A/V and Lighting Controls"**

### Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system. You can check the room status in the upper right corner of the touchscreen. If the room is “off”, select your source (Podium PC, Laptop/Tablet, Blu-ray, Cable TV). After your source is selected the room will turn “On.”
- **If the system is already “On”** or to switch your source, select “Home” in the upper left of the touchscreen. You may then select your input.
- If you are using a laptop, connect it to the HDMI cable on the desk.
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select “Laptop/Tablet” from the “Home” menu of the touchscreen, then “HDMI.”
  - The sound from your laptop should come out of the system, and is controlled by the volume fader in the bottom right corner of the touchscreen.
  - If you are unable to get sound from your laptop, try plugging in the 1/8” cable (Headphone jack) on the desk and selecting “Select 1/8” Audio Input” located next to the “HDMI” button on the touchscreen. The laptop audio from the 1/8” input is controlled using the same volume fader.
- If using the A/V Bridge system for Zoom or Teams, please make sure to plug in the USB cable labeled “Blackmagic Web Presenter” as well as the HDMI.
- To lower or raise the shades or projection screen, navigate to the “Screen and Shades” menu on the button of the touchscreen.
- To close the menu, press the “Home” button in the upper left corner of the touchscreen.

### How to Use the Microphones

#### *Wireless Microphones*

- **Wireless Microphones** are located in the drawer below the “A/V and Lighting Controls.” Only two wireless microphones may be used at once.
  - “Wireless 1” may be either the handheld or lavalier labeled as such. “Wireless 2” may be either the handheld or lavalier labeled as such.
- To adjust the volume of the microphones or mute them, tap the “Microphone” button on the bottom of the touchscreen.
- “Wireless 1” and “Wireless 2” will appear as the first two options on the left. “Wired Mics 1-4” only work when external microphones are added, and DO NOT control the puck microphones around the room.

# ALUMNI HALL

## *Lavalier Microphones*

- **To operate the lavalier microphones**, press and hold the power button on top to power them on.
- The button may be pressed again once on to mute or unmute the microphone. Please clip the microphone on a garment as close as possible to your mouth for the best results.

## *Handheld Microphones*

- To operate the **handheld microphones**, press and hold the power button beneath the screen to power them on.
- The button may be pressed again once on to mute or unmute the microphone. Please speak directly into the top of the microphone and angle it towards your mouth for the best results.

## How to use Zoom Conferencing

- **To use the A/V Bridge** (room mics and camera) for Zoom/Teams or virtual components, please select the following in your streaming application.

**Microphone:** Microphone (Black Magic Web Presenter)

**Speaker:** Crestron

**Camera:** Black Magic Web Presenter

- **To control the camera**, use the Vaddio remote labeled “PTZ Camera” located in the drawer labeled “Microphones and Remotes.” Aim the remote directly at the camera to control it.
  - The four red arrow buttons around the “home” button will control the pan and tilt of the camera. The “T” and “W” buttons in the center of the remote will control the zoom. There is one set for Fast Zoom, and one set for Slow Zoom.

## Reading Room A/V Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### Connecting to Projection - HDMI

- Tap the touchscreen on the wall at the front of the room to wake it up. The status of the room will be shown in the upper right corner of the display. If the room is “off” press the power button to turn the room “on.” The projection screen will come down and the projector will power on. This may take a moment. The room status will switch to “on” when the room is ready for use.
- Plug your computer into the HDMI cable located on the lectern using the appropriate adapter.
  - If not using the lectern, you may plug your laptop into the HDMI input on the wall below the touchscreen.
- Navigate to “Home” on the touchscreen. Select “Laptop/Tablet” from the input section. Your laptop should display on the projector shortly.
  - If it does not, try unplugging your laptop from the display cable and plugging it back in.
  - If this still does not work, please try leaving your laptop plugged into the display, and then turning the room “Off” and then back “On” again. You may need to adjust the display settings on your laptop if the issue is not resolved.
- Remember to disconnect cabling and shut down the Crestron unit after use.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

VANDERBILT

# STUDENT CENTERS

## COMMUNITY EVENT SPACE

## CES 008 MPR

### Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

#### Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the “Laptop” option;
  - The projection system will automatically turn on and a screen will descend.
- The connected media source will automatically display on the screen.
- Audio control for the media is controlled under the “Presentation” volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

#### Connecting to Audio only - Aux(1/8”) Cable

- Tap the Crestron panel to power up the system;
- Plug one end of the aux cable into the wall plate input labeled “AUDIO INPUT” and the other end into the media source.
- Select the “Volume Mixer” icon;
- Select the red mute button under the “Main Volume” option.
- Audio control for the media is controlled under the “Wall Jack” volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.

