

Academic Center 209
Audio Visual

| Quickstart_{guide}

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CABINET LAYOUT



A Blu-Ray DVD Player
C Additional DVI cable

B VCR

INTRODUCTION

Crestron Remote

Everything is controlled through the Crestron remote control. No need to adjust anything in the av cabinet - except to load your media.

Please leave the remote locked on the charger when it is not in use.



Wake Up Touchpanel

Use light finger pressure anywhere on the screen to activate the remote. You can also wake up the panel by pressing either of the top trigger buttons.

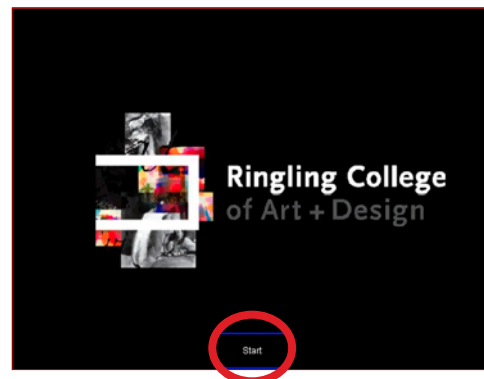
***DO NOT USE UNNECESSARY PRESSURE!**

***DO NOT POKE THE TOUCHSCREEN!**

***DO NOT DROP THE REMOTE!**

Navigation

Press "Start" to begin navigating. Using the main menu on the left-hand side navigate. After choosing a menu item the projector will turn on and screen will drop. Please allow projector a few minutes to warm up. Volume & several other items can be controlled from both touchpanel screen or the tactile buttons.



Picture Mute

Use Picture Mute to temporarily blank the screen. Press once to turn on. Press again to turn off

Send to Projector

You can send different inputs to each projector. The projector chosen last will have sound.



Release

Push latch upward to unlock panel from docking station.

****DO NOT DROP THE REMOTE!***



Dock

With the docking station at a slight angle, latch top part of the docking station onto the back of the touch panel.



Pull the latch toward the touchpanel to lock onto dock. Ensure the touchpanel is securely locked on docking station



USING THE DVD PLAYER

1 Turn On the Projector and Change Input Source

From the left menu on the crestron remote choose the "DVD". Press "Send To Projector" 1 or 2 to project the image. Please give the projectors a few minutes to warm up.

2 Load Media

Locate the Blu-Ray DVD player in the rack.

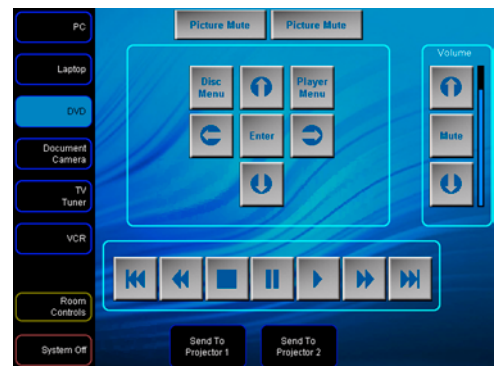
Press OPEN/CLOSE on the DVD player

Place your DVD label side up into the front of the player. Press OPEN/CLOSE to close the tray



3 Navigate Menus

Press the arrow left/right and enter buttons to navigate. Your movie should automatically startup to the movie's main menu. If not, use the crestron remote touchpanel or tactile buttons to navigate the Blu-Ray player menus.



4 Volume

Volume is controlled using either the touch panel volume or the tactile buttons. You will see a blue bar to the right of the volume bars when sound is turned on.



1 Turn On the Projector and Change Input Source

From the left menu on the crestron remote choose the "VCR". Press "Send To Projector" 1 or 2 to project the image. Please give the projector a few minutes to warm up.

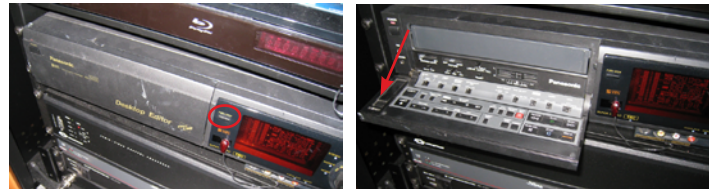


2 Load Media

Locate the VHS player in the rack.

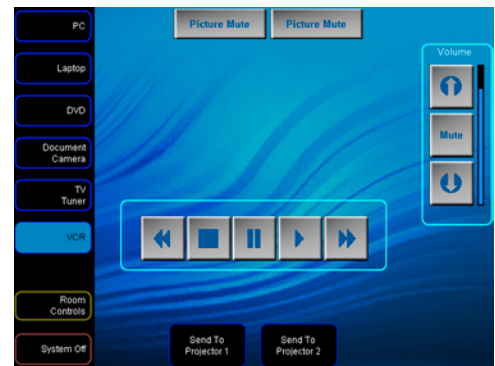
Press the "PUSH-OPEN" button to reveal the vcr

Insert your VHS tape label side up into the front of the player.



