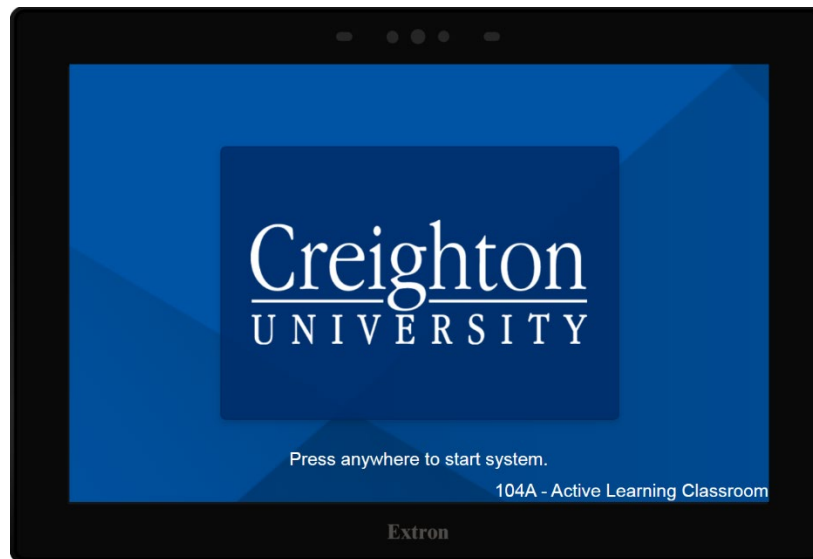# Classroom Technology Instructions | Phoenix Campus

*Note: The user interface may vary slightly from room to room.

1. To begin a classroom session:
   Press anywhere on the touch-panel to power the system on. The projector may take up to two minutes to power on.

2. Select a display along the top (Front Projector, Student Displays, etc.) and then select your source by pressing the drop-down menu and selecting an input. The source will then appear on the selected display(s).
   Wireless refers to a Solstice Pod for connecting a personal device. Please refer to https://doit.creighton.edu/solstice for further instructions on the Solstice Pod.
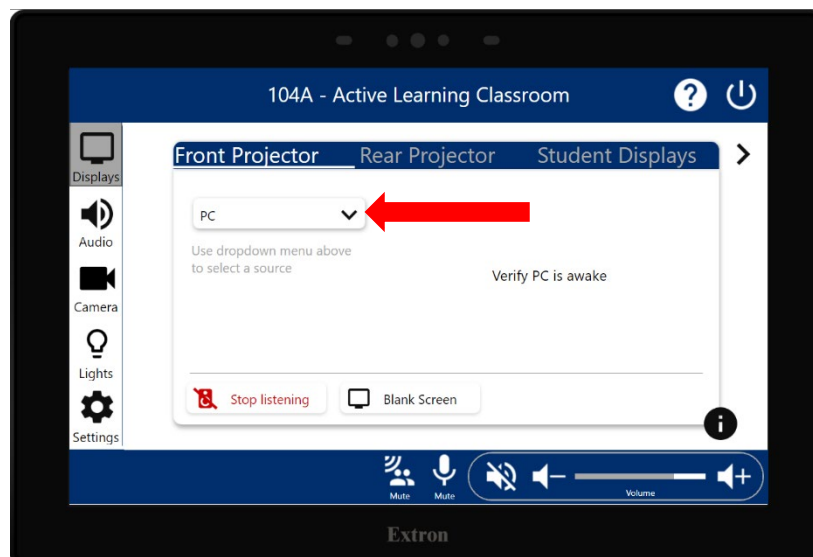
3. The volume slider located on the bottom right controls the volume of the room (plus and minus icons to raise and lower room volume). Audio and mics may also be muted and unmuted by pressing the various mute icons.
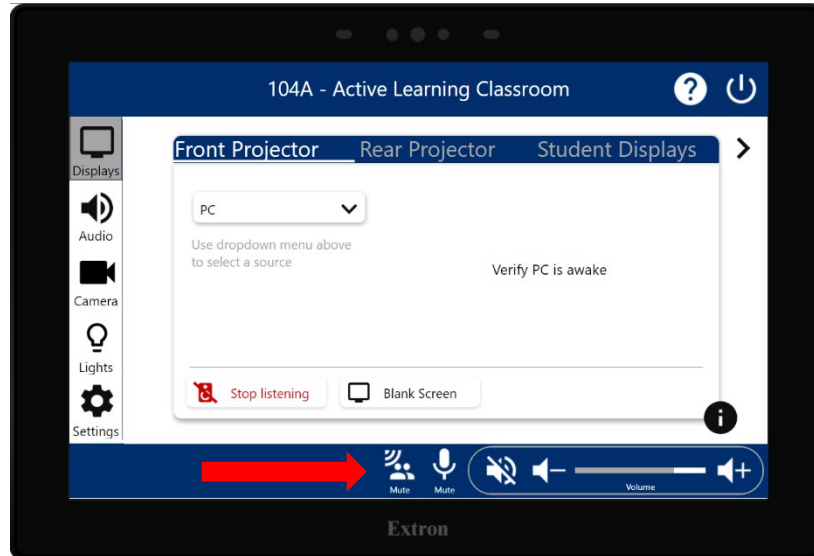

