

“Can’t find it here? Call the Front Desk by dialing x7403 from a house phone”

# Classroom AV Control System

## *Using the 101 IE Classroom AV System*

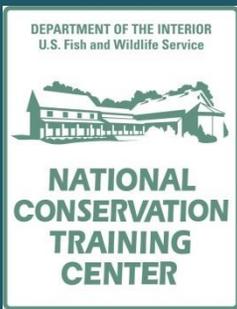
The monitor in the front of the classroom allows for the viewing of presentations or the content required for conducting your meeting. The remote for this monitor should be below the monitor on the shelf.

### **Computer Display**

- To present from a laptop computer, locate and connect the supplied VGA and audio cable or the supplied HDMI cable. When using VGA and audio cables, use the **PC** input; for the HDMI cables, use **HDMI 3**. Newer computers may require an adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop, simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

### **Cable TV**

To display cable TV, use the Input button on the Sharp Aquos remote to select the **TV** input. Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## ***Using the 103 IE Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.

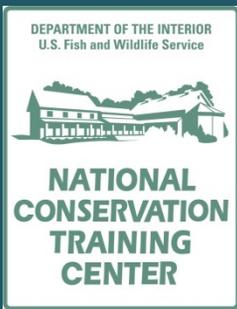
- If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu, Video Projector > Document Camera > Display On.**

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and/or power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the 105 IE Classroom Touch Screen AV System*

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.

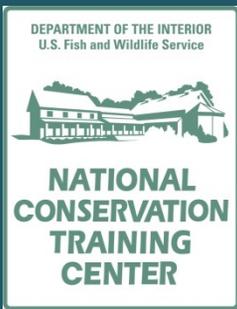
- If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu, Video Projector > Document Camera > Display On.**

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and/or power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the 107 IE Classroom Touch Screen AV System*

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.

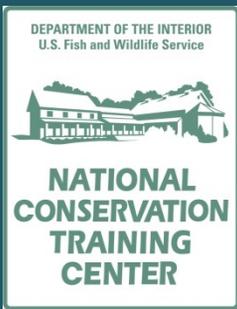
- If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu, Video Projector > Document Camera > Display On.**

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and/or power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## ***Using the 109 IE Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

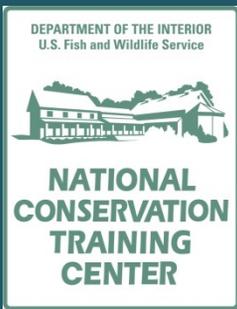
- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.

- If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu, Video Projector > Document Camera > Display On.**

To retract the overhead projection screen, turn off the projector and/or power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

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# Classroom AV Control System

## ***Using the 111 IE Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.

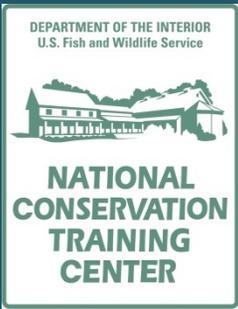
- If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu, Video Projector > Document Camera > Display On.**

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and/or power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

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# Classroom AV Control System

## *Using the 114 IE Classroom AV System*

Particularly with this room, the AV system Crestron touch screen does not work, so everything is done manually.

The remotes for this classrooms’ projector is typically located at the computer desk, and the power buttons are at the top. The projectors are typically centered behind the main classroom projection screen.

**114 IE’s remote has two buttons at the top of the remote for turning the projector on or off: a standby button on the left and a power on button on the right.**

For desktop/laptop display, the projector should be on Input A.

For the document camera display, the projector should be on the Video Input.



## Video Sources

### 1. Computer display:

#### **The projector must be on Input A for a desktop/laptop computer to be displayed.**

- To present from the desktop computer, it is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, and set the laptop screen resolution to 1024x768. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

To display a computer on the screen, behind the desktop computers' keyboard to the right is an Extron 203 box, pictured below.



- For displaying the desktop computer, flip the silver toggle switch up/down until the #1 light is active.
- For displaying the laptop computer, flip the silver toggle switch up/down until the #2 light is active.

## Video Sources (continued)

### Computer display (continued):

Enter the projection room behind the door on the opposite side of the room, and immediately to the left is a black cabinet box, open the front door to the cabinet box, if it is not already. Look for the Extron panel pictured below. Verify that the “VGA/Audio 1” light is on (A), and that the “Program Audio” light is not orange (B), which means that the audio source is muted; press the (A) and (D) buttons if this panel does not appear as pictured below.

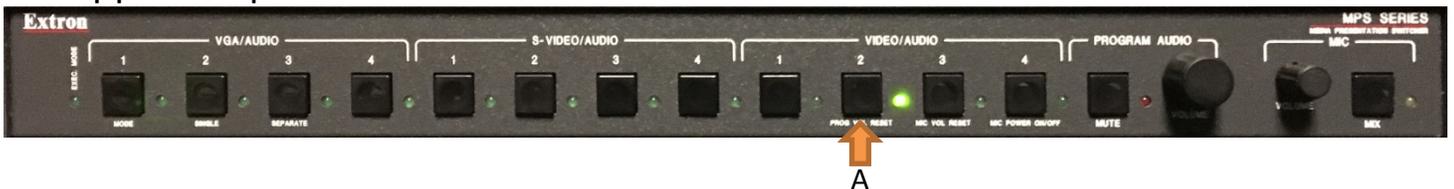


If audio is too quiet, too loud, or is still not heard through the AV system, ensure that the desktop or laptop computers are not muted, the volume on the computer is set to 100%, then use the “Program Audio” dial (C), to adjust the rooms’ volume. A counterclockwise twist turns the volume down, while a clockwise twist turns the volume up.

## 2. Document Camera:

**The projector must be on Video Input for the document camera to be displayed.**

Enter the projection room behind the door on the opposite side of the room, and immediately to the left is a black cabinet box, open the front door to the cabinet box, if it is not already. Look for the Extron panel pictured below. Verify that the “Video/Audio 2” light is on (A); press the corresponding buttons if this panel does not appear as pictured below.



## Microphone Audio

This classroom is equipped with a lapel microphone. It is located in a drawer below the projector screen. Use the toggle switch on the mic to turn it on.

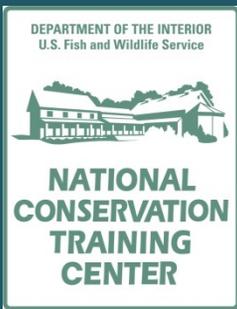
Enter the projection room behind the door on the opposite side of the room, and immediately to the left is a black cabinet box, open the front door to the cabinet box, if it is not already. Look for the Extron panel pictured below. Verify that the “Mic” light is off (A), which means that the microphone is not muted; press the (B) button if the right side of the panel does not appear as pictured below.



If audio is too quiet or too loud, use the “MIC” dial (C), to adjust the rooms’ volume. A counterclockwise twist turns the volume down, while a clockwise twist turns the volume up.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, “**Do you wish to turn the system off?**” Select “**YES**”.

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# Classroom AV Control System

## ***Using the 151 IW Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within drawers underneath the projection screen.

As of this writing, some classrooms require manual powering on/off for the projector. The remotes for these classrooms’ projectors are typically located at the computer desk, and the power buttons are typically at the top. The projectors are typically centered behind the main classroom projection screen.

**151 IW’s remote has two buttons at the top of the remote for turning the projector on or off: a standby button on the left and a power on button on the right.**

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.

- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

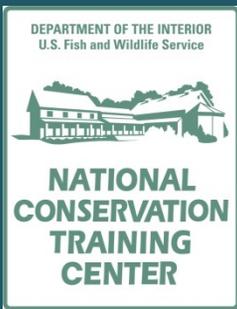
A document camera is available on request, to select it, from the **Main Menu**, **Video Projector > Document Camera > Display On**.

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

This classroom is equipped with a lapel microphone. It is located in a drawer below the projector screen. Use the toggle switch on the mic to turn it on, and the volume and muting are controlled using the **Speech** label on the touch screen.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **"Do you wish to turn the system off?"** Select **"YES"**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the 152 IW Classroom AV System*

The monitor on the wall is the primary monitor for the room. This will need to be turned on manually using the Sharp Aquos remote on top of the mobile computer station.

