ALLIANT UNIVERSITY ROOM C106

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Audio Visual System
Operations Guide

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Audiovisual System Installation by:

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A U D I O · V I S U A L

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System Description

This manual describes the operation of the Audio Visual System in RM C106. There is a projector installed in the ceiling, and ceiling speakers throughout the ceilings of the room for even audio coverage throughout the space. There are connections in the room for display of a computer.
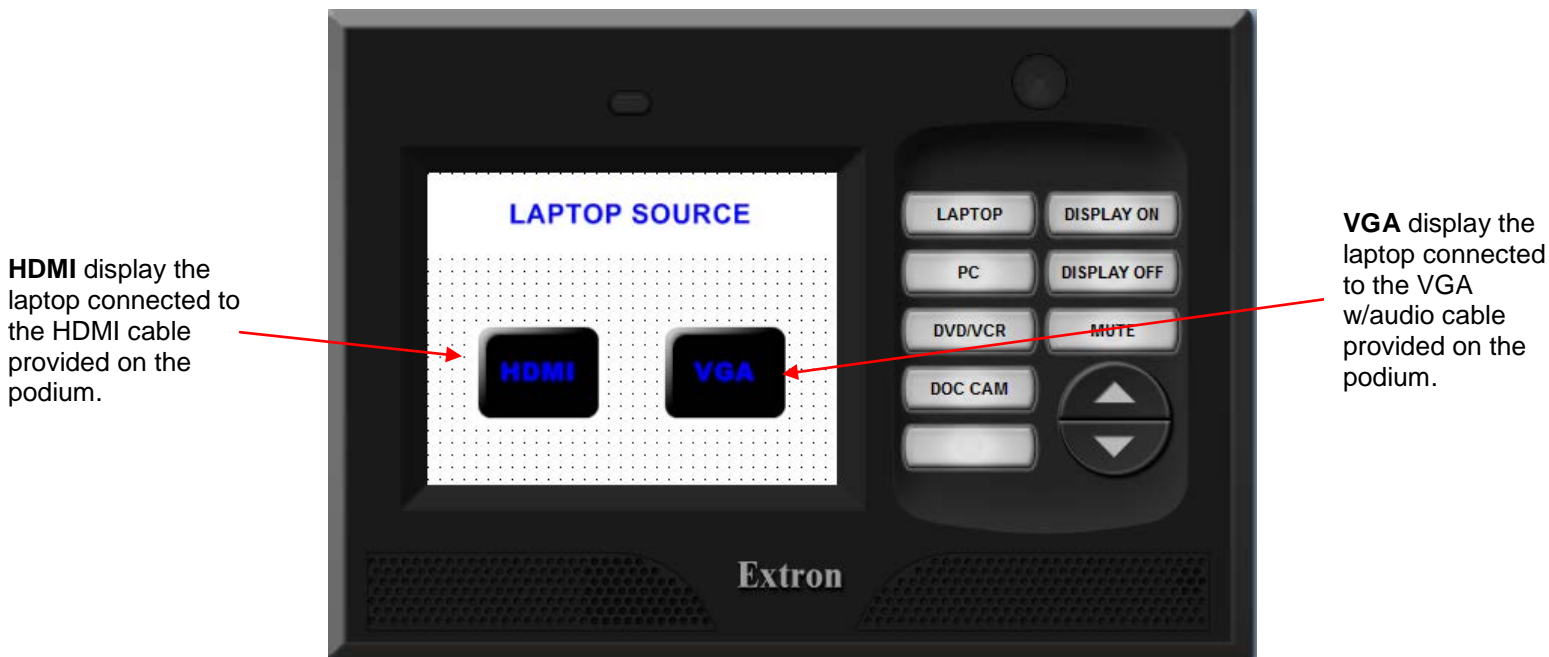
First locate the touch screen. This is the central controller for all the presentation systems in the room. It is a black Extron panel that is programmed to operate all aspects of the room's audio visual system. The panel is mounted on the Podium in the room. If the screen is blank the panel is conserving power and is in sleep mode.