#### Adjusting volume level - Wired Microphone

- Tap the Crestron panel to power up the system;
- Select the “Volume Mixer” icon;
- Select the red mute button under the “Main Volume” option so that it turns to black.
- Audio control for the microphone(s) is determined by the matching name on the wall plate input.
  - “Podium” on the wall plate correlates to the “Podium” option on the Crestron Panel
  - “Handheld” on the wall plate correlates to the “Handheld” option on the Crestron Panel
  - “Mixer In” on the wall plate correlates to the “Mixer In” option on the Crestron Panel
- Adjustments are controlled under the designated volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.+
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

## CES 108 MPR

### Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

#### Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the “Laptop” option;
  - The projection system will automatically turn on and a screen will descend.
- The connected media source will automatically display on the screen.
- Audio control for the media is controlled under the “Presentation” volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.
- Remember to disconnect the cabling and shut down the Crestron unit after use.

#### Connecting to Audio only - Aux (1/8") Cable

- Tap the Crestron panel to power up the system;
- Plug one end of the aux cable into the wall plate input labeled “AUDIO INPUT” and the other end into the media source.
- Select the “Volume Mixer” icon;
- Select the red mute button under the “Main Volume” option.
- Audio control for the media is controlled under the “Wall Jack” volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.

#### Adjusting volume level - Wired Microphone

- Tap the Crestron panel to power up the system;
- Select the “Volume Mixer” icon;
- Select the red mute button under the “Main Volume” option so that it turns to black.
- Audio control for the microphone(s) is determined by the matching name on the wall plate input.
  - “Podium” on the wall plate correlates to the “Podium” option on the Crestron Panel
  - “Handheld” on the wall plate correlates to the “Handheld” option on the Crestron Panel
  - “Mixer In” on the wall plate correlates to the “Mixer In” option on the Crestron PanelAdjustments are controlled under the designated volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings > Sound > Output > select the system you are connected to.

VANDERBILT

**STUDENT  
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**E. BRONSON INGRAM**

# E. BRONSON INGRAM

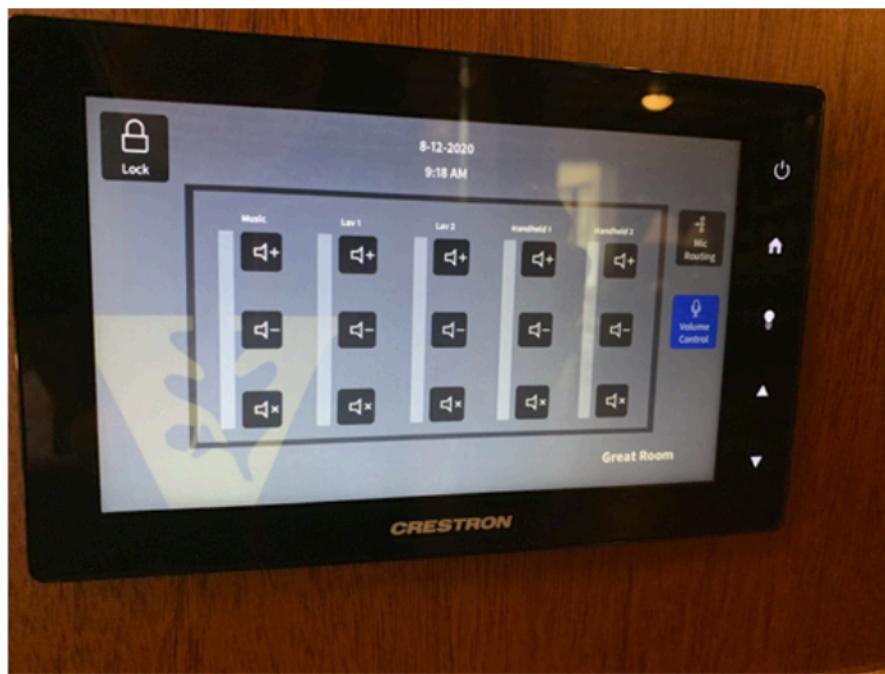


## E. Bronson Ingram 1004 Great Room Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

NOTE: This panel requires a 6-digit passcode and should only be used when the code has been given to you by your event manager.

- The touch pad is located on the wall to the right of the fireplace. Tap anywhere on the screen to wake it up.
- Type in the passcode.
- There is no projection here, so this panel is controlling audio in the room. Microphone controls are on the main menu. Find the corresponding channel on the Crestron panel that matches your mic, and adjust volume up, down, or mute.
- You can also pipe in music (the same music that plays in the Dining Hall) by turning up the volume on the channel called "Music."
- If you have arranged the lav mic pack with the red Aux cable on it to play your own music, you can connect the aux cable to your device and press play. Then, find the corresponding channel (Lav 1 or 2, depending on how the mic pack is labeled) and turn up the volume on the screen. You will get the best sound quality if your volume is all the way up on your device before turning up the volume on the screen.



- At the end of the event make sure all microphones are powered off on their devices and that you Lock this screen back. Microphones may be left on the windowsill next to the Crestron panel for your event manager to collect and lock back up.

V A N D E R B I L T

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**KISSAM CENTER**

# KISSAM CENTER

## Kissam C105 Meeting Room Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance**

- Turn on the Samsung TV using the Samsung TV remote on the table



- Once the TV is on, plug in the HDMI cable that is connected to the TV, into your computer



- Your computer screen should now be mirrored on the TV! Volume is controlled on your computer and the TV. We no longer use the Crestron panel to the left of the TV.



