STANDARD CRESTRON CLASSROOM QUICK GUIDE

The below instructions will help faculty effectively teach students who are both in the classroom and at a distance.
Find more information at *https://nuflex.northeastern.edu/classroom-technology/*

1. Link the room camera, microphone, and speakers to the classroom computer.

(1) Touch "PC" on the left of the Crestron screen

(2) Touch the Display icon at the bottom of the Crestron screen to send the Classroom PC to the Display.
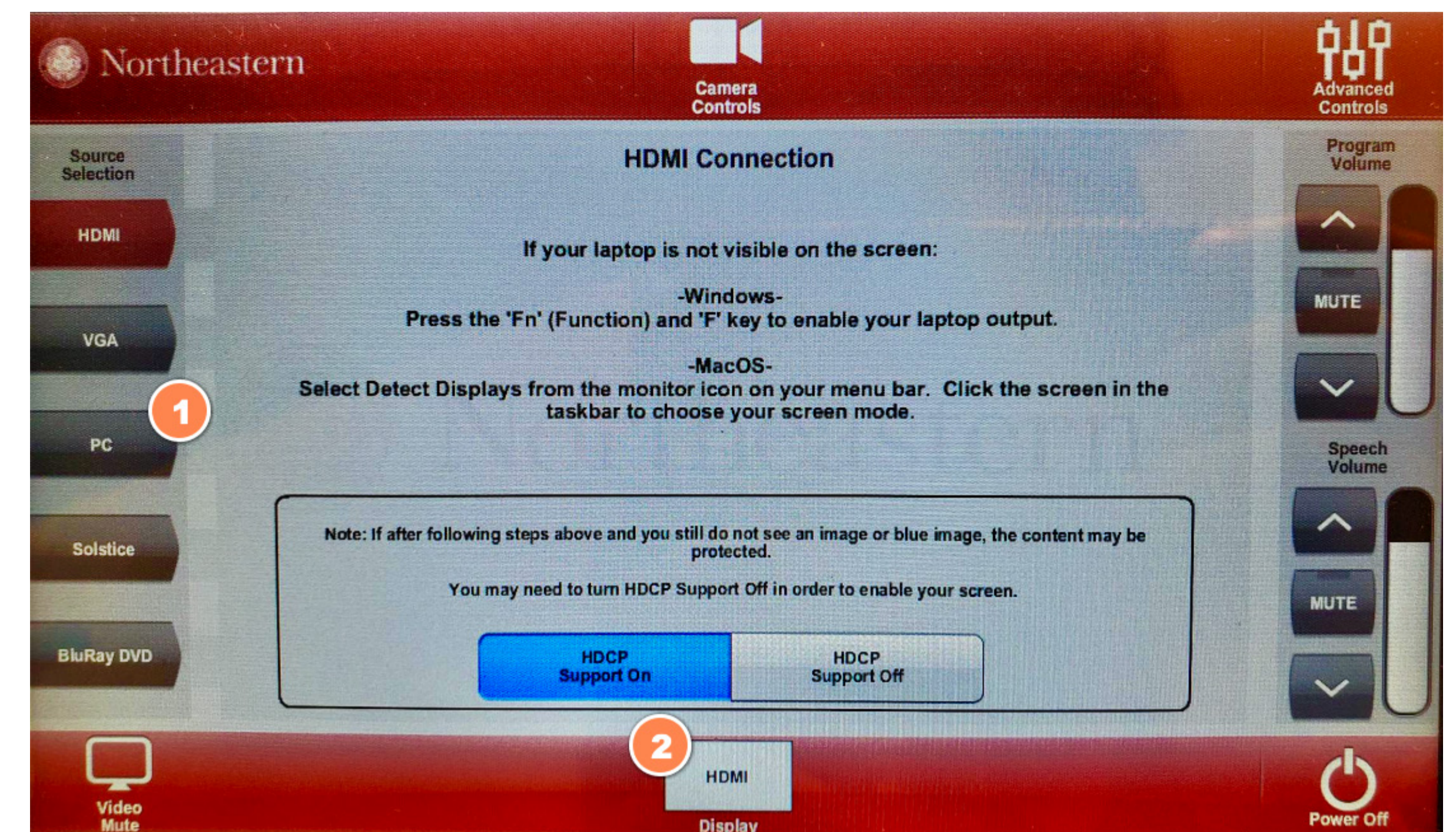
**2.** Choose the camera view you would like the remote audience to see.

(1) Touch "Camera Controls" to access the camera view settings

(2) Choose the camera you would like students joining remotely to see

- Most faculty will choose "Front Camera" so that students joining remotely will see the instructor-facing camera view.

