

Caldwell College Administration Building Lecture Hall

A/V Operations Manual



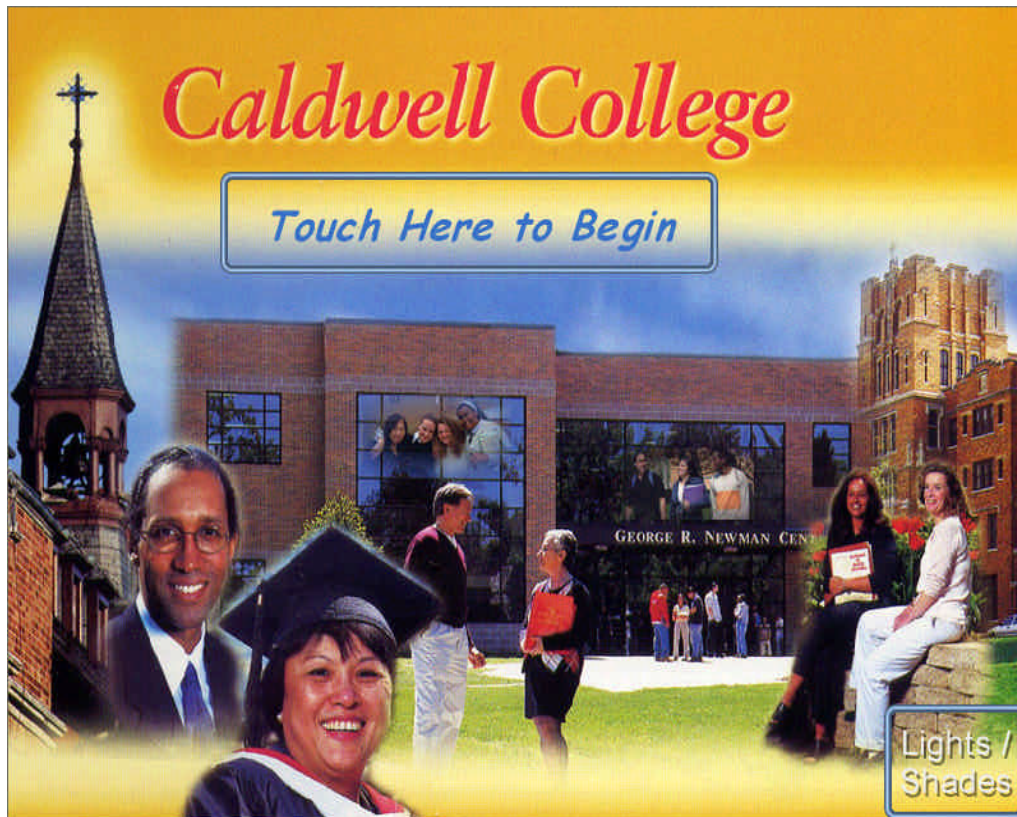
AUDIO-VISUAL, L.L.C

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A/V System Operation

If the touch panel is blank, simply touch the screen to wake it up. It may automatically go back to sleep after a few minutes of not being used. Please contact us if you need this setting changed.



Simply touch the Touch Here to Begin button to turn on the AV system. Once the system is on, you can turn it back off at any time by pressing the Shutdown button. You will be asked to verify that you wish to shut down the system. The Lights / Shades button allows the user to control the lights and the shades without turning the system on (explained later).

