Lehman Library Echo Room Procedure – Notes For Presenters

- Turn the system on by holding a finger on the Crestron control panel screen for a few seconds (tapping the control panel screen does not work).   When the control panel lights up, turn the presentation system on by pressing the "Press to Enter" button. When done using the presentation system, turn the system off by pressing "Exit" followed by "Yes" on the control panel.
- The presentation capture system will record camera, computer display, and presenter audio
    - Camera image
        - On the control panel, select Camera. For best presenter image, zoom the camera all the way in on the presenter. Use the Up/Down and Right/Left control buttons to center the presenter in the camera field of view.
        - Note the camera will not track the presenter so if the presenter moves from behind the podium they may leave the camera field of view.
    - Computer display
        - Use the control panel to select the computer display you will use during your presentation: either the desktop computer or your own laptop computer
            - Note, due to the hundreds of makes/models/drivers for laptop computer display, laptop display on the wall mounted monitor may be slightly different than what you see on your laptop. To get consistent display results, use the desktop computer.
        - If you are going to use your laptop computer, connect it to the presentation system using the provided VGA cable
            - Some Mac computers require an adaptor to connect to the VGA cable. Loaner adaptors are available at the library front desk.
        - The image displayed on the wall monitor is the image that will be captured.
    - Presenter audio
        - The podium microphone works best when the presenter is about one foot from the microphone and speaking normally. If the presenter is too close to the microphone or speaks too loudly, audio will be distorted. If the presenter turns toward the wall mounted display or walks away from the podium while speaking, audio may not be intelligible.
        - The podium microphone may not pickup audience audio. If audience comments/questions are to be reliably recorded, the presenter must repeat them.
- The presentation capture system will start recording at the beginning of your reservation time and will record until the end of your reservation time. So please keep in mind that room conversation, banter, etc. will be recorded, both audio and video, for your entire reservation period.
- Prior to starting your presentation, check to see that the Echo recorder is on. To do that look for the glowing left arrow low in the equipment rack (about knee level). If the left arrow is glowing pink/purple, the recorder is on. If the left arrow is glowing blue, then the recorder is off.
- A link to your presentation capture video will emailed to you within three business days after your event.
- Presentation captures will remain posted for 60 days.