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This Guide is meant to be a “Quick Start” document to allow the user to get the equipment up and going. Please contact the Media Services Technician by using the Help Phone on the instructors station or calling 753-0172 to arrange a demonstration and explanation of other features.
Equipment Orientation
Location & Basic Function

Cole Hall 100
Auditorium

Cole Hall Auditorium is a high tech multimedia teaching facility seating 351 people. Each seat swivels 180 degrees to facilitate group involvement. There is an AC outlet at each seat for personal electronics use and there is Wi-Fi connectivity in the room. There are areas for wheelchair access and assisted listening devices are available (Contact Media Services using the help phone or call 753-0172).
1. Wireless microphones in cabinet drawer
2. Computer in cabinet – PowerPoint, internet, etc.
3. Smart Podium interactive monitor – monitor, annotate
4. Desktop microphone- press base to mute
5. Touch Panel - controls all room equipment
6. Cables for laptop computer or portable devices
7. Help phone - automatically dials tech support
8. Document camera - projects text, images, etc.
9. Blu-ray deck & DVD/VCR combo deck in cabinet
10. LCD Projector (not seen) suspended from ceiling
11. Projection Screen (not seen) on wall behind desk
Equipment Orientation
Location & Basic Function

Smart Monitor goes to sleep. Push the button at lower left to wake it up, then login.

Monitor Power Button

Computer Power Button

The PC should NEVER be shut down, just Logged Off. But if it is shut off, power it up by pressing Power button.
The Crestron Touchpanel controls all the equipment in the room. If the screen is blank, press anywhere on the screen to wake up the touch panel.
The Document Camera allows you to project hard copy images or three dimensional objects on the various screens.

The Blu-ray player & a combination DVD/VCR deck are inside the right side of the cabinet. Blu-ray on top combo deck below.
Equipment Orientation
Location & Basic Function

Desktop Microphone. This Mic is always on. It can be temporarily muted by pressing down on the base and holding.

The Tech Help Phone connects you directly to a Media Services technician if you require assistance.

The Cable Caddy holds cables to connect external portable devices like Laptops etc. Some may require adapters not included with this equipment.
Equipment Orientation
Location & Basic Function

Three wireless microphones are provided in the drawer on the left end of the Instructors Station. Two are headset style with a battery pack that fits on a belt or in a pocket. The microphone loops around the ear. The other is a hand held unit. There is also a battery charger for the rechargeable batteries used in the mics.
A Crestron Touchpanel controls all functions of equipment. If, when you arrive, the screen is blank touch it firmly and this screen will appear. Generally you will use the AV Mode. Press that button and the Warm Up screen appears. The projector turns on and the screen descends.
Basic Start Up Procedures

After system warm up follow the directions on the screen to get to the source selection screen where you pick the source you which to display through the projector.

Press the source button you want to have projected.
Equipment Control Screens

Computer image projected.

Document Camera image projected.
Equipment Control Screens

VCR VHS image projected

DVD image from combo deck projected
Equipment Control Screens

Blu-ray player image projected.

University Cable channels projected.
Equipment Control Screens

By attaching your Laptop, iPad, Tablet, Smart Phone, etc. to one of the pictured connectors you may project its image. In some cases you will need to supply an adapter for your device.
Press the “Lights” button for Lighting Options to select from six preset room light levels. Press the “Lights” button again to go back to a previous screen.

Press the “Volume” button for Volume Adjustment to set the levels of any audio source. Press the “Volume” button again to go back to a previous screen.
Press the “Proj Mute” button on any screen blanks the picture from the projector of the chosen source. Pressing the button again returns the projected image.
Press the “Utility” button for the Utility Page. Press the “System Power” button to turn off the projector and all The AV equipment.

Logging off or shutting down the PC DOES NOT turn off the projector or the AV equipment.

The system should be shut down if there is not a class following yours. If there is a class following , the equipment should be left on as it takes a long time to recycle. The system MUST be shut down if yours is the last class of the day or evening.