Press the **Mute** button to mute or un-mute the audio from the ceiling speakers.

Volume to adjust the audio level from the ceiling speakers.

Once you have pressed the Start button on the screen, the associated equipment in the equipment rack will be powered on and the system will be configured for use.

Laptop Presentation

This is the first page you will see when selecting Laptop

HDMI display the laptop connected to the HDMI cable provided on the podium.

VGA display the laptop connected to the VGA w/audio cable provided on the podium.

Laptop PAGE

There are two connections for connecting a laptop located on the Podium. Make sure to connect the laptop computer to the appropriate input provided. Along with the VGA cable which you connect to the monitor output is an included audio connector to connect to the laptops headphone output.
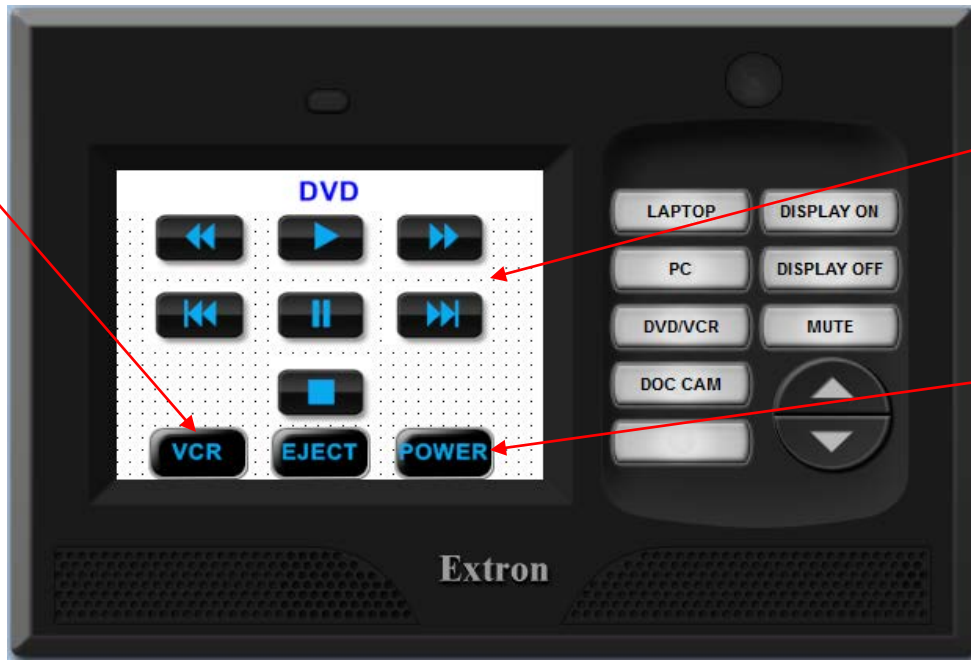
Simply select which Laptop source you wish to present from the choices on the panel. Use the volume controls on the right hand to adjust the volume.

Note: When displaying a laptop, if you don't see any image makes sure you have toggled the video out of the laptop. Every laptop has a different way of doing this – some use a combination of keys. Consult your user manual for the right key combination if needed.

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DVD

This is the page that will be display on the touch panel when you select the DVD/VCR.

VCR control page and display the VCR image on the screen.

Utilize these transport controls to control playback of the DVD in the room.

Power on/off the DVD/VCR combo inside the podium.

DVD PAGE

PC Presentation

Simply press the PC button to display the PC image on the screen. Use the volume controls knob on the right hand side of the panel to adjust the volume.

Note: When displaying a laptop, if you don't see any image makes sure you have toggled the video out of the laptop. Every laptop has a different way of doing this – some use a combination of keys. Consult your user manual for the right key combination if needed.