### **Computer Display**

- To present from the desktop computer, use the **Input** button on the Sharp Aquos remote to select **Input 8 (PC IN)** on the monitor. On the top of the mobile computer station is a black VGA switcher, and the grey button for **Input 1** should be pressed in for the display of the desktop computer.
  - The desktop computer is on the bottom shelf on the inside of the mobile computer station.
- To present from a laptop computer, use the **Input** button on the Sharp Aquos remote to select **Input 8 (PC IN)** on the monitor. Then, locate and connect the supplied VGA and audio cables, and set the laptop screen resolution to 1024x768. On the top of the mobile computer station is a black VGA switcher, and the grey button for **Input 3** should be pressed in for the display of the laptop computer. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop, simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

## **BluRay/DVD**

To display a BluRay or DVD, use the Input button on the Sharp Aquos remote to select the **HDMI 1** input labeled **Blu-ray**. To operate the BluRay/DVD player, use the Panasonic remote.

## **Cable TV**

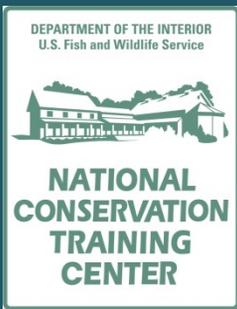
To display cable TV, use the Input button on the Sharp Aquos remote to select the **TV** input.

## **Video Teleconference**

A Tandberg Video Teleconference device is equipped in this room. To display the Video Teleconference unit on the monitor, use the **Input** button on the Sharp Aquos remote to select **Input 8 (PC IN)** on the monitor. On top of the mobile computer station is a black VGA switcher. The grey button for **Input 2** should be pressed in for the display of the video teleconference device.

At the end of the day, use the individual remotes to turn off each item manually.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the 154 IW Classroom Touch Screen AV System*

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.

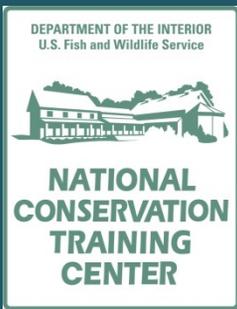
- If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu, Video Projector > Document Camera > Display On.**

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

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# Classroom AV Control System

## ***Using the 156 IW Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within drawers underneath the projection screen.

**As of this writing, some classrooms require manual powering on/off for the projector.** The remotes for these classrooms’ projectors are typically located at the computer desk, and the power buttons are typically at the top, and are green button(s), and the projectors are typically centered behind the main classroom projection screen.

**156 IW’s projector remote has one button at the top of the remote for turning the projector on or off.**

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.

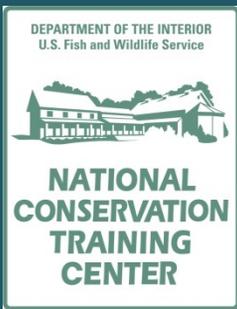
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu**, **Video Projector > Document Camera > Display On**.

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **"Do you wish to turn the system off?"** Select **"YES"**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the 158 IW Classroom Touch Screen AV System*

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.

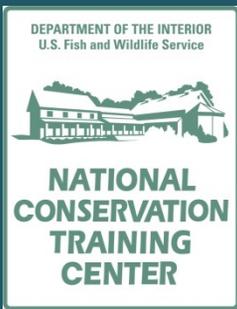
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu**, **Video Projector > Document Camera > Display On**.

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **"Do you wish to turn the system off?"** Select **"YES"**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



“Can’t find it here? Call the Front Desk by dialing x7403 from a house phone”

# Classroom AV Control System

## ***Using the 160 IW Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within drawers underneath the projection screen.

**As of this writing, some classrooms require manual powering on/off for the projector.** The remotes for these classrooms’ projectors are typically located at the computer desk, and the power buttons are typically at the top, and are green button(s), and the projectors are typically centered behind the main classroom projection screen.

**160 IW’s projector has one button at the top of the remote for turning the projector on or off.**

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.

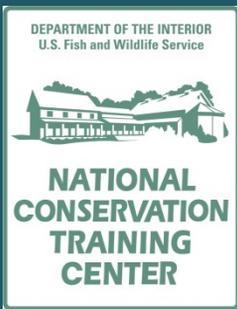
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

A document camera is available on request, to select it, from the **Main Menu**, **Video Projector > Document Camera > Display On**.

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **"Do you wish to turn the system off?"** Select **"YES"**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## ***Using the 161 IW Classroom Touch Screen AV System***

In most classrooms, there is a Crestron touch screen panel located by the desktop computer desk, which controls the AV system. Some classrooms may have the touch screen panel within drawers underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, Computer, DVD, VHS, Cable TV, Document Camera, etc...

Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Video Projector > Computer > Desktop > Display On**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.

- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > Computer > Laptop > Display On**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

There is a DVD/VHS Combo is located in the cabinet below the projector screen. To project a DVD or VHS tape, return to the **Main Menu**, select **Video Projector** then select **DVD** or **VHS**. Like a handheld remote, the playback options are controlled from the touch panel.

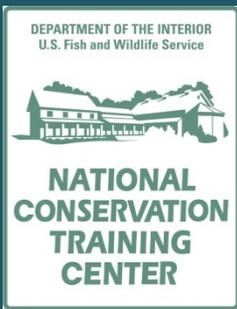
A document camera is available on request, to select it, from the **Main Menu**, **Video Projector > Document Camera > Display On**.

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

This classroom is equipped with a lapel microphone. It is located in a drawer below the projector screen. Use the toggle switch on the mic to turn it on, and the volume and muting are controlled using the **Speech** label on the touch screen.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **"Do you wish to turn the system off?"** Select **"YES"**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## ***Using the 201 IE Classroom Touch Screen AV System***

There is a Crestron touch screen panel built in to the podium which controls the AV system, and a computer monitor is attached to the left side of the podium on a moving mount. **The source selected on the touch screen will be the source displayed on the podiums’ side monitor.**

**The main monitor will need to be turned on manually using the remote on the podium, as of the writing of this guide.** On the podiums’ built in touch screen, tap the screen to begin. You will be prompted, ***“Do you wish to power the system up to begin a presentation?”*** Select ***“YES.”*** It will then show the ***Main Menu*** page. The Main Menu displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls.

Computer display:

- To present from the desktop computer, from the ***Main Menu*** select ***Lectern PC*** and touch ***Show on Projector***.
  - To display the desktop computer on the left and right satellite monitors, select ***Show on Stage Right Display*** and ***Show on Stage Left Display*** as well.
  - The desktop computer is the small black square on the inside left of the lower podium doors. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768. From the ***Main Menu***, select ***Lectern Laptop*** and touch ***Show on Projector***. Newer computers may require a VGA adapter, though AV support may have compatible adapters.
  - To display the laptop computer on the left and right satellite monitors, select ***Show on Stage Right Display*** and ***Show on Stage Left Display***.

- If the laptop is not displaying on the projector screen, on a Windows laptop, simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

201 IE is also equipped with two handheld microphones, two lavalier/lapel microphones, and the podium microphone. The **Room Audio** buttons control the raising, lowering, and muting of audio for microphones and all video sources.

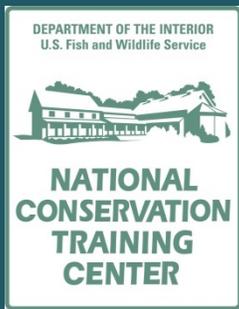
To project broadcast TV, select **TV/Tuner**, then **Show on Projector**, and, if desired, **Show on Stage Right Display**, and **Show on Stage Left Display**. As of this writing, the channel changing option on the touch panel does not operate the tuner, and changing the channels will need assistance from audiovisual support.

There is a document camera built into the right side of the podium behind a door. To present from that, from the **Main Menu**, select **Lectern Doc Cam**, then **Show on Projector**, and, if desired, **Show on Stage Right Display**, and **Show on Stage Left Display**.

If you wish to make all of the displays blank, the "Mute Display" buttons do not work; the workaround you can use is to select **Fiber AUX** on the touch panel, then select **Show on Projector**, **Show on Stage Right Display**, and **Show on Stage Left Display**.

To turn off the monitors and power off the AV System entirely, select **End Presentation**. You will be prompted with, **"Do you wish to end the Conference?"** Select **"YES"**. The main monitor and secondary monitors will turn off after 5 minutes of an inactive signal.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## ***Using the 205 IE Classroom AV***

In this classroom, there is a projector controller mounted on the wall, which is to the left of the dry erase board. Use the button labeled “ON/OFF” to turn the projector on and off.