# KISSAM CENTER

- **Troubleshooting Tip:** When you plug in the HDMI cable and turn on the TV, you may be directed to the “Home Screen” that shows different sources to select from. You want to select PC/HDMI 1
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select the desired display. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.



## Kissam C216 Classroom Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance**

### General Information

- This room is equipped with 1 built-in projector/screens and an HDMI hookup (with common adapters) on the podium.
- There is also a built-in computer, so you may provide your own laptop or use the existing computer.
- Video conferencing (Zoom/hybrid capabilities), Slide advancers, DVD player, and microphones are available upon request.
- **Please ask your Student Centers event manager or AV Technician for more information (contact: [eventservices@vanderbilt.edu](mailto:eventservices@vanderbilt.edu) or 615-322-2448).**

### Turning on the Projector

- The touch pad is located on the lectern. Tap anywhere on the screen to wake it up.
- To activate projection go to “Settings”, a labeled button located on the left side of the panel.
- It will bring up buttons for the projector power, you should see on the screen “Projector” with an off and off button and “screen” with a down and up bottom.

### Connecting to Projector - HDMI

- Click the “sources” button on the left side of the touchpad.
- A screen will pop up on the touchpad that will say “select a source from below to start the system.”
  - If you are using a laptop connected by an HDMI cord, select Laptop HDMI.
  - If you are using the existing PC in the room, simply click PC.
  - Follow the same logic for other sources.

### Connecting to Microphone

- Click the “Mics” button on the left side of the touch screen, underneath settings.
- From there, a screen should appear with “wireless mics” written at the top and “Wireless 1” and “wireless 2.”
- The Microphone volume is controlled through this touch panel as well. If you have pre-arranged microphones for your event, you will be able to adjust the volume and mute your microphones here.
- Please power down the microphone when you are finished with your program and leave it (them) on the podium for Student Centers staff to lock up after your meeting.

**At the end of your event make sure all projectors, microphones, and advancers are turned off.**

**Microphones and advancers can be left in the lectern cubby for the Student Centers staff to collect.**

# KISSAM CENTER

## Kissam C210 Multipurpose Room

### Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance**

This room is equipped with 2 built-in projectors/screens and an HDMI hookup (with common adapters) on the podium. There is not a built-in computer, so please provide your own laptop to connect at the podium. Slide advancers, DVD player, and microphones are available upon request - please ask your Student Centers event manager or av technician for more information (contact: [eventservices@vanderbilt.edu](mailto:eventservices@vanderbilt.edu) or 615-322-2448)

- ◇ 1) The touch pad at the front controls all the functions. Tap anywhere to wake it up. It should start off with the question: "Combined or Divided"; after that it pulls up the main menu.



- Select "Combined" if you want the front and back screens/projectors to both be in use.
- Select "Divided" if you want only the front screen/projector to be in use.

# KISSAM CENTER

- If the room is divided by the airwall and a/v is being used on both sides, you will need to select Divided on the front panel and then go to the back panel (on the other side of the wall) and also start it up as Divided. In Divided mode, you can only have microphones on the back part of the room.

2) To activate projection, go to "System on", which will lower the screen and power up the projector upon command.



3) To hook up the laptop to the system, use the HDMI cable and any necessary adapters provided at the lectern at the front of the room. Look for the laptop icon on the Crestron panel and click on Laptop (front).



This page will also show volume control. Volume is adjustable on the touch panel and on the laptop itself. Always test out your audio and video prior to the start of the program (if able) to troubleshoot any issues.

NOTE: If the room is divided and you have a separate presentation in the back of the room, you will need to get an extra HDMI cable from the Kissam front desk. If it is after

# KISSAM CENTER

hours and staff are not present to assist, please call the Sarratt Box Office - 615-322-2425 - and one of our student staff can come to assist.

4) Microphone volume can be controlled on this touch panel as well. If you have pre-arranged microphones for your event, you will be able to adjust volume and mute your microphones here. Please power down the microphone when you are finished with your program and leave it (them) in the cubby in the podium for Student Centers staff to lock up after your meeting.



**NOTE:** The blinds in this room are controlled by a white switch plate on the far wall. It is labeled with buttons for sunshades or blackout shades. There are two light switch panels (front and back) that have a few different settings. The av is easier to view when the room is darkest.

**At the end of the event make sure all projectors, microphones and advancers are turned off. Microphones and advancers can be left in the lectern cubby for Student Centers staff to collect.**

## Kissam C210 Multipurpose Room Common Troubleshooting Tips

### If you would like to use the microphones without the projector/screen in use:

Power down everything and when you go back to the main screen and hit "Combined", the mics should work automatically without having to hit "Start Up"

### If you would like to use the room Combined, but you don't want the back projector/screen in use:

While both front/back systems are powered up, go to the back screen and hit 'Combined Mode' and then look for the 'Screen Up' button. Raise the screen up. Then hit the red projector off button and the back projector will shut off.