- Faculty who want to show only the student portions of the room can choose "Rear Camera" so the students joining remotely see the student-facing camera view.
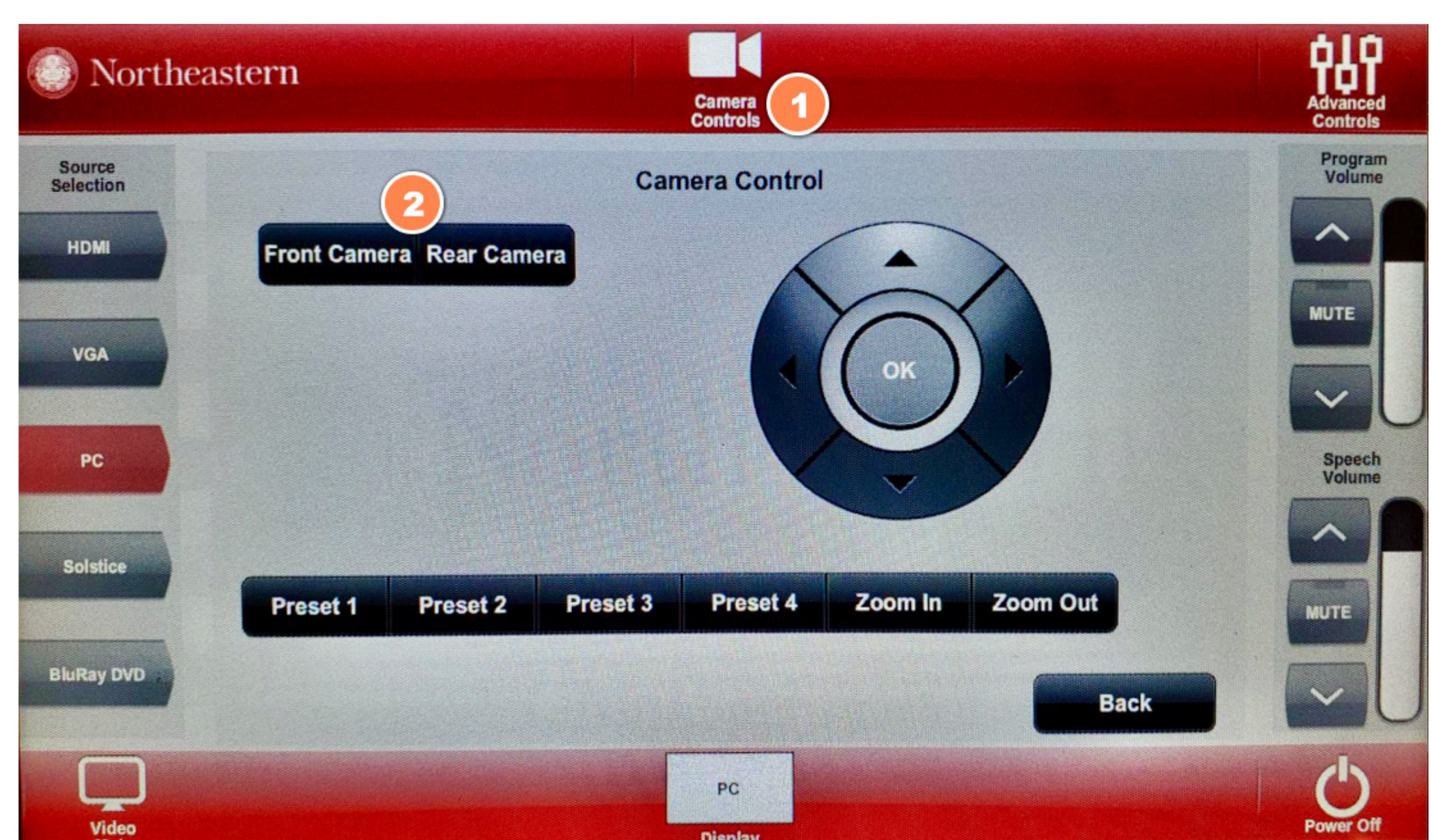
Optional

Faculty may adjust the camera settings to provide a better view for students joining remotely. Adjustments can be made throughout the class session and will be easiest to see in the Zoom or Teams video preview window.

(1) Start with a preset camera configuration OR

(2) Move the camera up/down, left/right with the directional control. Click "OK" to set the camera position.