3 Control Playback

Use the crestron remote touchpanel playback controls



4 Volume

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USING THE TV TUNER

1 Turn On the Projector and Change Input Source

From the left menu on the crestron remote choose the "TV Tuner". Press "Send To Projector" 1 or 2 to project the image. Please give the projectors a few minutes to warm up.



2 Change Channels

Enter the desired channel number then press enter. Or press Chan Up or Chan Down to surf. The Aspect Ratio button will allow you to scale the projector between widescreen formats.



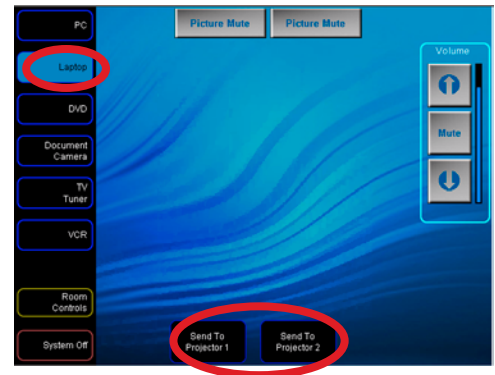
3 Volume

Volume is controlled using either the touch panel volume or the tactile buttons. You will see a blue bar to the right of the volume bars when sound is turned on.



1 Turn On the Projector and Change Input Source

From the left menu on the crestron remote choose the "Laptop". Press "Send To Projector" 1 or 2 to project the image. Please give the projectors a few minutes to warm up.



2 Connect Computer

Locate & attach the DVI & audio cable on top of the cart. If necessary, attach appropriate adapter to convert from mini-display port or HDMI. The audio cable can go into the headphone jack.

**The system only supports digital out from the computer. Many older computers are not supported.*



3 Mirror Displays

Launch System Preference by selecting from dock or Apple menu.

Select the "Displays" icon under hardware



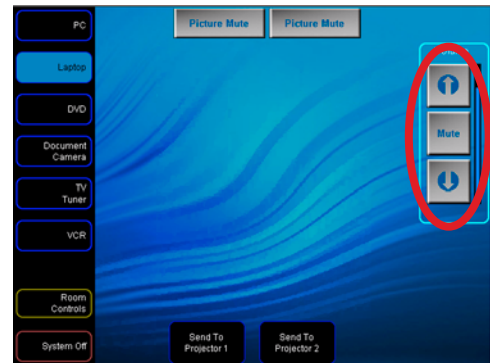
USING NOTEBOOK COMPUTERS

Select the Arrangement tab and check “Mirror Displays”



4 Volume

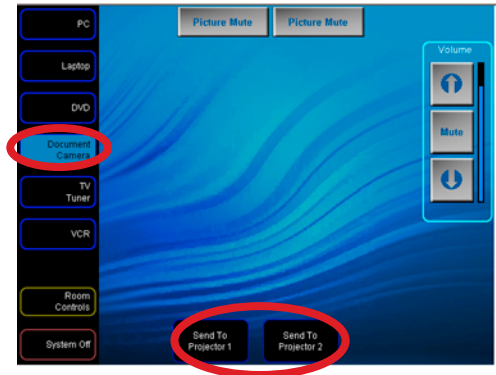
Volume is controlled using either the touch panel volume or the tactile buttons.. You will see a blue bar to the right of the volume bars when sound is turned on.



USING "ELMO" DOCUMENT CAMERA

1 Turn On the Projector and Change Input Source

From the left menu on the crestron remote choose the "Document Camera". Press "Send To Projector" 1 or 2 to project the image. Please give the projector a few minutes to warm up.



2 Open Drawer

Elmo is located in the side drawer of the AV cart



3 Unfold Elmo

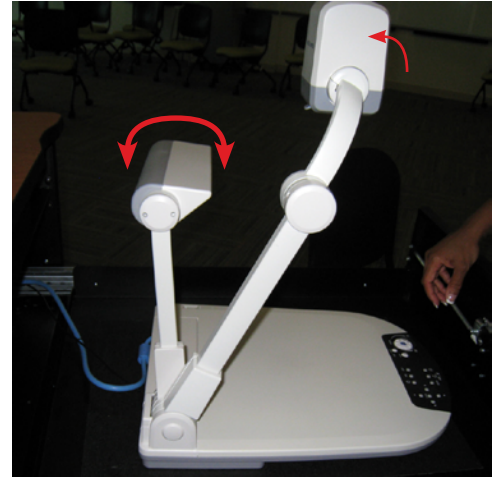
Lift the camera column. Simultaneously the lamp is also lifted



USING "ELMO" DOCUMENT CAMERA

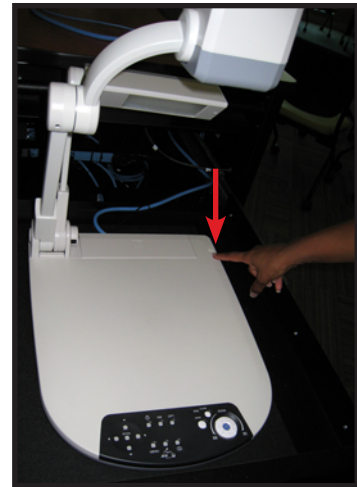
4 Position

Turn the camera head to lock and move the lamp head to the appropriate position



5 Power On

Turn on the power



6 Adjust Zoom

To zoom in/out rotate the zoom button



Please Power Off Elmo and carefully refold when finished.