**For Mac users:** if you do not see your display on the screen go to System Settings > Displays and select "Crestron". If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

## Moore A109 Meeting Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance

- Turn on the Samsung TV using the Samsung TV remote on the table



- Once the TV is on, plug in the HDMI cable that is connected to the TV, into your computer



- Your computer screen should now be mirrored on the TV! Volume is controlled on your computer and the TV. We no longer use the Crestron panel to the right of the TV.

# KISSAM CENTER



- **Troubleshooting Tip:** When you plug in the HDMI cable and turn on the TV, you may be directed to the “Home Screen” that shows different sources to select from. You want to select PC/HDMI 1
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select the desired display. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

## Moore A117 Seminar Classroom Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance**

### General Information

- The room is equipped with 1 built-in projector/screen and an HDMI hookup (with common adapters) on the podium.
- There is not a built-in computer, so please provide your own laptop to connect at the podium.
- Video conferencing (zoom/hybrid capabilities) and slide advancers are available upon request
- **Please ask your Student Centers event manager or AV technician for more information**  
(contact: [eventservices@vanderbilt.edu](mailto:eventservices@vanderbilt.edu) or 615-322-2448)

### Turning on the Projector

- The touch pad is located to the right of the lectern. To wake it up, tap it anywhere.
- While you are waking up the panel, you can connect your laptop via HDMI cable using the HDMI cable and adapters (if needed) found already hooked up at the podium.
- To activate projection, click on “settings” on the touchpad, which will bring up buttons for projector power, and will also lower the screen.

### Connecting to Projector - HDMI

- Click the “sources” button on the left side of the touchpad.
- A screen will pop up on the touchpad that will say “select a source from below to start the system.”
  - If you are using a laptop connected by an HDMI cord, select Laptop HDMI.
  - If you are using the existing PC in the room, simply click PC.
  - Follow the same logic for other sources.

### Connecting to Microphone

- Click the “Mics” button on the left side of the touch screen, underneath settings.
- From there, a screen should appear with “wireless mics” written at the top and “Wireless 1” and “wireless 2”
- The Microphone volume is controlled through this touch panel as well. If you have pre-arranged microphones for your event, you will be able to adjust the volume and mute your microphones here.

### Common Troubleshooting Tips

- If you arrive in the room and the system is already powered on, you may need to power it down to let it refresh if you run into any issues.

VANDERBILT

**STUDENT  
CENTERS**

**STUDENT LIFE CENTER**

## Student Life Center Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### *Meeting Rooms 1 & 2*

- Using the lectern microphone: The microphone is always live. Please see the front desk if you need the mic volume to be adjusted.
- The lectern has an 1/8" Aux cable for playing music without needing to connect to the projector. Volume must be controlled by the device playing the music and the volume buttons on the white Crestron panel in the top right corner of the podium
- Connecting a laptop to the projector: Push the down arrow button on the wall panel directly behind the podium to lower the screen. Push the "On" button on the top left corner of the white Crestron panel on the podium. Push the HDMI button on Crestron panel. Connect your device using the HDMI cable. You should now see your display on the projector screen. You will also be able to play audio while connected via the HDMI cable. Please start with your computer volume very low when testing audio as the speakers can get very loud when the volume is pushed.
- When you are finished using the room, please press the "Off" button at the top right corner of the Crestron panel and the Up button on the wall panel behind the podium.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select "Crestron". If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

## Meeting Room 3 Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### General Information:

- Audio from your device can be controlled on the lectern panel (volume up on left and volume down on right).

### Connecting to Projection - HDMI

- Push the down arrow button on the wall panel to the left of the closet door
- Push “On” button of lectern panel (projector should beep and “on” button light up red)
- Connect device using appropriate cable
- Push button on lectern panel for corresponding input (HDMI or VGA)

### Disconnecting your Device

- Unplug your device
- Push “Off” button on lectern control panel
- Push the up arrow button on the wall panel to the left of the closet door

**Please visit the front desk if you need any troubleshooting assistance.**

VANDERBILT

# STUDENT CENTERS

**SARRATT|RAND CENTER**

# Sarratt 189

## Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

### Connecting to Projection - HDMI

- Tap the Crestron panel to the right of the TV to power up the system. If the system is already on, use the Sharp TV remote to power on the TV
- Plug in the provided HDMI cable into your media source;
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Your media should now be displayed on the TV. To control the audio level use the volume control on your laptop and the Crestron panel
- Remember to disconnect cabling and shut down the Crestron unit after use.

### Using the Logitech Meetup Camera system

- Uncoil the USB cable underneath the bottom right corner of the TV that is labeled "Camera USB Cable" (underneath TV in the black basket)
- Plug the USB cable into your laptop that you are using for the video conference.
- Uncoil the Logitech table microphone (underneath TV in the black basket) and place it on the table to use as your microphone source.
- In your video conferencing app (Zoom, Teams, Webex, etc.) make sure your camera source is "Logitech Meetup". For audio / microphone, if you wish to use the Logitech table microphone, make sure your microphone source is "Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)".
- Use the test video/test audio function of your video conferencing app to ensure you have proper video and audio signal. Once you have confirmed video and audio signals you are all set for your meeting!
- When you are finished, please coil the USB cable and microphone cable back underneath the TV

- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select "Crestron". If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

# Sarratt 208

## Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

### Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select "Crestron". If the audio from your Mac is not playing while connected go to System Settings > Sound > Output > select the system you are connected to.