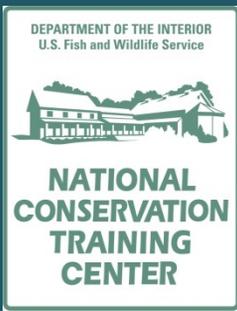
**The Volume +/- buttons controls the volume of the active source being projected on the screen.**

### **Computer display:**

- To present from the desktop computer, using the projector controller, press the “Source” button until “Computer 1” appears on the projected image.
  - The desktop computer is the small black square to the right of the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, using the projector controller, press the “Source” button until “Computer 2” appears on the projected image. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

**DVD/VCR:** To show a DVD or VHS tape, using the projector controller, press the “Source” button until “RCA Video” appears on the projected image.

Contact the AV Service Center thru the Front Desk (x7403) for further assistance.



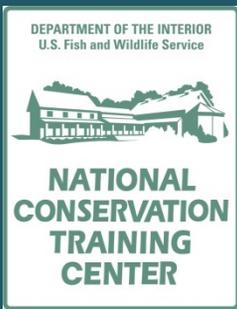
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## 275 IE Conference Room AV Equipment

### ***Using the 275 IE Conference Room AV Equipment***

1. Sharp TV: To turn on/off the TV, press the red “TV POWER” button on the Sharp TV remote.
2. TV: Change TV source to “TV” by pressing “INPUT” button repeatedly until you get to “TV.”
3. Desktop PC: Change TV source to “Desktop PC” (HDMI 1) by pressing “INPUT” button repeatedly until you get to “Desktop PC.”
4. Laptop: Change TV source to “Laptop” (HDMI 3) by pressing “INPUT” button repeatedly until you get to “Laptop.”
5. Apple TV: Change TV source to “Apple TV” (HDMI 2) by pressing “INPUT” button repeatedly until you get to “Apple TV.” To connect to it, on your Mac or iOS device, connect to the network name that appears onscreen (as of this writing, “NCTC WiFi”), select the “275IE” option using AirPlay on your device. If prompted, the password is 275.

If any further control is required, please contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



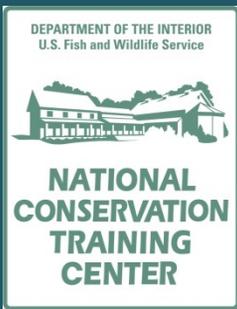
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## 281 IE Conference Room AV Equipment

### ***Using the 281 IE Conference Room AV Equipment***

1. LG TV: To turn on/off the TV, press the red “TV POWER” button on the LG TV remote.
2. TV: Using the remote, press the “MENU” button to bring up the TV’s input selections and menu options. Use the arrow buttons on the remote to highlight the Live TV option, and then press “OK.”
3. Apple TV: Using the remote, press the “MENU” button to bring up the TV’s input selections and menu options. Use the arrow buttons on the remote to highlight the Apple TV option, and then press “OK”. To connect your Mac or iOS device, connect to the network name that appears onscreen (as of this writing, “NCTC WiFi”), select the “281IE” option using AirPlay on your device. If prompted, the password is 281.
4. Laptop: Using the remote, press the “MENU” button to bring up the TV’s input selections and menu options. Use the arrow buttons on the remote to highlight the PC option, and then press “OK”.

If any further control is required, please contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the G24 IE Classroom Touch Screen AV System*

There is a Crestron touch screen panel located within the drawers or on the ledge underneath the projection screen.

On the touch screen, tap the screen to begin. It will then show the **Main Menu** page, which displays all of the video and audio source options, as well as volume control, audio and video muting, and room lighting controls, and these can be controlled from every screen on the touch panel.

From the **Main Menu**, select **Video Projector** to turn on the rear screen projector and show the list of input options, ½” VHS VCR, Cable TV, External Video Feed, STD Video Input, RGB/CMPTR Input.

### Computer display:



- To present from the desktop computer, from the **Main Menu**, select **Video Projector > RGB/CMPTR INPUT**. Find the box on the desk pictured above, and use the right silver switch, indicated by the arrow above, to swap inputs manually. The desktop computer will be on input 1.
  - The desktop computer is the computer tower underneath the desk.

- To present from a laptop computer, locate and connect the supplied VGA and audio cables, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Video Projector > RGB/CMPTN INPUT**. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well. Find the box on the desk pictured above, and use the right silver switch to swap inputs manually. The laptop computer will be on input 2.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

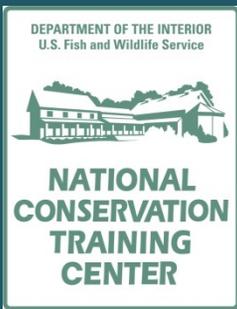
A document camera is available on request, to select it, from the **Main Menu**, **Video Projector > Document Camera > Display On**.

Some rooms have a ceiling mounted drop down screen available to use with a second video or overhead projector. To lower it, from the **Main Menu** select **Overhead Projector**, to raise the screen, press **Overhead Projector** again.

This classroom is equipped with a lapel microphone. It is located in a drawer below the projector screen. Use the toggle switch on the top of the microphone to turn it on, and the volume and muting are controlled using the **Speech** label along the top of the touch screen, across all screens.

To retract the overhead projection screen, turn off the projector and power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Classroom AV Control System

## *Using the G30 IE Classroom Touch Screen AV System*

In this classroom, there is a Crestron touch screen panel located on the desktop computer desk, which controls the AV system.

On the touch screen, tap the screen to begin, and then select the power button in the bottom left to turn the system on. It will then show the **Main Menu** page, which displays all of the video and audio source options. From the **Main Menu**, select **Projector** to show the list of input options, Desktop PC, Laptop HDMI, VGA, Video.

As of this writing, the projector needs to be turned on and off manually using the remote on the computer desk; there is one green button at the top of the remote for turning the projector on or off.

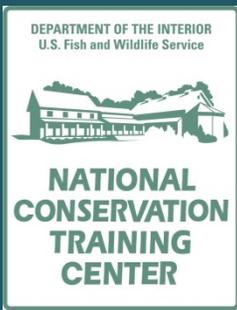
Computer display:

- To present from the desktop computer, from the **Main Menu**, select **Projector > Desktop PC**. If there is audio in the presentation, be sure that **Audio** is checked.
  - The desktop computer is below the computer desk.
  - This room is equipped with side monitors in the back room. To send a signal to the rear monitors, from the **Main Menu**, select **R-Display > Desktop PC**.

- To present from a laptop computer, locate and connect the supplied VGA and audio cable or HDMI cable, set the laptop screen resolution to 1024x768, and, from the **Main Menu**, select **Projector > VGA**, for VGA/audio connection, and **Projector > Laptop HDMI**, for a laptop HDMI connection. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.
  - G30 is equipped with side monitors in the back room. To send a signal to the rear monitors, from the **Main Menu**, select **R-Display > VGA** or **R-Display > Laptop HDMI**.

To power off the AV System entirely, select **End Presentation**. You will be prompted with, **“Do you wish to turn the system off?”** Select **“YES”**. You’ll also have to manually turn off the projector using the remote on the computer desk; there is one green button at the top of the remote for turning the projector on or off, which is located behind the screen.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Auditorium AV Control System

## Using the Byrd Auditorium Touch Screen AV System

The Byrd Auditorium projector, located inside the booth at the back of the auditorium, can only be powered on by audiovisual staff. This technical guidance is for the equipment and functionality located on the stage at the front of the auditorium.

### Getting Started

The auditorium stage has a podium and desktop computer system available for all presenters. The main Crestron touch screen controller and desktop computer are located at the desk beside the podium; at the podium is a podium microphone, a lights/dimmer switch for reading papers, and a presenter’s counter/timer. The desktop computer system displayed below allows you, as the presenter, to plug in your own thumb drive, CD, DVD, or VHS media, and operate them as needed.



Touch the Crestron controller screen located on the computer desk to begin. The **Main Menu** displays all the video and audio source options as well as volume control, audio muting and room lighting controls.

