University at Buffalo

Business and Entrepreneur Partnerships

NYS Center of Excellence in Bioinformatics & Life Sciences
Conference Room Guide

AV Rooms: B1-306, B2-305, B3-301, B4-301
- Each room has VGA and HDMI connections
- If you are using a MAC, please see the receptionist for a MAC adapter

Conference Room Guide:

Laptop Presentation:

1. If the Crestron control panel is blank tap anywhere on the screen to wake it up
2. Press Begin
3. The projector will turn on and warm up
4. Connect the laptop using the provided video cable (VGA or HDMI)
5. Press Presentation
6. Video input choices are located along the top of the screen. Press the desired input.
   - Cabinet Laptop – laptop video cable sitting next to the Crestron Panel
   - Table Laptop – laptop video cable in the center of the table
7. If the laptop video does not appear it may be necessary to adjust the video settings. On Windows 7 this is done by pressing the Windows and P keys at the same time
8. To turn the system off press Exit in the top left and then press Shut Down

Voice Conference Call (Up to 6 total attendants):

1. From a connected call, press Confrn. (You may need to press the more softkey to see Confrn.)
2. Enter the participant's phone number.
3. Wait for the call to connect.
4. Press Confrn again to add the participant to your call.
5. Repeat to add additional participants.

Video Conference Call:

1. If the Crestron control panel is blank tap anywhere on the screen to wake it up
2. Press Begin
3. The projector will turn on and warm up
4. Press Conference
5. Press Dial on the left side of the screen
6. Enter the number or IP address of the person you are calling and press OK
7. If prompted to select the call quality press 2M and then OK
8. The conference rooms are equipped with front and rear cameras you can select your choice at the top of the screen
9. On the right side of the panel are controls for adjusting the camera direction and zoom
10. When the call is finished press Hang Up on the left side
11. To turn the system off press Exit in the top left and then press Shut Down