A/V Control

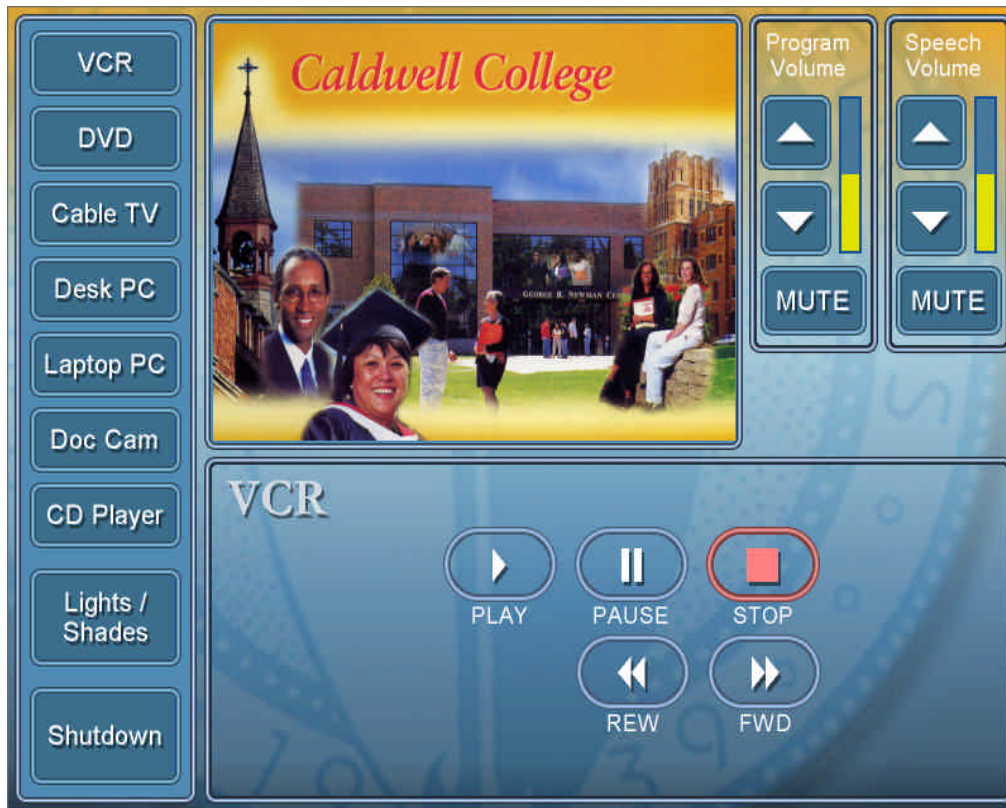
When the system is first turned on, the touch panel will display this control screen:



The menu bar on the left allows you to select an AV source for presentation, or switch to the Lights / Shades control screen, or Shutdown the AV system.

There are two volume controls: Program and Speech. Program volume adjusts the sound of the presentation source that is currently selected, like the VCR. Speech volume adjusts the overall level of the microphones.

When a video source is selected (VCR, DVD, or Cable TV), the controls for that device and the video image appear on the touch screen:



To view the video image full screen, simply touch the image. To return to the A/V Control screen, just touch the screen again.

For the PC and Doc Cam sources, the video image is not available on the touch screen.

When any video, PC, or Doc Cam source is selected, the projector automatically turns on. The projector requires 15 to 30 seconds warm-up time before the image will be visible.

Video Sources

The VCR and DVD controls will appear on the touch screen when the source is selected. Operate these devices the same as you would with an ordinary hand-held remote control.

Here you can see the Cable TV controls:



To change the channel, enter a number on the keypad and press ENTER. Always press ENTER so that the touch screen knows you're done with this channel number. Or you can use the up and down arrows to step one channel at a time.

There are three preset buttons to allow you to save commonly viewed channels. To store a preset, first tune the desired channel, then press and hold the preset button until the yellow frame turns back off. To recall a preset, just press and release the desired preset button.