## Stage Sources



From the main menu (pictured above), the available **Stage Sources** options are **Desk Computer**, **DVD/VCR**, **Lectern Laptop**, and **Document Camera**. To get back to the **Main Menu** from any sub screen, look for and touch the **Return** (at the top of the sub-screens) or **Back to Main** (at the bottom of the sub-screens) buttons.

- If you desire to use the desktop computer behind the podium on the auditorium stage, touch **Desk Computer** from the main menu and then touch **Full Screen** (blue arrow above). These instructions assume you have already loaded your PowerPoint or other data onto the desktop computer. DVDs can also be played from the desktop computer.
- **IMPORTANT NOTES:**
  - To blank out the large projector screen while setting up or switching your desktop applications, etc., press **Lectern Computer** and then **Full Screen**.
  - The desktop computer is the small black square next to the monitor on the computer desk. There is an external CD/DVD player underneath the desktop computer, and the eject button is on the top left side.
  - There are a couple of locations for thumb drives, but the easiest access is on the back of the monitor or on the computer itself in the front.

- If you desire to use your own laptop computer, locate and connect the supplied VGA and audio cables or the HDMI cable at the podium, and, from the touch screen controller, on the **Main Menu**, select **Lectern Laptop**, then touch **Full Screen** (blue arrow pictured on page 2). Some computers may require a VGA or HDMI adapter, though AV support may also have compatible adapters.
  - If the laptop is not displaying on the projector screen, on a Windows laptop simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.
  - **Get audiovisual technician assistance should issues arise with the use of your laptop with our system.**
- There is a DVD/VHS Combo located on the work station with the desktop computer. To project a DVD or VHS tape, from the **Main Menu**, touch **DVD/VCR**, and then touch **Full Screen** (blue arrow pictured on page 2). Select **DVD** or **VCR** from the playback controls. Like a handheld remote, playback option is controlled from the touch panel.
- To present from the **Document Camera** built into the side of the podium, touch **Document Camera** and then touch **Full Screen** (blue arrow pictured on page 2). Request an AV technician for assistance with setting up and controlling the camera.

## Audio Control

Volume control from all sources is controlled by the UP and DOWN arrow buttons on the upper right side of the touch panel. Touch **Mute** to silence all source audio. The podium microphone, as well as any supplied wireless hand held, lapel and table microphones, can be controlled via the **Mic Setup** button.

- 1) Podium Mic: To control the podium microphone volume or to mute it select **Mic Setup > Podium Mics > Podium Right Front** and use the **Volume Up** and **Volume Down** buttons or **Mute** button.

2) Tabletop, Lapel, and Handheld Wireless Microphones: Each hand held, lapel and table microphone is numbered. To control volume and muting select **Mic Setup > Table-Wireless Mics** and locate the corresponding microphone number. Two lapel and handheld microphones are always on the podium; for additional microphones, request AV technician assistance.

### Conference Phone

To use the conference phone feature, select **Audio Teleconference** from the main menu. Any active microphone can speak on the call.

**Dial 9** for an outside line.

You are Near End. Touch **Near End Mute** to mute sounds originating from the auditorium.

The called party is Far End. Touch **Far End Mute** to silence sounds from outside participants.

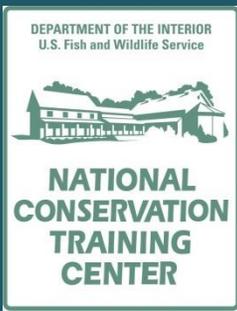
### Lighting Presets

Make sure the **All On** button is pressed for all of the lights to be on in the Auditorium. This is the most common setting and the large screen projector is still viewable. Request an AV technician for assistance with additional lighting adjustments.

### Final Notes

Advanced lighting options and additional video sources, including Blu-Ray, Digital and Standard Beta, DVCam, and XDCam are available, but require AV Staff support.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Commons Lounge AV System

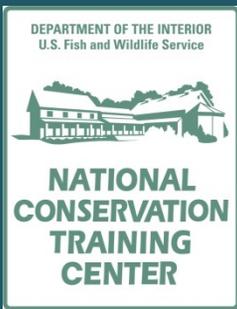
## *Using the Commons Lounge AV System*

The upper left cabinet contains the AV System which supplies the audio to the Commons Lounge and the Roosevelt Room.

The inputs available on the Marantz receiver are:

- **CBL/SAT** – Microphones and 3.5mm Headphone (iPod, etc)
- **DVD** – CD/DVD Player
- **CD** – 3.5mm Headphone (iPod, etc.)
- **TV** – Apple TV

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



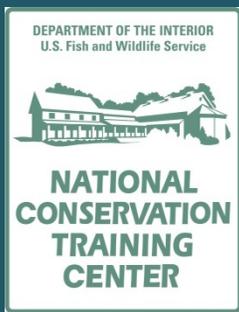
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# Directors’ Conference Room AV Equipment

## *Using the Directors’ Conference Room AV Equipment*

1. Sharp TV: To turn on/off the TV, press the red “TV POWER” button on the Sharp TV remote.
2. Apple TV: Change TV source to “Apple TV” (HDMI 1) by pressing “INPUT” button repeatedly until you get to “Apple TV.” To connect to it, on your Mac or iOS device, connect to the network name that appears onscreen (as of this writing, “NCTC WiFi”), select the “DIR CONFERENCE ROOM” option using AirPlay on your device. If prompted, the password is 258.
3. Blu-ray/DVD: Change TV source to “Blu-ray” (HDMI 2) by pressing “INPUT” button repeatedly until you get to “Blu-ray.” Load the Blu-ray or DVD media in the player and it will play automatically.
4. TV: Change TV source to “TV” by pressing “INPUT” button repeatedly until you get to “TV.”

If any further control is required, please contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



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# Directors’ Conference Room AV System

## **Using the Directors’ Conference Room AV System**

The monitor on the wall is the primary monitor for the room. This will need to be turned on manually using the Sharp Aquos remote on top of the mobile computer station.

### **Computer Display**

- To present from the desktop computer, use the **Input** button on the Sharp Aquos remote to select **Input 8** for the monitor. There is a VGA switcher underneath the computer desk station, **Input 1** should be selected using the remote for the display of the desktop computer.
  - The desktop computer is to the right of the secondary monitor on the mobile computer station.
- To present from a laptop computer, use the **Input** button on the Sharp Aquos remote to select **Input 8** for the monitor. Then, locate and connect the supplied VGA and audio cables, and set the laptop screen resolution to 1024x768. There is a VGA switcher underneath the computer desk station, **Input 2** should be selected using the remote for the display of the laptop computer. Newer computers may require a VGA adapter, though AV support may have compatible adapters as well.
  - If the laptop is not displaying on the projector screen, on a Windows laptop, simultaneously press the FN key and the corresponding "F" key located across the top of the keyboard. The specific "F" key varies on laptops. Look for the "F" key displaying two monitor symbols or labeled (LCD/CRT). On Apple computers, navigate to the System Preferences > Displays > Arrangement and select Mirror Displays.

### **Apple TV**

An Apple TV device is equipped in this room, to display content on the monitor using a Mac or iOS device, use the Input button on the Sharp Aquos remote to switch to **Apple TV (HDMI 1)**. To connect to it, on your Mac or iOS device, connect to the network name that appears onscreen (as of this writing, “**NCTC WiFi**”), select the “DIR CONFERENCE ROOM” option using AirPlay on your device. If prompted, the password is 256.

### **BluRay/DVD**

To display a BluRay or DVD, use the Input button on the Sharp Aquos remote to select the BluRay/DVD input, which is **HDMI 3**. To operate the BluRay/DVD player, use the Panasonic remote.

### **Cable TV**

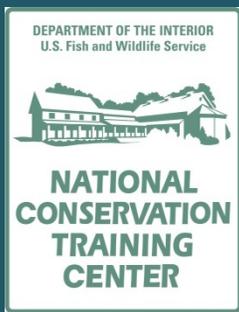
To display cable TV, use the Input button on the Sharp Aquos remote to select the **TV** input.

### **Video Teleconference**

A Tandberg Video Teleconference device is equipped in this room. For displaying the Video Teleconference unit on the monitor, use the **Input** button on the Sharp Aquos remote to select **Input 8** for the monitor. There is a VGA switcher underneath the computer desk station, select **Input 3** using the remote.

At the end of the day, use the individual remotes to turn off each item manually.

