

*This room utilizes two electric, screens with full touch panel controls.*

## **Displaying PC or Laptop**

1. Touch the Crestron touch panel to wake up the system. Follow text prompt of "Press anywhere to start." **Enter the access code (provided after authorization) on the touch panel, followed by "Enter".**
2. Select **PC** or **LAPTOP** (for laptop connections, use the supplied cabling at the instructor station.) Next, select your preferred destination, **SCREEN A**, **SCREEN B**, or **BOTH**. The screens will lower and the projectors will power automatically. *Please allow enough time for the projectors to warm up.* Your "selection preview window" on the touch panel will NOT display these pc signals, but will display your video devices. A local PC prompter monitor is attached to the lectern.
3. **PC LOGON: \*\*\*Use your UNET name and password, in the USERS domain.\*\*\***
4. Volume levels from any source may be controlled using the **PROGRAM VOLUME** buttons with gauges on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the lectern. Please leave rack items "on" for best performance.*



## **Playing DVDs or Videotapes**

1. Access the equipment rack, under the lectern.
2. Insert your DVD disc or VHS tape as appropriate.
3. Press the appropriate input source button on the touch panel station, **DVD** or **VCR** depending on your media. Next, select your preferred destination, **SCREEN A**, **SCREEN B**, or **BOTH**. *If you are "turning on" the system, follow the instructions above. The screens will lower and the projectors will power on automatically. Please allow enough time for the projectors to warm up.* Your video selection will also display on the touch panel. **Touch the image to enlarge** to a full screen preview. Touch again to revert to a small window preview.
4. Use the control buttons for your selected device. Controls will be found either on the touch panel, or on the units themselves.
5. *Note well: You may select different sources to each screen. The audio source will default to the most recent selection.*



## **Playing Audio CDs**

Audio CDs are played using the DVD player

1. Access the rack under the lectern.
2. Insert your CD into the DVD player.
3. Press the **CD** button on the touch panel. 'Program Volume will raise or lower your sound levels for all sources.
4. Control buttons will be found either on the touch panel, or on the unit. *You may use the dedicated touch panel **PROJECTOR CONTROLS** and **SCREEN CONTROLS** to either **MUTE** the image, **POWER OFF** the display, or **RETRACT** the screen during "audio only" media presentations. If electing to power down the display, please respect the necessary "cool down" and "warm up" periods for the projector.*
5. Alternately, play a CD using the CD drive of our pc or laptop.



## Using the Document Camera

1. Press the **DOC CAM** source button on the touch panel station. *If you are “turning on” the system, follow the instructions above. The screen will lower and the projector will power on automatically. Please allow enough time for the projector to warm up.* You selection will also display on the touch panel. The Doc Cam is located on the instructor station, left of your presentation area. The upper lamps should be raised into place first. Then, these buttons are worth noting:

**Unlock:** Press this to release and raise the camera.

**Power:** Turns the unit on or off. It’s located on the back of the unit.

**Light:** Illuminates the viewing area. Press repeatedly for the 3 available light modes: upper lamps, sub surface lamps, or no lamps.

**Zoom:** Allows you to enlarge/magnify the document

**Focus:** Allows the image to be focused

**Rotate:** Allows the lens to rotate the image orientation for your audience.



## Using the Microphones

Lectern-mounted microphone:

1. This is located directly on the lectern. It is always “on” when the system is powered up.
2. Volume levels from any source may be controlled for both room levels and touch panel levels, using the **SPEECH VOLUME** buttons with gauges on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the lectern. Access code will be provided after proper training.*

Wireless microphone:

1. Remove the wireless microphone from the rack drawer. **You can use the clip on lavalier, OR the handheld wireless microphone, but NOT both at the same time.** Rack is located under the lectern.
2. Turn the microphone’s power switch “ON.” Adjust room volume the as noted above. Spare batteries are kept in the drawer.



## Assisted Listening

One unit is available in the rack. Additional units are available upon request. Contact Media & Technology Services for assistance if you encounter any difficulty with its usage.

## Lighting Controls

*Lighting levels are controlled using the wall-mounted control panel on the instructor lectern. Setting “#4” lowers lighting in the presentation screen area.*



## **\*When Finished\* -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTORS!**

Press the **SYSTEM SHUTDOWN** button on the touch panel. Follow the instructions on the touch screen. Please be sure the projectors begin the 90 second shutdown process. Return and lock up microphones, remotes or other technology related items to the rack drawer.

