Steps to Presentation Mode

In order to present material to the “in-room” audience only, use **Presentation** mode. All microphones are active and are used to help improve in-room intelligibility.

**Step 1:**  
Wake up Crestron Panel located on the podium. A quick touch will cause it to spring to life. Press Start, after you press the green Start button you will be presented with three options or modes.

**Step 2:**  
Select Presentation Display Mode (see image 1.0).

**Step 3:**  
Begin by entering the Lights & Shades menu (see image 1.1). Select the down-arrow on the Shades-Blackout column. Close the Lights and Shades menu.

**Step 4:**  
(Optional) If you wish to use the annotator, turn the annotation option from “off” to “on” by selecting the button (see Image 1.2).

**Step 5:**  
Plug in any laptop that will be used for the presentation. Take note of the label on the cable that is used to connect the laptop [e.g.: Laptop 1].

**Step 6:**  
Choose the “route” of where the presentation will be displayed. The source [e.g.: Laptop 1] and the destination of where the content will be displayed [e.g.: Left Display or Right Display]. You can change these assignments at any time.

**Step 7:**  
When you are done with the presentation, we request that you enter the Lights & Shades menu again and select “All Off” for lights and raise the blinds. Exit the Lights and Shades menu. Select Standby and select “Yes” to let the system go into ready mode for the next group.