Contact the Audio Visual Service Center thru the Front Desk (x7403) for further assistance.



“Can’t find it here? Call the Front Desk by dialing x7403 from a house phone”

## Directors’ Conference Room Polycom SoundStation

### ***Using the Directors’ Conference Room Polycom SoundStation***

The number for the Directors’ Conference Room phone is: 1 – 304 – 876 – 7740.

#### **To place a call using the Polycom SoundStation:**

Press **On/Off** to turn on the Polycom SoundStation, and you should hear the dial tone. Dial the phone number, using 9 for an outside line, then the number, possibly including the area code.

#### **To answer a call:**

Press **On/Off** when the Polycom SoundStation rings.

#### **To adjust the speaker volume:**

Press **Vol –** or **Vol +** to adjust the sound level of the Polycom SoundStation.

#### **To place a conference call:**

Press **On/Off** to turn on the Polycom SoundStation, and you should hear the dial tone. Dial the phone number, using 9 for an outside line, then the number, possibly including the area code.

After the person answers, advise them that they will be placed on hold while you call the next person.

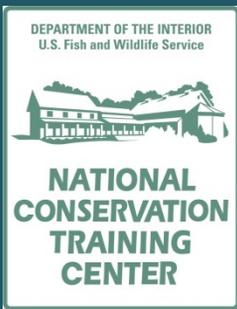
Press the **Flash** key, and you should hear a dial tone again.

Again, dial the next phone number of a person you wish to conference in, using 9 for an outside line, then the number, possibly including the area code.

When this person answers, press the **Flash** key again, and all two parties will be joined with your conference.

**NOTE:** You can continue this process for up to a total of 6 callers on a conference call at one time. This total of 6 includes you as the caller. In other words, you can place up to 5 additional calls into the conference. If, at any time, a caller needs to leave the conference call, they need only to hang up their line. The other parties will remain connected on the conference call.

Contact the IT Help Desk at 7282 or the Front Desk for further assistance with the Polycom SoundStation.



“Can’t find it here? Call the Front Desk by dialing x7403 from a house phone”

# Classroom Polycom SoundStation

## Using the Polycom SoundStation in Classrooms

Each classroom is equipped with a Polycom SoundStation for conference phone capabilities.

### To place a call using the Polycom SoundStation:

Press **On/Off** to turn on the Polycom SoundStation, and you should hear the dial tone. Dial the phone number, using 9 for an outside line, then the number, possibly including the area code.

### To answer a call:

Press **On/Off** when the Polycom SoundStation rings.

### To adjust the speaker volume:

Press **Vol –** or **Vol +** to adjust the sound level of the Polycom SoundStation.

### To place a conference call:

Press **On/Off** to turn on the Polycom SoundStation, and you should hear the dial tone. Dial the phone number, using 9 for an outside line, then the number, possibly including the area code.

After the person answers, advise them that they will be placed on hold while you call the next person.

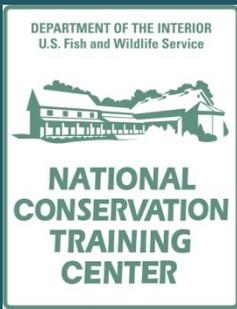
Press the **Flash** key, and you should hear a dial tone again.

Again, dial the next phone number of a person you wish to conference in, using 9 for an outside line, then the number, possibly including the area code.

When this person answers, press the **Flash** key again, and all two parties will be joined with your conference.

NOTE: You can continue this process for up to a total of 6 callers on a conference call at one time. This total of 6 includes you as the caller. In other words, you can place up to 5 additional calls into the conference. If, at any time, a caller needs to leave the conference call, they need only to hang up their line. The other parties will remain connected on the conference call.

**Contact the IT Help Desk at 7282 or the Front Desk for further assistance with the Polycom SoundStation.**



“Can’t find it here? Call the Front Desk by dialing x7403 from a house phone”

# NCTC Wireless/Wired Network Connections

## Wireless Network

To connect to the wireless network here at NCTC, search for available wireless networks and select **NCTC WiFi**.

## Wired Network

To connect to a network via an Ethernet cable, plug the cable into your computer’s Ethernet port.

## Activate Your Network Connection

Once connected to either the wireless or wired connection, open an internet browser and navigate to a website of your choice. Once you do so, you should see a screen similar to the one below, where you must agree to the terms and conditions of Frontier’s internet service by clicking on the “CONNECT” button.

### National Conservation Training Center Wireless Connect

Powered by Frontier Communications



**Attention:** By clicking 'Connect' you agree to adhere to the Wireless Acceptable Use policy. [Click here to read.](#)

**CONNECT**



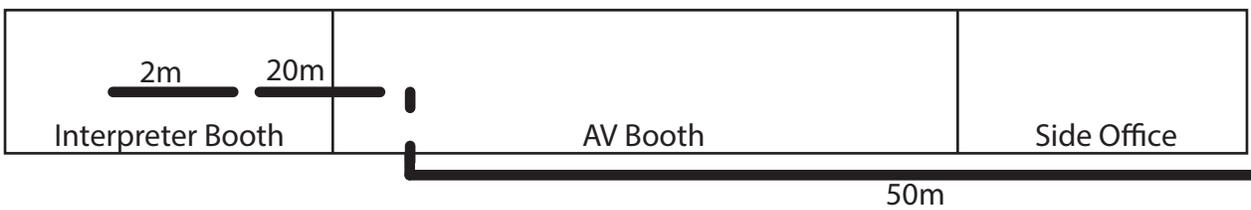
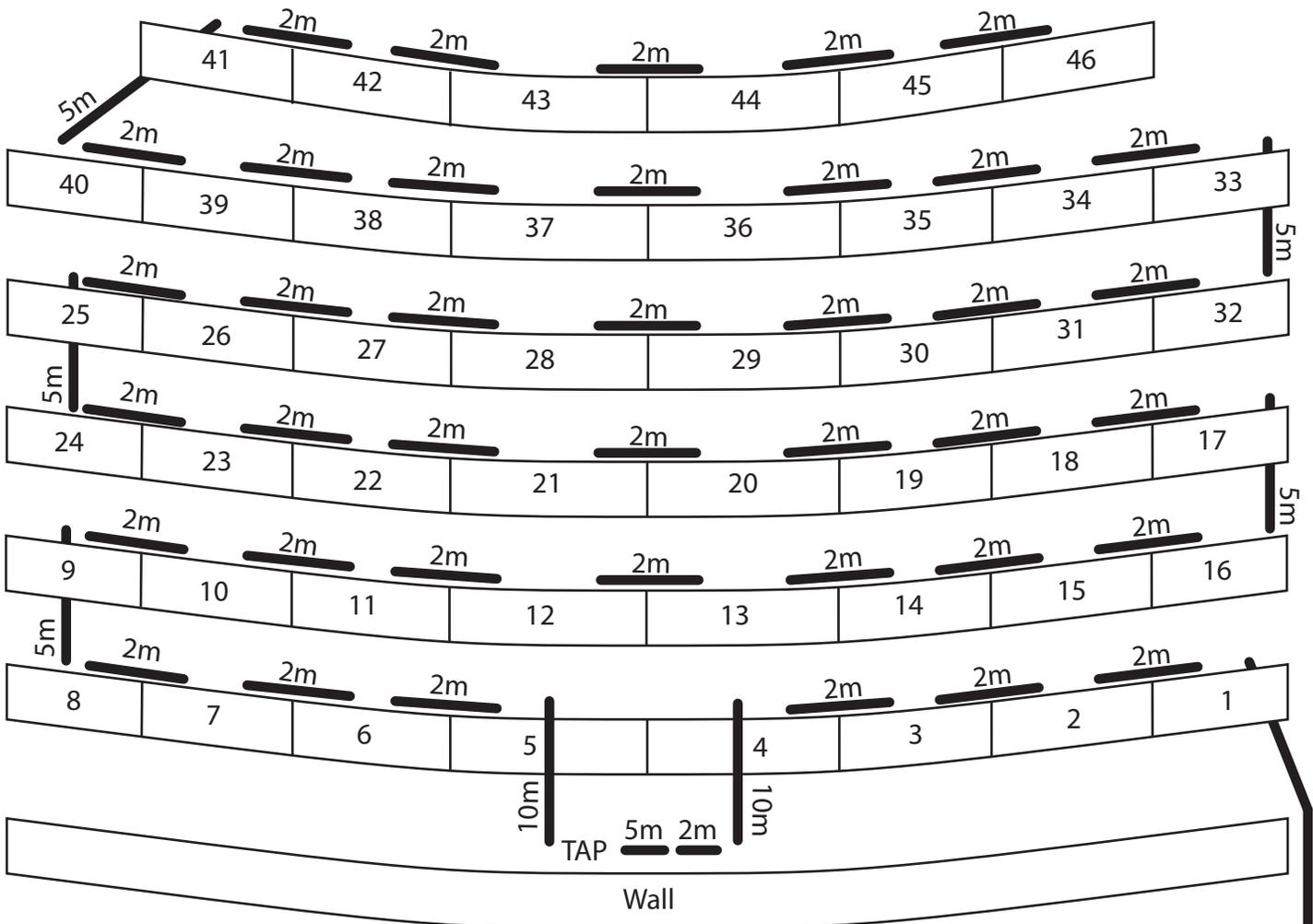
**DISCLAIMER:** Wireless access is provided by a local provider and does not access the NCTC/FWS or Government networks.