*Overhead/Tabletop Mics | Lectern Mics | Room Speakers*

4. Access the microphone controls by selecting the **Audio** page on the left. This will open a microphone control page.
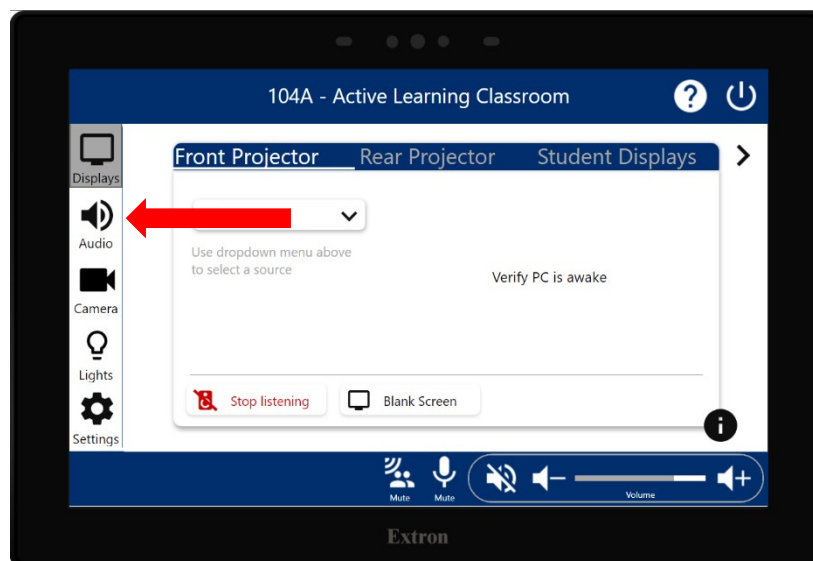
The below example has three microphones. The handheld, lav, and lectern microphone levels may be raised, lowered, or muted completely. The microphone levels are an additional control of the overall room volume to allow for more granular control of mic levels in the room. These sliders can be used to boost or cut the mic levels independent of the overall room volume.
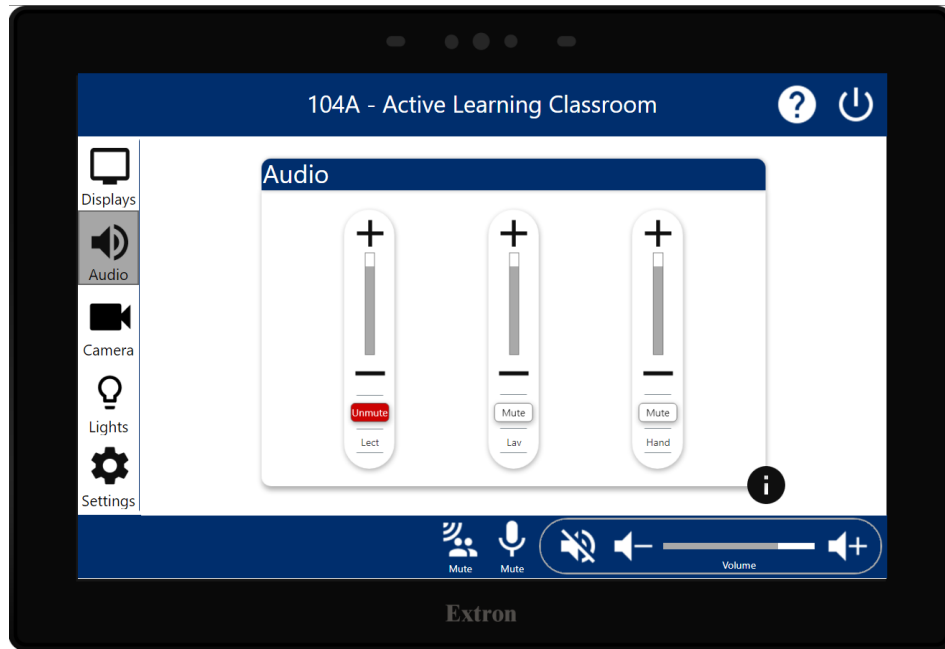

