Classroom Technology   *Mervis Hall Classrooms B60, 118D, 118E, 209*

Log in to the Computer

You can log in to the podium machine using your **Pitt user name and password**. This is the same user name and password you would use for your email, Blackboard, or other Pitt resources. Press CTRL + ALT + DEL to log on. Please note that if you have a guest speaker who does not have a Pitt ID, you will need to log in to the podium machine prior to the start of your guest's presentation.

Start a Presentation

- Tap the Crestron control panel built in to the podium. It is okay to tap a little harder if it doesn't respond. Give it a few seconds to warm up, and then click **Start Video Presentation**.
- Select a source for the left and right LCDs by touching the respective source button, e.g. Laptop (VGA or HDMI), Blu-ray/DVD, or Lectern PC.

To temporarily blank either LCD during a presentation, touch the **Blank Screen** button for that display. Touch the **Blank Screen** button again to bring the picture back.

Choosing Input Sources for the LCDs

Lectern PC: This is the machine resident in the podium. Open the door on the lower left to access the machine. The keyboard and mouse are located in a sliding drawer built in to the lectern. If you need to plug in a USB drive, use the USB slots on the left-hand side of the monitor.

Laptop VGA or HDMI: Open the black metal access panel in the lectern. Gently pull out the video and audio cables inside. Plug the appropriate video cable into the VGA or HDMI out port of your laptop. When connecting via VGA, the audio cable may be plugged into the headphone/audio out port of your laptop.

Document Camera: If camera is not visible on the podium, open the sliding drawer in the right-hand side of the podium. Carefully unfold the document camera, making note of the diagram which explains this procedure. Press the power button in the upper corner of the camera to start. If you have transparencies, please place a white piece of paper beneath them to view them correctly with the document camera.

Blu-ray/DVD Player: The media player is located inside or on the lower left side of the podium. Load your DVD or Blu-ray as usual. Controls will be displayed on the Crestron control panel when you select this input.

Rear Confidence Monitor

Classrooms are equipped with a rear confidence monitor, so the instructor can view the presentation without turning around or standing at the podium. You can change the input for these monitors in rooms with multiple LCDs by selecting the **Monitor** or **Rear Monitor** button on the Crestron control panel.

Interactive Display

The PC's monitor is actually an **interactive pen display**, like a tablet. You can use it like a tablet with the pen attached to the monitor.

Sound, Microphones, and Cameras

You may adjust volume for any of the inputs by adjusting the **Program Volume** setting on the Crestron control panel.

All classrooms feature a wireless lapel microphone. The wireless microphone pack will be in or on the podium, or in the left podium cabinet, in a drawer under the computer. Turn the lapel microphone receiver on by flipping open the case and pressing the **ON/OFF switch**. You may mute the microphones at any time by pressing the **Mic Mute** button on the Crestron control panel, or by using the mute switch on the lapel mic.

Certain classrooms also feature a fixed gooseneck podium microphone. All classrooms offer ambient microphones to record student sounds in the room during webinars or chat calls. When you are done with the lapel microphone, please turn it off to save battery life.

All classrooms have cameras to record lectures and meetings. You may use the Panopto Recorder program to save a recording. Contact the help desk for more information.

Lighting and Shades

From the initial Creston screen, you may choose from multiple lighting schemes. After you have started a presentation, press the **Lights** button to adjust the lighting levels.

Rooms with exterior windows have additional controls with the lighting schemes to control the shades.

End Your Presentation

Log out of the computer. Please leave the computer on so the next person can log in quickly.

Press the **Exit or Exit System** button on the lower right side of the Crestron control panel. Click **Yes** to exit presentation mode. The LCDs will be automatically turned off.

Getting Help

Please call Katz IT Services at 412-648-1601 for assistance. If it is inconvenient to call, please come to 317 Mervis Hall. Katz IT Services is open 8:30 a.m. to 7:00 p.m., Monday through Thursday, and 8:30 a.m. to 5:00 on Friday.