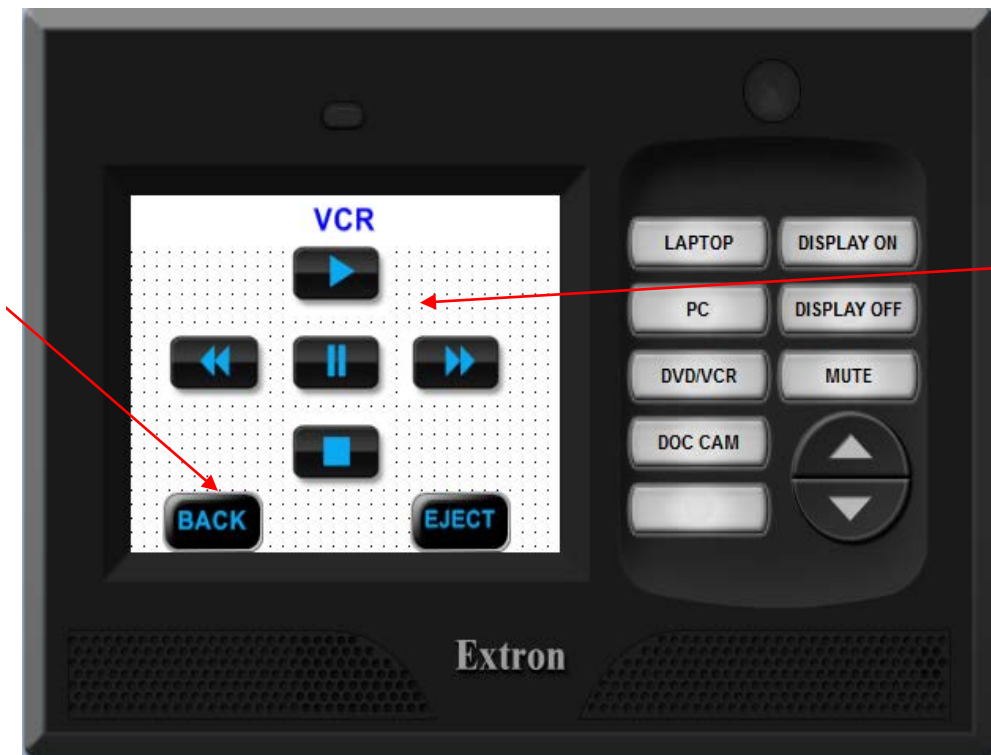**This is the page you will see on your touch panel while displaying a PC Presentation.**

PC PRESENTATION PAGE

VCR

This is the page that will be display on the touch panel when you select the VCR on the DVD page.

Back to DVD control page and display the DVD image on the screen.

Utilize these transport controls to control playback of the VCR in the Room.

VCR PAGE

DOC CAM

This is the page that will be display on the touch panel when you select the Doc Cam.

DOC CAM Page

Display On

There is a display controls within which can be controlled by the touch panel. Press the button on the upper right hand corner of the touch panel labeled **Display On**. The Projector will take about 60 sec to warning up.

This page you will see on your touch panel while selecting Display On.

Display On PAGE

Display Off

When you have finished using the system it is important to power the system OFF so as to increase the life span of the electronic components and the projector lamp. When you are ready to do so press the button labeled **Display Off.** The Projector will take about 60 sec to cooling down.

This page you will see on your touch panel while selecting Display off.

Power Down will shut down the system.

Cancel will return back to the system.

Display Off Page

It is important to realize that once you begin the **System Off** sequence, the projector goes through its power down procedure. It needs to cool down all the way and allow its fan to stop before it will be ready to accept commands from the panel again. Press the **Display Off** button and select Power Down to begin the **System OFF** sequence. All the necessary equipment in the equipment racks and the necessary equipment within the room will turn off and the panel will return to the start page.

Service and Support

If you experience problems with the system functionality, first contact your internal Alliant University IT or Facilities department. If it is determined that the system is malfunctioning, they will contact Anderson Audio Visual for service.

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