5. Room cameras may be adjusted by pressing **Camera**. This will open a camera control page.
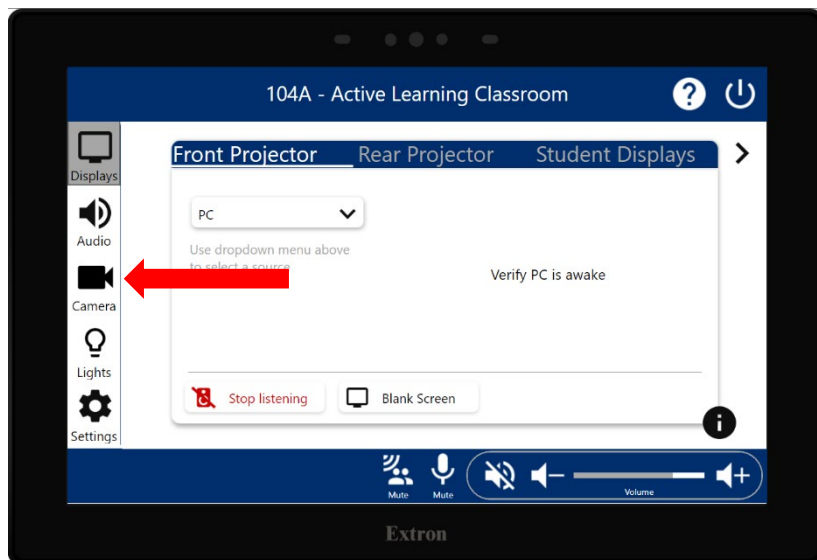
6. The camera can be adjusted to the proper position using the pan, tilt, and zoom controls. Four presets may also be saved if needed. Press and hold a preset until it blinks to lock it in.
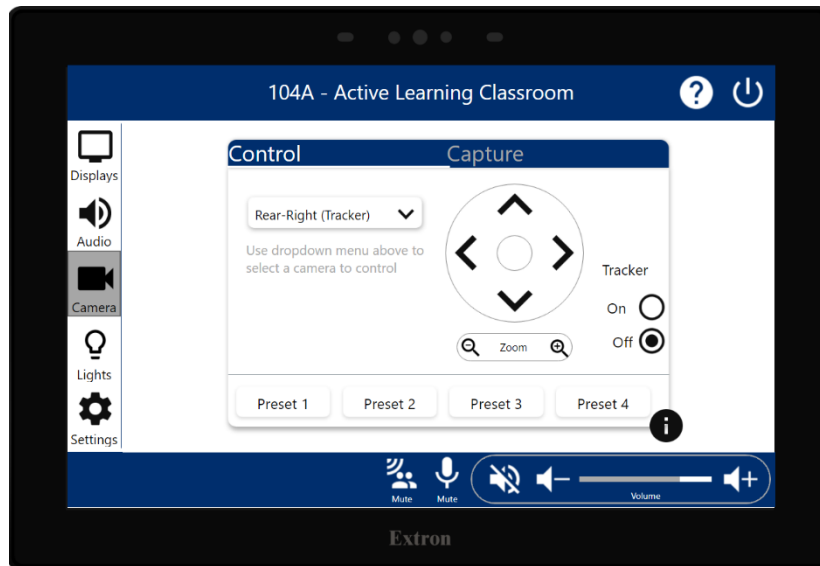