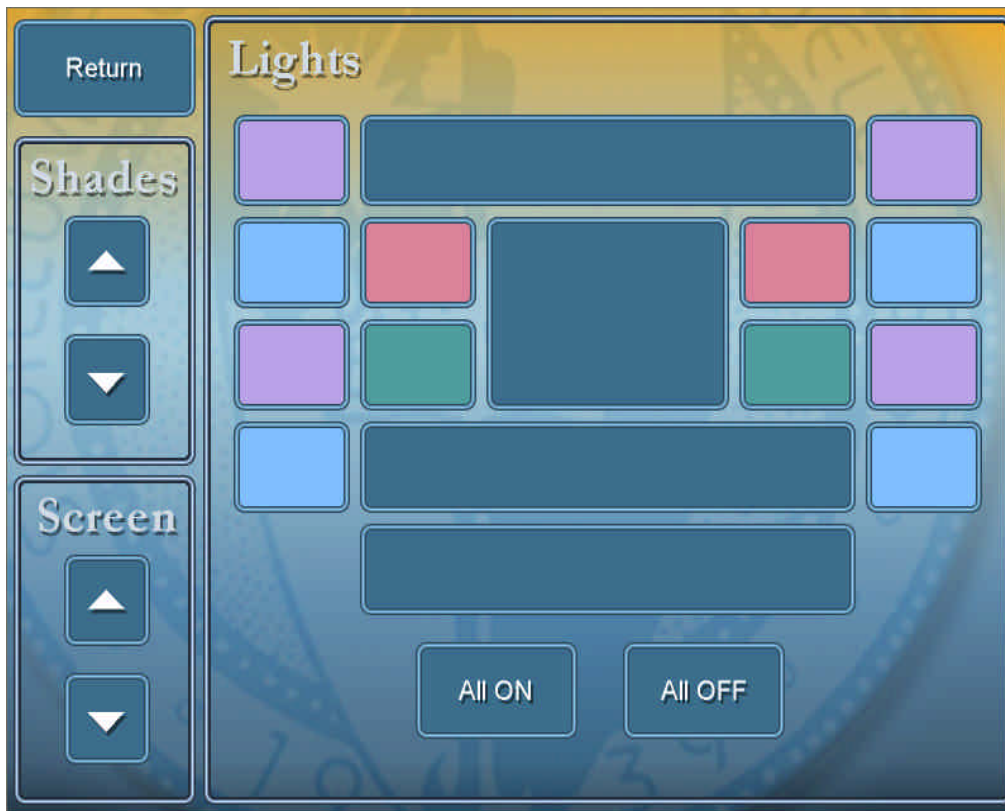
PC and Doc Cam Sources

There are no controls for the PC's and Doc Cam on the touch screen. Also, the video image of these sources cannot be displayed on the touch screen. However, when one of these sources is selected, the video image will appear on the monitor in the lecture console, as well as the projector.

Prior to using these sources, be sure that they are properly connected to auxiliary input connectors in the lecture console.

Lights and Shades

To adjust the room lighting and the shades, or to manually control the projector screen, press the Lights / Shades button either on the main AV Control screen or the Welcome screen:

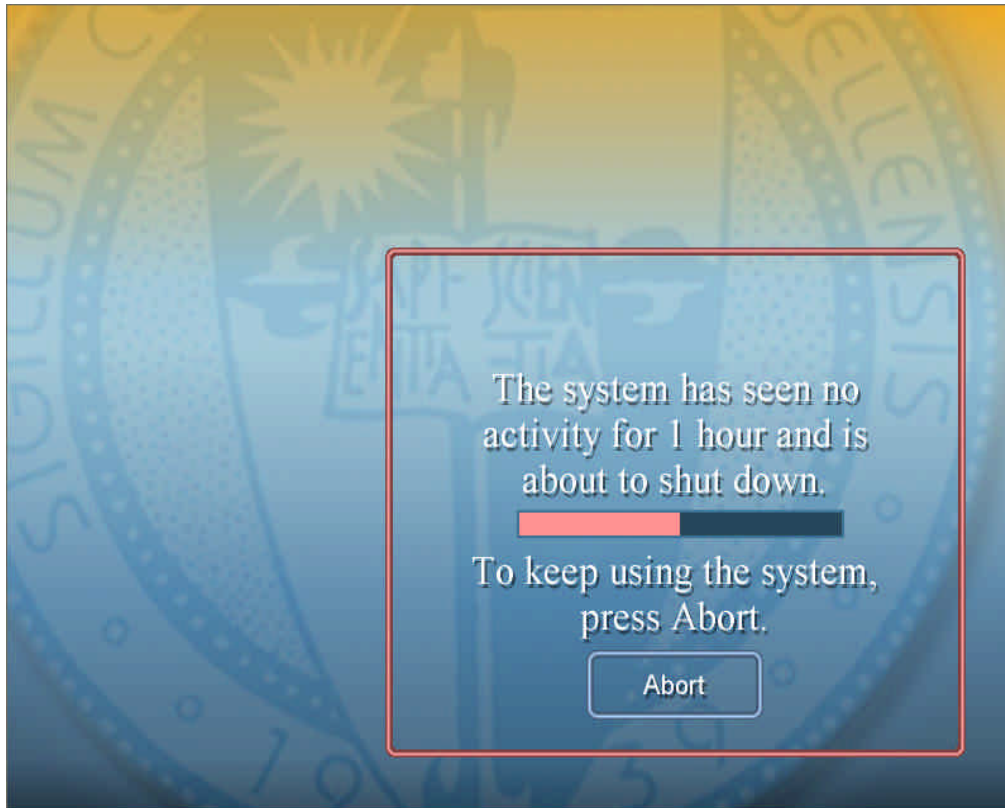


The lighting controls are laid out like a birds-eye view of the Lecture Hall, with the front of the room at the bottom of the screen. The eight banks of lights are indicated by the four clusters of lights down the center of the room, plus the four color-coded groups towards the edges. Each bank can be turned on or off by touching the corresponding button. Or use the All ON or All OFF buttons as desired.

The projector screen is controlled automatically when the projector is turned on and when the AV system is shut down. However it can be manually controlled here to lower the screen without the projector, or raise it for part of a presentation.

Auto Shutdown

The control system will automatically shutdown the AV system after a period of inactivity.



By default, the system will automatically shut down after 1 hour of inactivity, but only between the hours of 5pm and 8am. In other words, during the day the system may remain on continuously. Please contact us if you would like changes made in this timing.

Once the automatic shutdown begins, the touch panel displays the screen shown above. The progress bar runs over a 5 minute warning period, during which the auto shutdown can be aborted by the user.