Instruction Room 1312 Setup Guide

Podium Computer Sign-in

1. Unlock the podium computer screen by pressing Ctrl + Alt + Delete together on the keyboard.
2. Sign-In Options:
   a. **Staff**: Enter your UCSB Library credentials.
   b. **Guest**: Select the “Guest” option on the bottom left corner of the screen.
      i. *If you use the Guest account to log into the computer, your data will be erased upon signing out of Windows.*

Connect Your Device

1. If you are using a personal laptop, locate the **HDMI cable** on the podium computer and connect it to your computer.
2. Locate the Crestron control panel (*Figure A*) shown below and tap the touch display to start the screen.

*Figure A:*
- #1: Microphone volume adjustment
- #2: Ceiling speaker volume indicator
- #3: Control panel power icon
- #4: Ceiling speaker volume adjustment
3. On the control panel screen, you can select a source to display using:
   a. “HDMI Cable”- projects your connected personal device via HDMI cable.
   b. “Classroom Computer” - projects the podium computer screen.

4. After selecting a display source, the projector should automatically power on, and the screen will drop down.

When You Are Done

PLEASE DO NOT JUST “MUTE VIDEO”, OR THE PROJECTOR WILL CONTINUE TO RUN.

1. Save all of your work and close any opened browsers and applications.

2. Tap the power icon on the Crestron Panel (indicated above as “Room Shutdown”).

3. Tap to “Confirm” shutdown:

![Room Shutdown](image)

4. The projector screen should automatically retract, and the projector will power off.

5. Disconnect your equipment. If you are using the classroom podium computer, please “Sign Out” of Windows, but leave the computer powered on.

![Sign out](image)

Need Help?

Contact the Campus Service Desk at (805) 893-5000 (On-campus phone: x5000) and request on-site service in Library room 1312. They will dispatch a Library technician to assist as soon as possible.