7. The **Lights** page will control the room lighting and shades. This page may be used to turn room lights on or off and to raise or lower room shades.
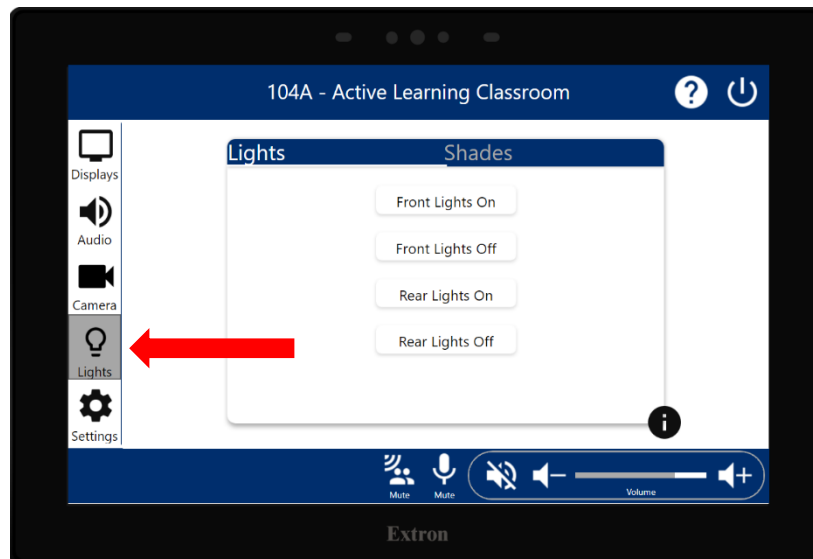
8. Pressing **Help** will open a popup screen with contact information for further assistance. Press **Close** to return to the main menu.
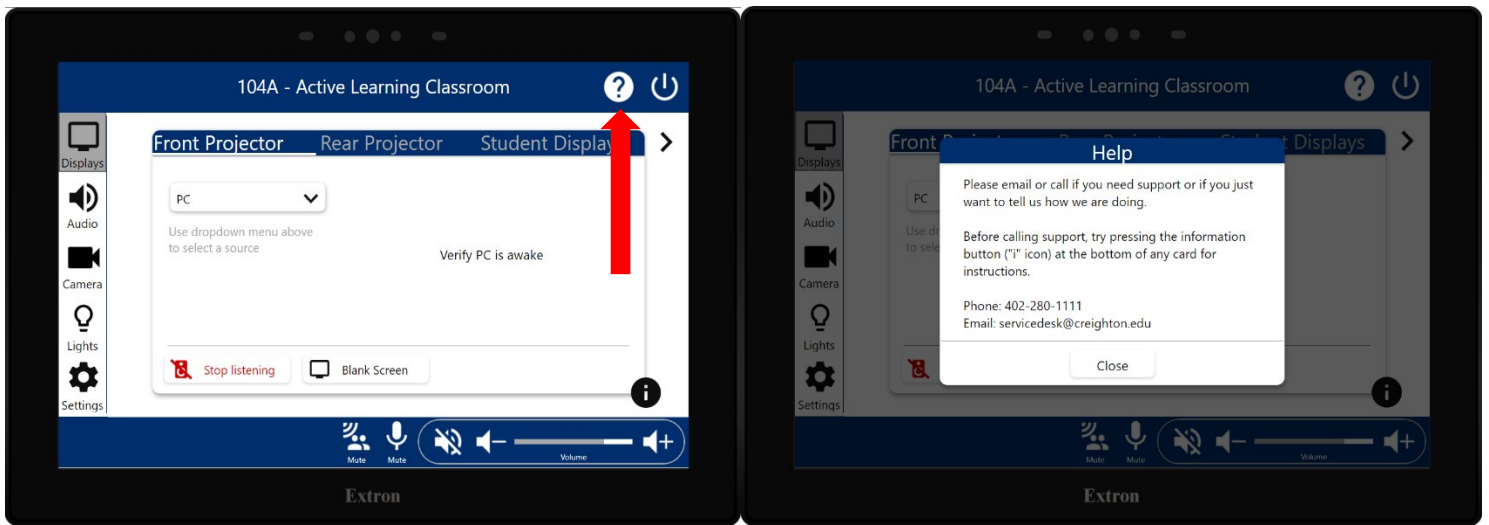
9. Pressing the System **Off** button will produce a confirmation page. Press **Yes** to power the system off or **No** to continue using the system.