### How to use Zoom Conferencing

#### Setting Up:

1. Tap the Crestron to awaken the screen and turn the TV on.
2. Connect to the TV through AirMedia or by connecting the available HDMI cord. (include link to previous instructions)
3. Connect to the Logitech Camera by plugging in the gray USB cable, located underneath.
4. Place the gray circular microphone in a central location.
5. Open and log into the Zoom app or open a meeting link from your computer.

#### When in Zoom, ensure that your settings are setup according to below:

1. Click on the '^' icon in the bottom left corner near the video camera icon.
2. Select "Logitech MeetUp" as the camera to use, instead of the computer's default camera.
3. Click on the '^' icon in the bottom left corner near the microphone icon.
4. Select "Echo Canceling Speakerphone [Logitech Meetup Speakerphone]" instead of the computer's default microphone.

# Sarratt 325/327

## Audiovisual Instructions

There is no built in microphone system

### Projection – TV

- Use the HDMI cable connected to the TV to connect to projection
- If connection doesn't automatically come up, toggle the TV source with the remote

# Rand 308

## Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

### Connecting to Projection - HDMI

- Tap the Crestron panel on the podium to power up the system;
- Plug the HDMI cable found on the lectern, into the computer or media source
  - various adapters may be found attached to the HDMI cord if an alternate connection needs to be used.
- Select “Laptop/Tablet”. The projector will turn on and the screen will lower
- Audio volume is controlled via your computer and volume controlled on the Crestron panel.
- Remember to disconnect cabling and shut down the Crestron unit after use.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

### Using the lavalier microphone

- Underneath the “Power” button on the Crestron touchpad, are volume controls for the microphone. They are Volume up, Volume down, and Mute. Press the Mute button while putting on the microphone and turning it on.
- Clip the lavalier microphone to your shirt approximately 6-10 inches from your mouth using the clip. Using the belt clip on the back of the lavalier microphone, connect this to your belt or back pocket.
- On the top of the black microphone pack, slide the grey “On”, “Off” button to the “On” position.
- Press the Mute button on the Crestron touchpad to make your microphone live. Perform a brief “mic check” and begin speaking to test the microphone levels. Press the “Volume up” and “Volume down” buttons to find a comfortable microphone level that does not sound distorted. TIP: Increasing the microphone volume too much can cause loud feedback/ ringing noise. Increase volume gradually
- When finished, press the mute button, turn the microphone off, and place it back on the charging station.

# Sarratt 306

## Audiovisual Instructions

Call our Front Desk at 615-322-2448 for Urgent Assistance

### Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect the cabling and shut down the Crestron unit after use.

• **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select "Crestron". If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

### How to use Zoom Conferencing

#### Setting Up:

1. Tap the Crestron to awaken the screen and turn the TV on.
2. Connect to the TV through AirMedia or by connecting the available HDMI cord. (include link to previous instructions)
3. Connect to the Logitech Camera by plugging in the gray USB cable, located underneath.
4. Place the gray circular microphone in a central location.
5. Open and log into the Zoom app or open a meeting link from your computer.

#### When in Zoom, ensure that your settings are setup according to below:

1. Click on the '^' icon in the bottom left corner near the video camera icon.
2. Select "Logitech MeetUp" as the camera to use, instead of the computer's default camera.
3. Click on the '^' icon in the bottom left corner near the microphone icon.
4. Select "Echo Canceling Speakerphone [Logitech Meetup Speakerphone]" instead of the computer's default microphone.

VANDERBILT

# STUDENT CENTERS

**NICHOLAS S. ZEPPOS  
COLLEGE**



## Nicholas S. Zeppos College 1002 Great Room

### Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

NOTE: This panel requires a 6-digit passcode and should only be used when the code has been given to you by your event manager.

1) The touch pad is located on the wall to the right of the piano. Tap anywhere on the screen to wake it up.

2) Type in the passcode.

3) There is no projection here, so this panel is controlling audio in the room. Microphone controls are on the main menu. Find the corresponding channel on the Crestron panel that matches your mic, and adjust volume up, down, or mute.

4) To play your own music from your own device using the room's Bluetooth, follow these steps:

1. Select the button on the right that says "Room Devices"
2. Pull out your personal device you want to connect to the speakers. Make sure your Bluetooth is on.
3. Below the touch panel, you'll see a black wall plate on the wall (closer to the ground). Look for the Bluetooth symbol on the left and press the PAIR little black button once.
4. On your personal device, you should now see GreatRoomWallplate pop up as an option to connect to via Bluetooth. Select GreatRoomWallplate.



5. You should now be connected. Try playing music. You should be able to adjust the volume on your personal device or by using the up and down arrows on the touchscreen labeled "Wallplate."

