

DO NOT REMOVE

Northwestern | SCHOOL OF PROFESSIONAL STUDIES

SPS Lectern Instructions

SYSTEM POWER ON

1. Touch Crestron TouchScreen
2. Choose Microphone Mode for microphone only or Presentation Mode to power on full system

A. **LECTERN COMPUTER (RESIDENT PC)**

1. Select “Resident PC”
2. If the computer is not on, the tower is located behind lectern cabinet door

B. **LAPTOP**

1. Select “Laptop”
2. Connect using the provided cables: VGA, HDMI, USB-C, or Mini DisplayPort

C. **DVD/BLU RAY**

1. Select DVD/BluRay
2. Open BluRay player by pressing eject button on touchpad
3. Use the controls on the Creston touchpad to play disc and navigate menus

D. **Basic + Active Mode**

1. Choose Basic Mode Active on Main Screen
2. This brings up Select A Projector buttons on left and right side of screen
3. Choose a source and then click the left or right projector button to display source on each projector

SHUTTING DOWN THE SYSTEM

1. Press the red shutdown button on touch screen and press the red “Shutdown” button on the screen when prompted for the “System Off Confirmation”

If you need any assistance, please dial SPS Helpdesk
1-312-503-3333 or On-Campus x3-3333