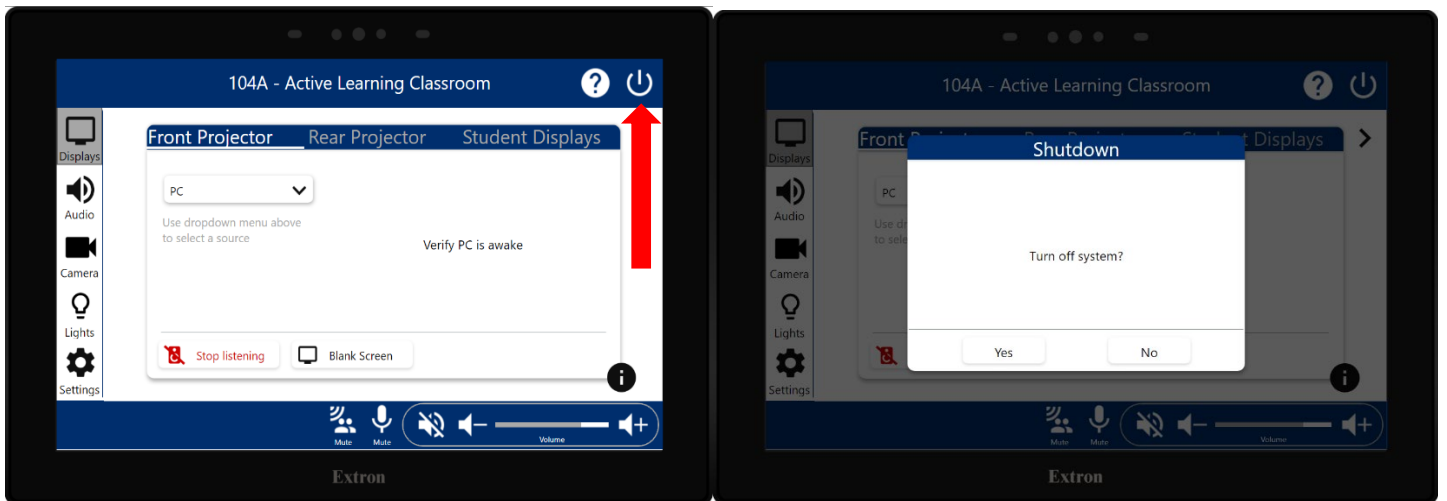
Please power off the system when finished with your session.

Connecting a Personal Device

A laptop or other personal device may be connected to the system. To do this, select the **Laptop** source on the **Display** page. Locate the HDMI cable with adapters located on the lectern. The adapter used will vary depending on your device.

This example uses the USB-C type adapter.

If the basic HDMI adapter is needed, remove the adapter as demonstrated below.