In the event that you do not see this screen, in your internet browser address bar, manually enter the address: <http://login.frontiermobile.com/>

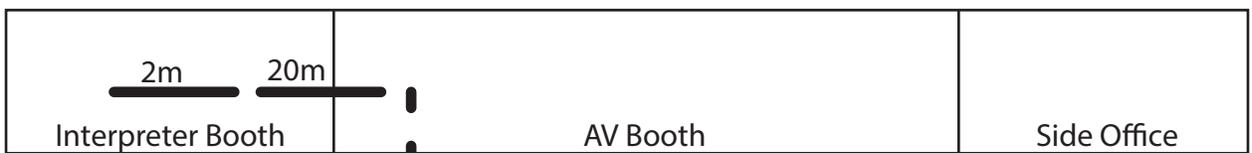
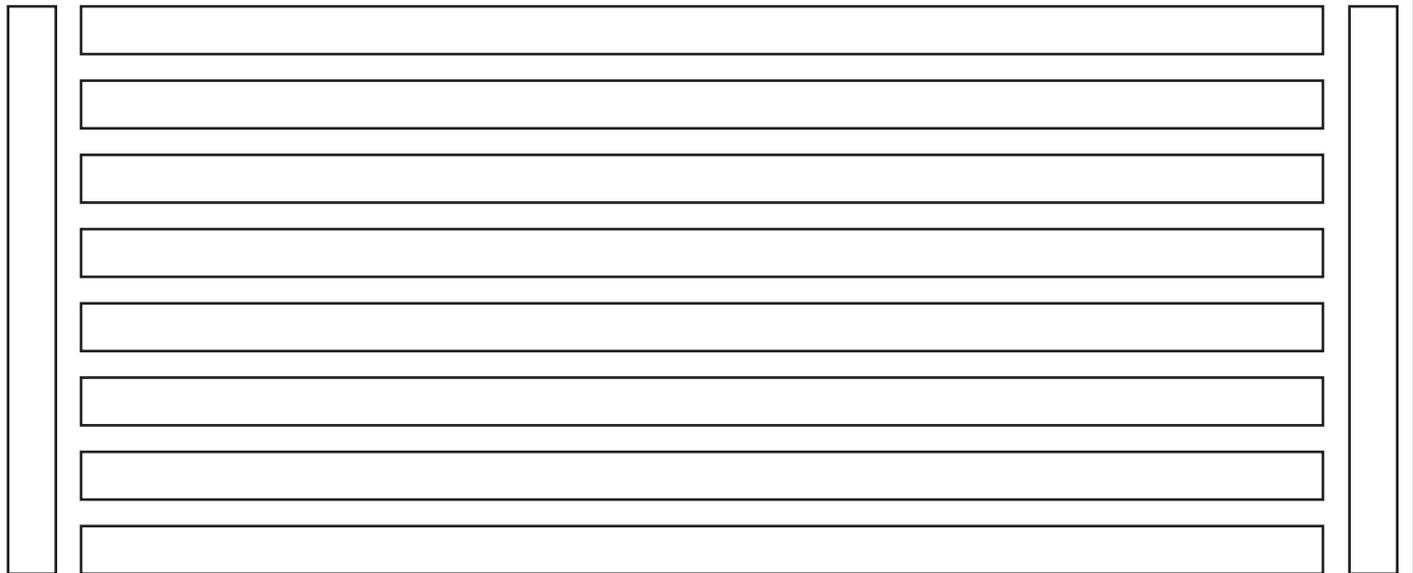
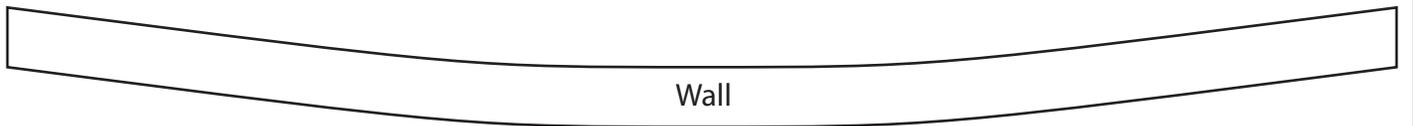
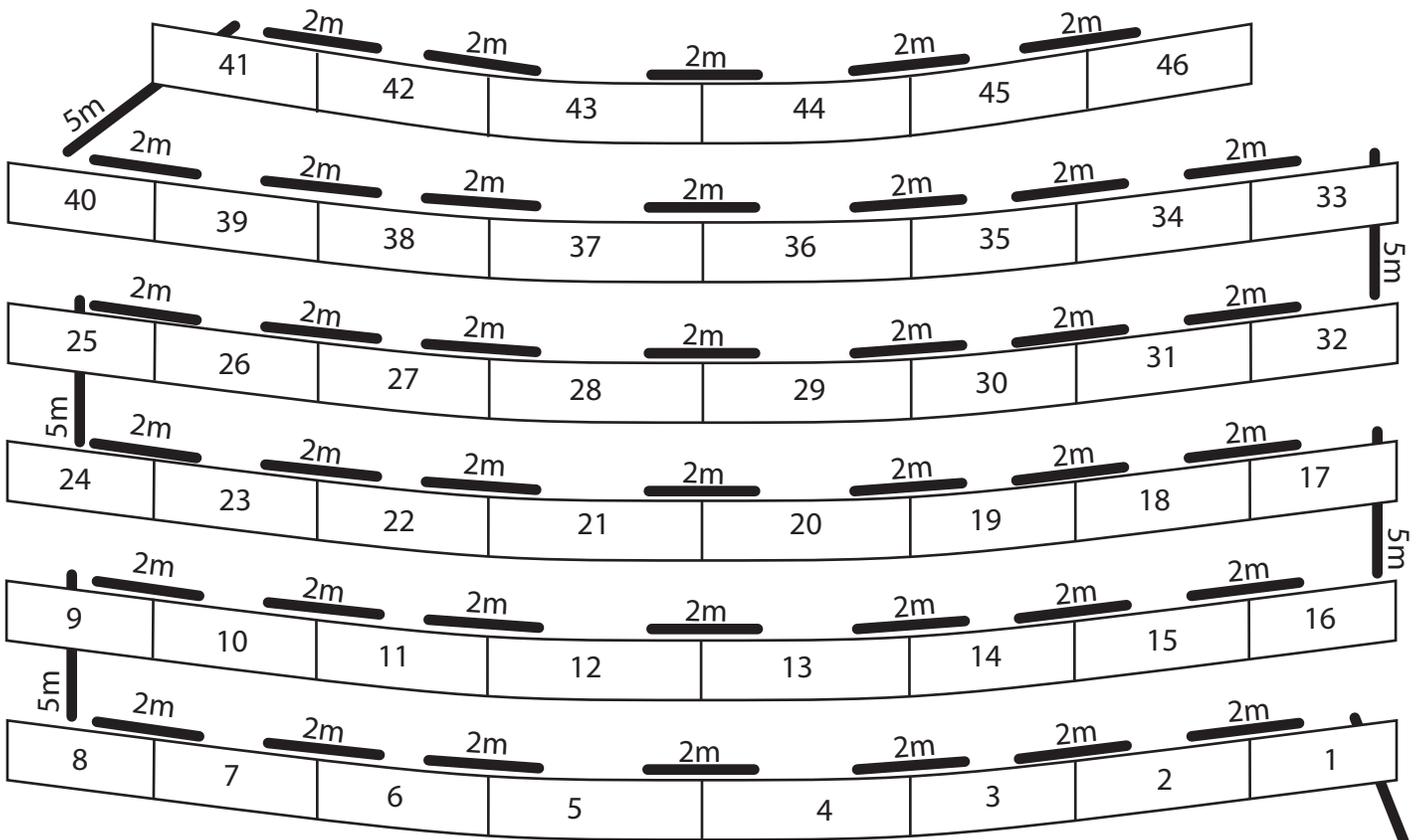
## Need Additional Help?