# NICHOLAS S. ZEPPOS COLLEGE



- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

**At the end of the event make sure all microphones are powered off on their devices and that you Lock this screen back. Microphones may be left on the piano next to the Crestron panel for your event manager to collect and lock back up.**



## Nicholas S. Zeppos 1005 Classroom Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Please ask your Student Centers event manager or av technician for more information (contact:  
[eventservices@vanderbilt.edu](mailto:eventservices@vanderbilt.edu) or 615-322-2448)

### *Connecting your laptop to the TV*

- Locate the black Crestron touchpad that is mounted on the podium to the right of the TV. Tap the screen and press the Power button in the top right corner to turn on the system (if it is not already on)
- Use the provided HDMI cable that is connected to the panel in the upper left corner of the podium, to connect your laptop to the TV. The HDMI port that the cable is plugged into (HDMI 1 or HDMI 2) is the input you will select on the Crestron touchpad.
- You should now see your laptop display on the TV
- Volume is controlled on your laptop and the volume buttons on the bottom right corner of the Crestron touchpad.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

### *Connecting to the mounted camera for video conferencing*

- Locate the USB cable that is connected to the “USB For Video Conferencing” port. Connect this cable to your laptop.
- Open your video conferencing app (Zoom, Teams, etc.)
- Under the video section you should see the option of “ConferenceSHOT AV”. Select this to use the camera in the back of the room.

### *Connecting to Aux Audio*

- Plug in an 1/8" Aux cable into the Aux Audio port on the podium and connect the other end to the device you wish to play audio from. Volume is controlled on the device you are playing from

V A N D E R B I L T

# STUDENT CENTERS

2404 VANDERBILT PL.

## 2402 Vanderbilt Place Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### Connecting to Projection - Mounted Televisions

- Retrieve the HDMI cable from cabinets underneath the mounted TVs;
- Plug one end of the HDMI cable into the wall plate and the other into your media source;
  - HDMI 1 correlates to the bottom TV & HDMI 2 correlates to the upper TV. Additional cabling can be found in the cabinet.
- Turn the TVs on by pressing the red power button;
  - Note that the remote works for all TV's in the space and may require multiple attempts to achieve your intended result.
- The connected media source will automatically display on the screen.
- Audio control for the media is controlled using the volume buttons on the remote.
  - Note that the remote works for all TV's in the space and may require multiple attempts to achieve your intended result. We recommend muting one of the televisions, if you are displaying two different sets of media.
- Remember to disconnect cabling, return it to the cabinet and turn off TVs after use.

### Connecting to Audio - Aux(1/8") Cable

- Plug one end of the aux cable into the wall plate input labeled "AUDIO INPUT" and the other end into the media source.
- Audio control for the media is controlled from your media device.
- Remember to disconnect cabling and return it to the cabinet after use.

### Connecting Microphones - Wired Microphone

- Retrieve the XLR cable and microphone(s) from cabinets underneath the mounted TVs;
- Plug one end of the XLR cable into the wall plate and the other into the microphone;
  - You may connect up to 2 microphones at any time.
- The microphones will automatically begin amplifying.
  - There are no options to increase the max volume.

### Connecting to Audio - Bluetooth Connection

- Open the cabinets underneath the mounted TVs and locate the AV rack (rightmost cabinet.)
- Press the blue square, bluetooth button mounted to the front of the AV rack;
- From your media device, go to your bluetooth settings and located the "Logitech BT Adapter" option;
- Connect to this option and begin playing your desired audio.
- Volume control for the media is controlled using the volume options on your media device.

VANDERBILT

**STUDENT**

**CENTERS**

**COMMONS CENTER**

## Commons Conference Room #233 Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### Turning on the TV

- Using the Samsung TV remote located on the Vanderbilt podium, press the red power button to turn on the TV
- Please turn off the TV when you are finished

### Connecting to the TV - HDMI

- Using the HDMI cable that is hanging under the TV, plug the HDMI cable into your laptop (or source you wish to display on the TV)
- Your display should now be on the TV
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select your desired display. If the audio from your Mac is not playing while connected go to System Settings > Sound > Output > select the system you are connected to.

### Using the Logitech Meetup Camera system

- Uncoil the grey USB cable underneath the bottom right corner of the TV (to the right of the Logitech camera)
- Plug the USB cable into your laptop that you are using for the video conference.
- Uncoil the Logitech table microphone (left of the camera) and place it on the table to use as your microphone source.
- In your video conferencing app (Zoom, Teams, Webex, etc.) make sure your camera source is "Logitech Meetup". For audio / microphone, if you wish to use the Logitech table microphone, make sure your microphone source is "Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)".
- Use the test video/test audio function of your video conferencing app to ensure you have proper video and audio signal. Once you have confirmed video and audio signals you are all set for your meeting!
- When you are finished, please coil the USB cable and microphone cable back underneath the TV

### Using the Bluetooth Speaker

- Locate the Sony AV System remote at the Vanderbilt podium
- Press the green power button to turn on the speaker
- Once turned on, press the input button until you see a flashing blue light in the middle of the speaker
- On the device you wish to play audio via Bluetooth (laptop, phone, etc.) look for the HT-S100F device. Select this device to connect.
- When you are connected you can use the volume of your device and the speaker remote to adjust the volume
- Please turn off the speaker when you are done

## Faculty Commons #200 Audiovisual Instructions

**Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance**

### Powering on the System

- If the touchpad is dark, tap the screen. Touch either the “HDMI” or the “Air Media” icon, depending on which you will be using, to turn the system on.
- Whichever input you decide to click will then turn blue and the power dot in the top right-hand corner will turn green
- You are now ready to project.

