E7 3343/3353 Room Instructions

1.) Check to see that the Camera USB on the tabletop is set to either PC or Laptop depending on which you are using.

2.) Check the webcamera/iclicker button in the top right of the Crestron to ensure it is either on PC or Laptop depending on what you are using. If you are using a laptop, ensure the USB connection as well the HDMI connection is plugged in.

3.) Check the Crestron to see your camera positioning under USB Camera, use either the preset camera buttons or manually adjust the camera to your preference.

4.) Adjust the Overall Volume on the Crestron to change the volume of your voice over the speakers, it is labelled as Overall Volume on the left side of the Crestron.

5.) Adjust the volume on the actual PC/Laptop to change volume of online students, it should be labelled as the room number.

6.) If you wish to show a video with audio, change the audio setting within the Teams, WebEx, Zoom AND the audio your laptop or room computer to "Crestron"

7.) After using the room place the Microphone back where it was and take your Mic end with you. Also remember to log out of the computer and turn off the room system through the off function in the Crestron.

Contact options: rt-mme-it-computing@rt.uwaterloo.ca, Directly messaging IT staff through Teams for faster action, or calling our extensions. You can call Mitchell directly at extension 33712 and ITMS at 33233