Please call the IT Help Desk using a house phone at extension 7282, and they can help you get your device(s) setup for access.

Interpreter Setup

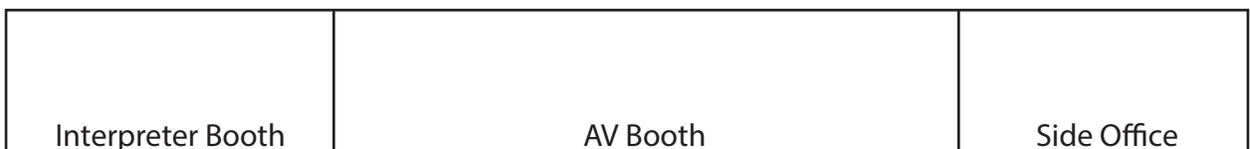
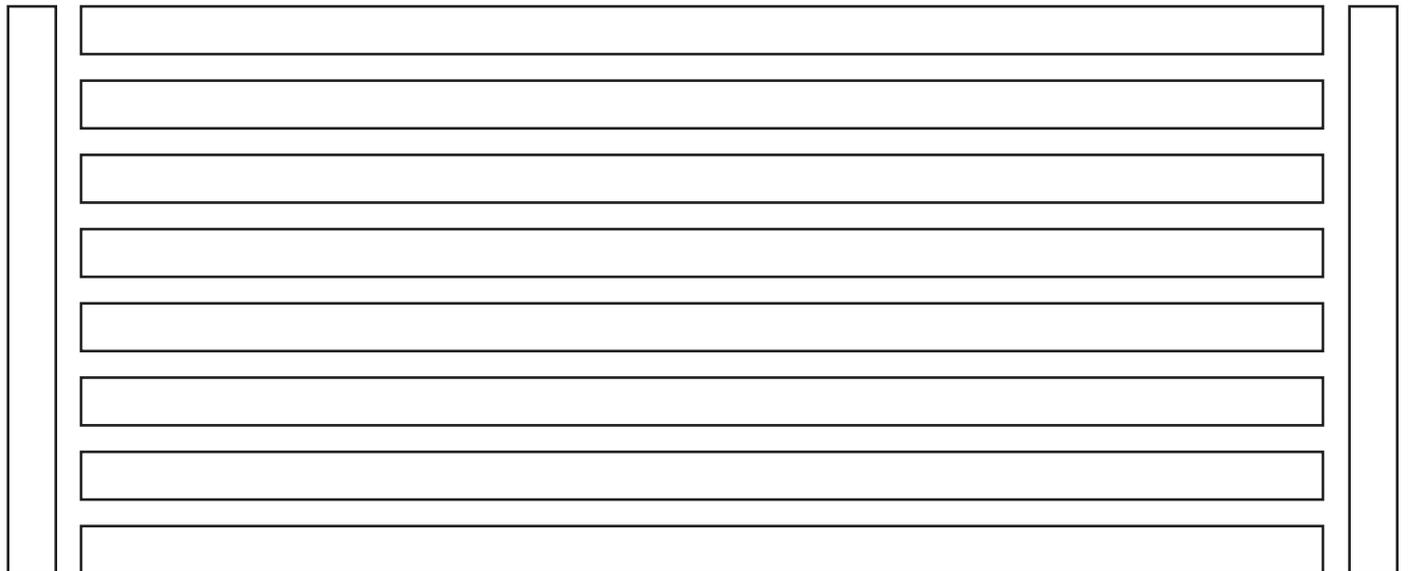
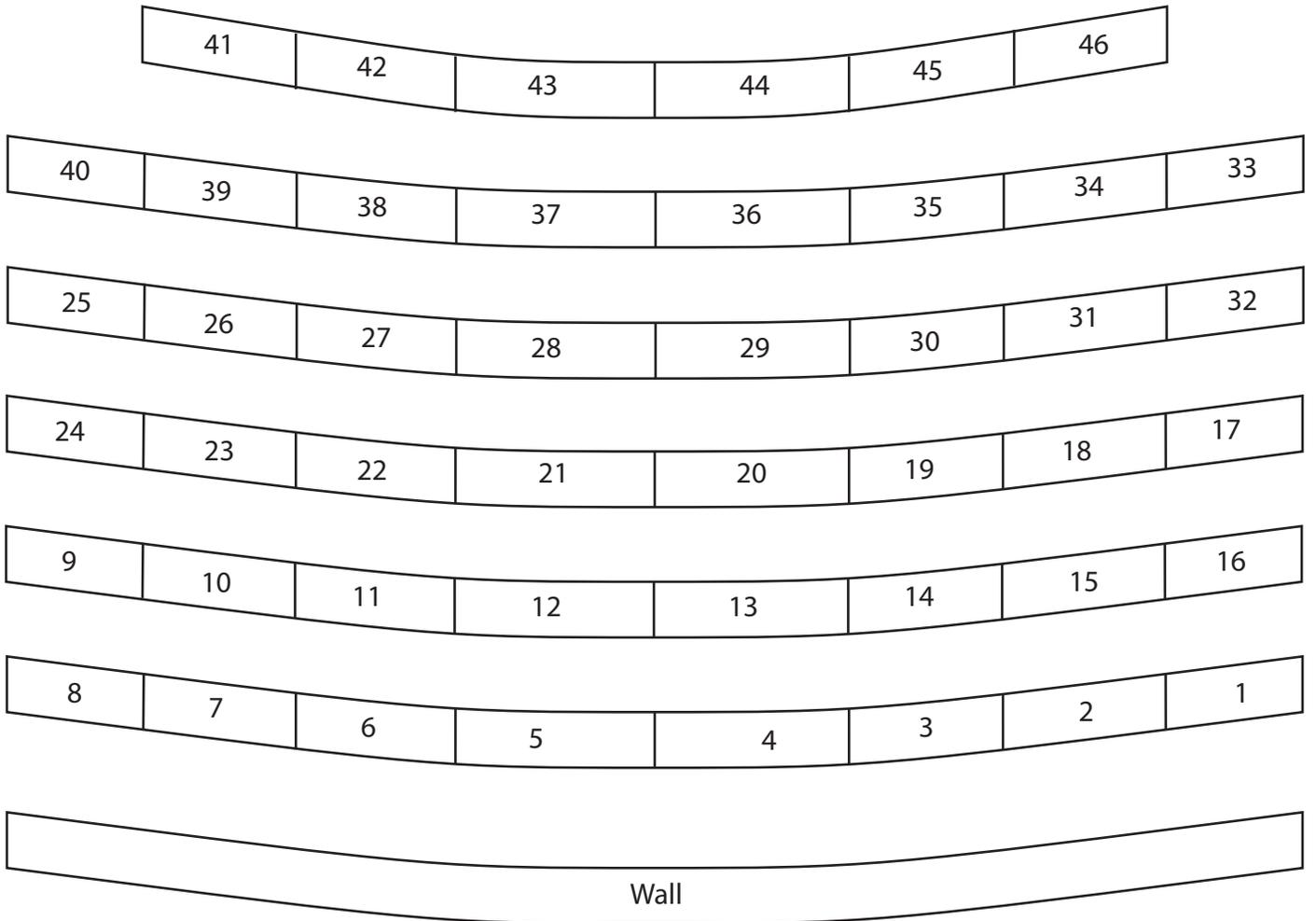


Non-Interpreter Setup



50m

Push To Talk Numbering Setup



# CueServer

The CueServer website is located at <http://192.168.1.234> on the internal auditorium “avsc” network.