HEARING ASSIST HEADPHONES

1 Locate Headphone

The headphones are stored in the 210 closet behind room 209. The headphones will receive & amplify any audio that is being played through the room speakers.



2 Turn On

On the top of the headphones rotate the rotary switch to turn on.



3 Adjust Volume

Rotate the volume switch until desired level.

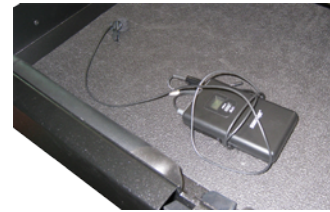


Please return headphones to charging station when done

MICROPHONES Lapel

1 Locate Microphone

The microphone should be located in the top drawer of the AV cart. Additional microphone are locked in the 210 closet. You can only have a total of 3 microphones. Microphones are labeled 1-3. Do not have 2 of the same numbers turned on at the same time.



2 On-off

Press & hold the top mute button to turn on/off or mute.

Green = On

Orange = Mute

Red = Replace batteries immediately



3 Attach microphone & transmitter

Clip the transmitter to a belt or side pocket. Place the lapel microphone within a foot or two of the mouth. A lapel microphone is most often placed on the flap of a button-down or polo shirt or to the top part of a blouse or other kind of shirt or top.

4 VOLUME

DO NOT STAND DIRECTLY UNDER SPEAKERS

Volume is accessed under "Ceiling" volume on the Room Controls page.

Turn on the microphone & slowly turn the Volume until reaching your desired volume. Pretty much as loud as you can go before feedback.



5 Additional Gain

Three gain settings are available. 0 is a good starting point. Select mic for louder



6 Mute Microphone

To save batteries mute the microphone until ready to present



1 Locate Microphone

The microphone should be located in the top drawer of the AV cart. Additional microphone are locked in the 210 closet. You can only have a total of 3 microphones. Microphones are labeled 1-3. Do not have 2 of the same numbers turned on at the same time.

2 On-off

Green = On

Orange = Mute

Red = Replace batteries immediately

Press & hold the mute button to turn on/off or tap once for mute.



3 VOLUME

DO NOT STAND DIRECTLY UNDER SPEAKERS

Volume is accessed under "Ceiling" volume on the Room Controls page.

Turn on the microphone & slowly turn the Volume until reaching your desired volume. Pretty much as loud as you can go before feedback.



4 Mute Microphone

To save batteries mute the microphone until ready to present

POWER OFF

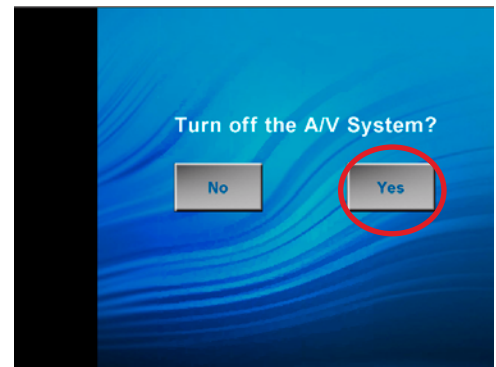
1 System Off

Press either System off on the touchpanel or Exit on the tactile buttons



2 Are you sure?

Press yes if you are finished . After pressing yes the projector will shut-down & the screen will retract



1 Locate Cable

The mini jack is usually located top of the cart labeled "Line Out". The cable is black in color.



2 Plug Cable into Notebook or Other Recording Device

Plug the cable into the Line In on computer or recordable device. Launch recording application. The line out will output any sounds going through the room speakers. This includes microphones or other media sound.

ROOM CONTROLS

ADDITIONAL CONTROLS

Additional room controls such as shade control and lights are accessed through the "Room Controls" button.



Please use system off when powering down the entire system

Select Exit Room Page when you are complete



No sound

- *If using a notebook computer make sure the volume is up on your computer*
- *Is the amplifier on Mute? Volume is controlled using either the touch panel volume or the tactile buttons. You will see a blue bar to the right of the volume bars when sound is turned on.*

DVD isn't recognized in DVD player

- *Try playing it from a notebook computer*

Computer Doesn't Project

- *Did you "mirror" your displays? See page 9*

Touchpanel is not responding

- *Lock the touchpanel to the dock. See page 5*
- *Give things a few seconds to respond. Rapidly pushing buttons "freaks out" the system.*
- *If the projector has been recently powered off it takes about 5min before you can turn it back on again.*

Projector Doesn't Power On

- *If the projector has been recently powered off it takes about 5min before you can turn it back on again.*



For further information or in case of an AV emergency contact:

Office of Institutional Technology

Ringling College of Art + Design

Phone: 359-7633

Email: avservices@ringling.edu