(3) Touch "Zoom In" or "Zoom Out" to make adjustments.
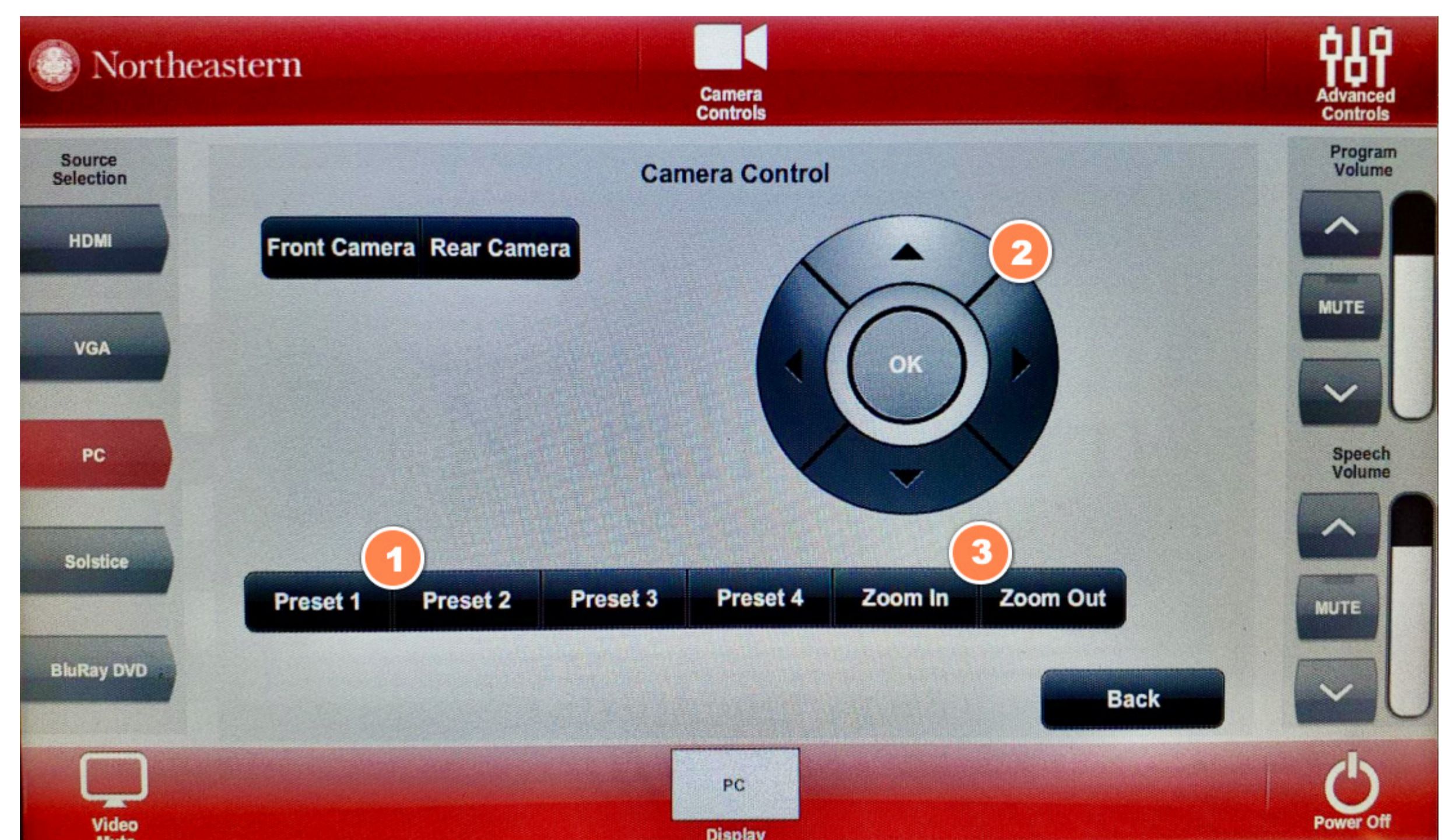
3. Log into the classroom computer and join your Zoom session through Canvas. When you enable the camera and mics in Zoom, your room camera settings will be shown to your remote participants.

Optional   To share your laptop screen after you have connected the classroom PC to room audio:

(1) Join your Zoom session on the device you want to use (E.g. Laptop, iPad).

(2) Choose to not connect audio.

(3) Share your screen using Zoom. It will be pushed to the classroom system and remote participants.

NEED SUPPORT ?

To reach an Instructional Assistant (IA), send an email to *classroomITsupport@northeastern.edu* **from your Northeastern email address**. You do not need to include any text in this email, as the system will recognize you and where you are and will immediately alert an IA to come and assist you in your classroom.

For training, including a NUflex Live Classroom Demo, please visit https://training.its.northeastern.edu/.