CHEN SMALL CONFERENCE – AV INSTRUCTIONS
Includes: 222, 251, 252, 320, 322, 362

- CONNECT laptop to AV (HDMI or Wireless)
  - <u>Cable:</u> Use Crestron panel HDMI cable or VGA cable/1/8 audio cable to plug into laptop
    - **YOU MAY NEED ADAPTERS** for Mac laptops
      - **Contact Sue Zindle if you need an adapter**
  - <u>Solstice wireless</u>: see separate Solstice wireless instructions to connect
- CONTROL AV
  - Use touch panel on table to control AV
    - Select "Present" to use laptop with Crestron panel
    - Select "Call" to make a call via Bluetooth or USB
      - If using USB connect USB cable to laptop
      - Use laptop call software
      - Set software to use room speaker and microphone
    - Select "Collaborate" to use your laptop with the room camera/microphone
      - Connect USB cable to laptop
      - Set software to use room speaker/microphone and camera