### Connecting to Projection - HDMI

- If you are using HDMI for projection, make sure the HDMI cable is plugged into the wall port
- To adjust the volume, touch the “power” icons on the lower right of the touchpad.
- The bottom icon is for muting the volume.

### Connecting to Projection – Airmedia

- Locate the Crestron panel and select Airmedia for “Input”.

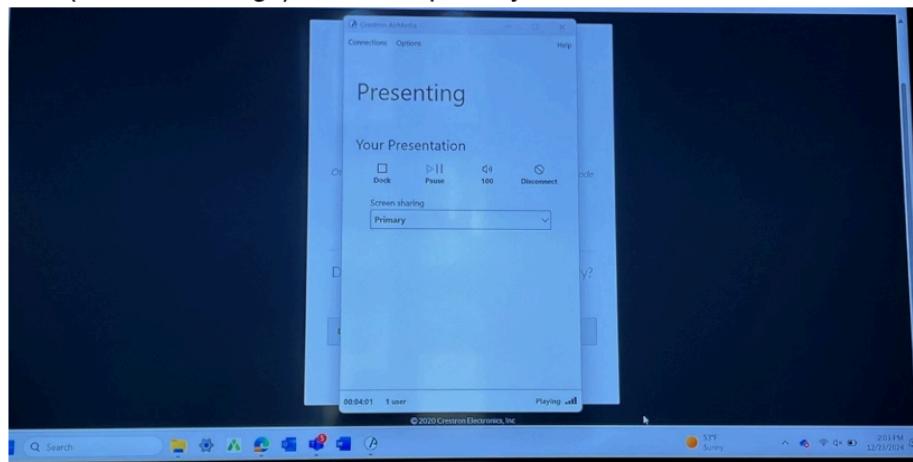


- Once the input has been changed to Airmedia, a link will appear on screen. In the bottom left corner of the screen will be a website link and a code.

# COMMONS CENTER



- Enter this link into your browser and follow the steps provided online. As you work through the instructions you will be prompted for a code. Enter in the code listed under the website that is on the TV screen (see above image). Once completed your device will be mirrored on screen.



## Turning Power Off

- Once the presentation is complete, please power off the system
- Touch the screen on the "power" icon at the top right
- Your screen should then appear asking you "are you sure you would like to power the room off", click the green "yes" icon
- The screen will then show "room is off" with a red button in the top right corner.

# COMMONS CENTER

- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.
  - If you are having trouble connecting or if the image is having troubles, you can try changing your computers display settings for the refresh rate between 60Hz and 50Hz.

## Faculty Commons #210 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

### Powering on the System

- On the black touch pad, tap the power button on the lower right corner of the screen
- At the top left corner of the screen, the image should appear of two blue icons. One of an A and one of a computer. If you are looking to connect through HDMI press the computer icon, if you are looking to connect through Air Media, press the A icon

### Connecting to Projection - HDMI

- When you press on one of these icons, the icon should highlight blue
- That means it is ready or projection
- Plug in HDMI cable or connect laptop to Air Media, depending on which icon you pressed
- If using HDMI, make sure that the cable is plugged into the wall port

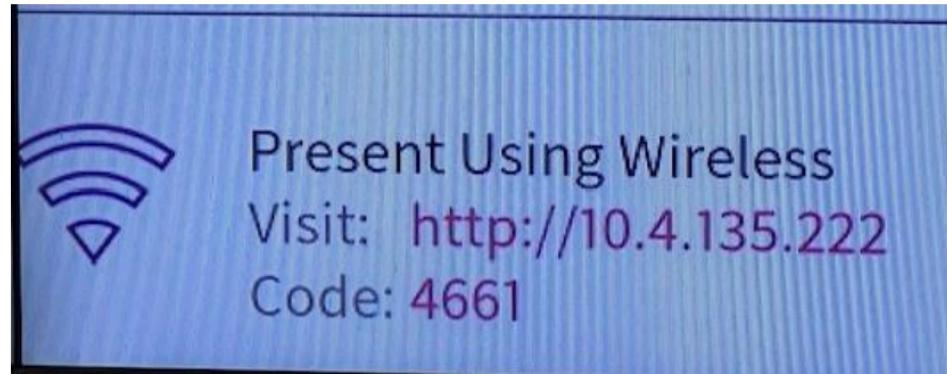
### Connecting to Projection – Airmedia

- Locate the Crestron panel and press the power button in the bottom left corner.
- Select Airmedia for “Input” (top left button).