- **Group 1** is channels 1-11 and 13-16; this is the basic stage wash.
- **Group 2** is channels 1-9; this is only the can lights above the stage.
- **Group 3** is channels 10, 11, and 13-16; this is only the can lights above the audience, minus the “special” light.
- Channels 12, 17, and 19 are dedicated to the I-CUE “special light,” and are not included in groups.

On any page of the webserver or the Figment app, when the “Command Line” box is available, you can use the following commands to control the lights in the auditorium. For example:

LONG FORM	SHORT HAND	MEANING
GROUP 1 @ FL;	GR1@FL;	Group 1 set to Full/100%
GROUP 1 @ 33;	GR1@33;	Group 1 set to 33%
GROUP 2 @ FL;	GR2@FL;	Group 2 set to Full/100%
GROUP 2 @ 33;	GR2@33;	Group 2 set to 33%
GROUP 3 @ FL;	GR3@FL;	Group 3 set to Full/100%
GROUP 3 @ 33;	GR3@33;	Group 3 set to 33%
RELEASE;	Z;	Blackout/Release Previously Selected Channels

- After supplying a command, you can click “submit” or press enter on the keyboard; same with the Figment app.
- If supplying multiple commands, you’re required to use a semi colon between commands.

## Special Light

- Channel 12 is the intensity of the I-CUE light
- Channel 17 is the left/right of the mirror; from the booth to stage, a higher number is to the right, lower is to the left
- Channel 19 is the near/far of the mirror; from the booth to stage, a higher number is towards the stage, lower is towards the back of the room.

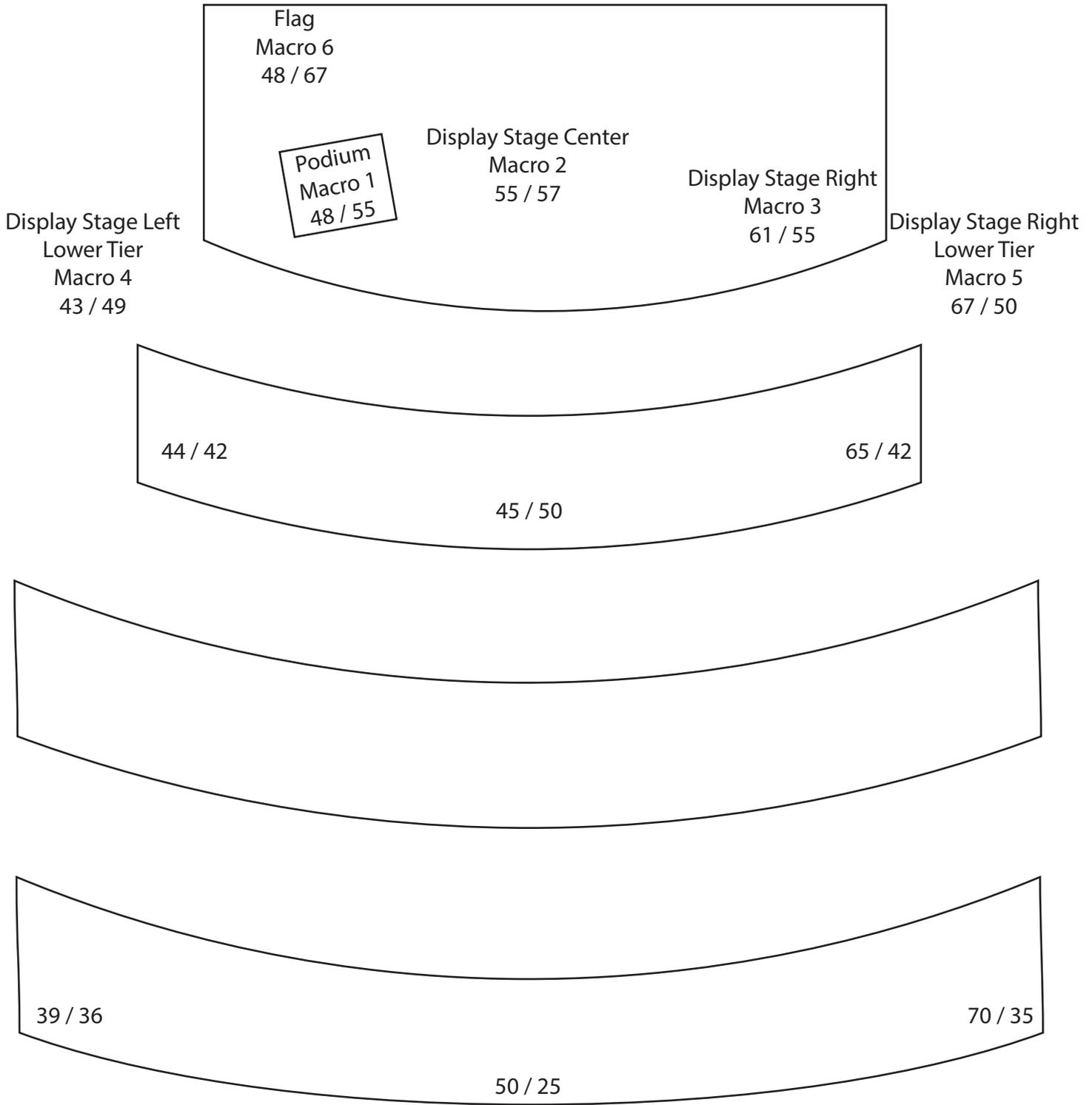
There are preset “macros” for the I-CUE light, use the following commands to activate them:

LONG FORM	SHORT HAND	SPECIAL LIGHT LOCATION
MACRO 1 GO;	M1G;	Podium Stage Left
MACRO 2 GO;	M2G;	Display, Center Stage
MACRO 3 GO;	M3G;	Display, Right Stage
MACRO 4 GO;	M4G;	Display, Left Stage, Lower Tier
MACRO 5 GO;	M5G;	Display, Right Stage, Lower Tier
MACRO 6 GO;	M6G;	Flag

The back of this sheet has a few examples of the percentages used for various positions on stage and for the first three rows of the auditorium.

## Channel Test

LONG FORM	SHORT HAND	MEANING
MACRO 9997 GO;	M9997G;	Turns all lights off, then cycles thru channels one by one



Channel 12 -- Light Intensity  
 Channel 17 -- Left/Right  
 Channel 19 -- Near/Far

The numbers on this page indicate the values for channel 17 and 19. Using Macro 1's variables as an example ( 48 / 55 ), Channel 17's value would be 48, Channel 19's value would be 55.

# Museum In-Wall Timer

## Setting Time/Date

1. Press **MODE** to display *SETUP*, Press **ON/OFF**.
2. Press +/- to set the current hour, press **ON/OFF**.
3. Press +/- to set the minutes, press **ON/OFF**.
4. Press +/- to set the current year, press **ON/OFF**.
5. Press +/- to set the month, press **ON/OFF**.
6. Press +/- to set the day, press **ON/OFF**.
7. Press **ON/OFF** to choose Daylight Savings Time (DST).
  - Press + to select Man (if DST not observed), press + again to select *AUTO* for DST.
8. Press **ON/OFF** to choose the zone (West Virginia is in the *CENT* zone).
9. Press **ON/OFF** to review Dawn Time (not set at this step).
10. Press **ON/OFF** twice to review Dusk Time (not set at this step).
11. Press **ON/OFF** twice to save.

## Programming Fixed Time ON/Fixed Time OFF

1. Press **MODE** to display *PGM*, press **ON/OFF** three times to choose DUSK (to turn on).
2. Press +/- to set the hour to turn on, press **ON/OFF**.
3. Press +/- to set the minute to turn on, press **ON/OFF**.
4. Press +/- to choose the days, the sequence is *ALL, M-F, WKD* (Weekend).
5. Press **ON/OFF** to save.
6. Press + to go to Program 2. Press **ON/OFF** three times, to choose DAWN (to turn off).
7. Press +/- to set the hour to turn off, press **ON/OFF**.
8. Press +/- to set the minute to turn off, press **ON/OFF**.
9. Press +/- to choose the days, the sequence is *ALL, M-F, WKD* (Weekend). Press **ON/OFF**.
10. Press **ON/OFF** to save.
11. Press **MODE** button to display *AUTO*.

10/03/2017: M-F ON time 7am, M-F OFF time 6pm