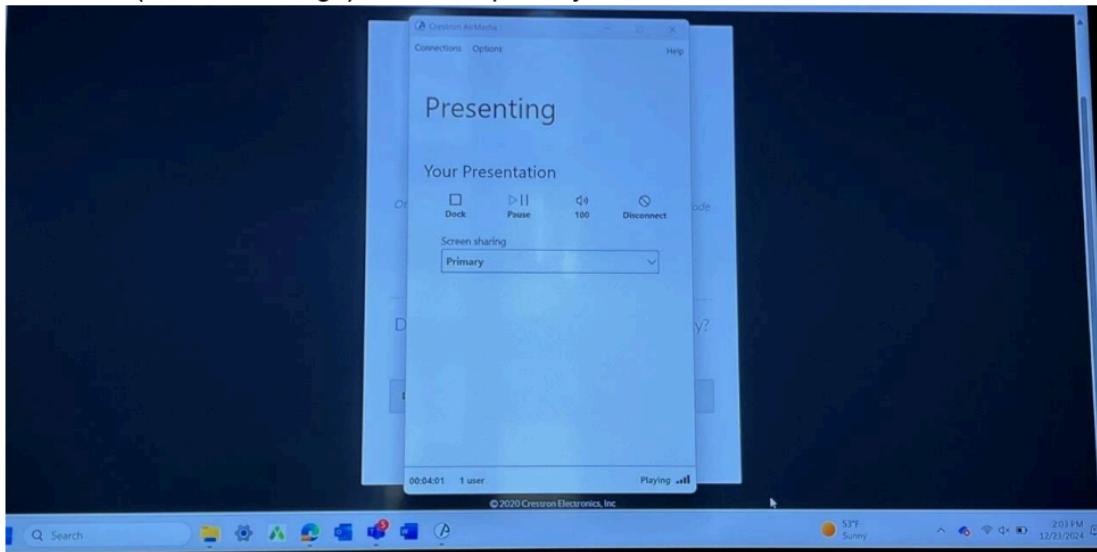


- Once the input has been changed to Airmedia, a link will appear on screen. In the bottom left corner of the screen will be a website link and a code (image below is a reference example and may not be the exact website and code).

# COMMONS CENTER



- Enter this link into your browser and follow the steps provided online. As you work through the instructions you will be prompted for a code. Enter in the code listed under the website that is on the TV screen (see above image). Once completed your device will be mirrored on screen.



## Turning Power Off

- Once the presentation is complete please power off the projector
- Touch the blue "power" icon on the bottom right-hand corner of the touchpad
- Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select "Crestron". If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.
  - If you are having trouble connecting or if the image is having troubles, you can try changing your computers display settings for the refresh rate between 60Hz and 50Hz.

## Commons MPR Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

### Connecting to Power

- If the touchpad is dark, lightly tap the screen.
- An image of a Vanderbilt star will appear stating “Touch screen to begin”, then tap again
- Next, an image should appear of a blue screen with icons at the top that start with “systems on” on the left-hand corner and “system off” in the right-hand corner. **This is your home screen.**
- Tap the “system on” icon to complete the power up
- The screen should now say “system initializing please wait” let the system finish

### Connecting to Projection - HDMI

- If using HDMI, tap the “Laptop-HDMI” Icon which is located on the left-hand side next to “system on” on the home screen.
- Plug in HDMI cable at the lectern into laptop
- Once you click, you should see the on screen “laptop” - HDMI has been selected
- You can control laptop sound at the bottom of the screen where it says volume down and volume up as well as mute
- Audio control for the media is controlled under the “Presentation” volume option.
  - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.
- Remember to disconnect the cabling and shut down the Crestron unit after use.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

### Adjusting Volume Level - Microphone

- The microphone attached to the lectern should be on.
- To control volume, tap the “microphone” icon (upper right-hand side) next to “system off” on the home screen.

### Blu-Ray / DVD player

- Tap “Blu-Ray” icon (top center on the screen) on the home screen.
- Control the player from this screen
- To insert a DVD, go to the player on the rack below the lectern
- Press “insert/eject” button on the right side of the player, the disc holder should eject, and you can properly place your disc into the player
- Go to the touch pad to controls

### Turning Power Off

- Please power off the system when your presentation is complete
- Return to the home screen, and tap the red “system off” icon in the top right-hand corner
- The screen should now appear with the Vanderbilt star logo, with a big red and green button prompting you to either hit yes or no
- Tap the red button that says “yes turn system off”
- The screen should then say “system shutting down”

VANDERBILT

**STUDENT  
CENTERS**

**ROTHSCHILD COLLEGE**

# Rothschild Meeting Room 1051

## Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

### Connecting to Projection - HDMI

- Tap the Crestron panel to the left of the TV to power up the system. If the system is already on, use the Samsung TV remote to power on the TV
- Plug in the provided HDMI cable into your media source;
  - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Your media should now be displayed on the TV. To control the audio level, use the volume control on your laptop and the Crestron panel
- Remember to disconnect the cabling and shut down the Crestron unit after use.
- **Troubleshooting Tip:** For Mac users: if you do not see your display on the screen go to System Settings > Displays and select “Crestron”. If the audio from your Mac is not playing while connected go to System Settings> Sound > Output> select the system you are connected to.

# CONTACT US:

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Eventservices@vanderbilt.edu

or for more information  
visit our website here

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