# Schneider, Zinner Forum

This room utilizes a permanent, wall-mounted screen, and full, touch-panel system controls. Due to the south-facing wall of glass, successful presentations would occur after dusk only.

## **Displaying PC or Laptop**

- 1. Touch the Crestron touch panel to wake up the system. Follow text prompt of "Press anywhere to start." Enter the access code (provided after authorization) on the touch panel, followed by "Enter".
- Select <u>LAPTOP</u> (a network, laptop & audio cable is supplied at the Lectern.) The projector will power up automatically. Please allow enough time for the projector to warm up. Your "selection preview window" on the touch panel will <u>NOT</u> display a pc signal, but will display your video devices. XGA (1024x768 pixels) resolution is preferred. Laptop power is provided in a courtesy a/c port inside the Lectern.
- 3. <u>LAPTOP LOGON: \*\*\*Use your UNET name and</u> password, in the USERS domain. \*\*\*
- 4. Volume levels from any source may be controlled using the **PROGRAM VOLUME** buttons on the touch panel. *Make sure audio amplifier* (and all rack items) *are powered ON for proper performance. Rack is located under the lectern. Please leave rack items "on" for best performance.*

## **Playing DVDs or Videotapes**

- 1. Access the equipment rack, inside the lectern.
- 2. Insert your DVD disc or VHS tape as appropriate.
- Press the appropriate input source button on the touch panel station, <u>DVD</u> or <u>VHS</u> depending on your media. *If you are "turning on" the system, follow the instructions above. The projector will power on automatically. Please allow enough time for the projectors to warm up.* Your video selection will also display on the touch panel. Touch the image to enlarge to a full screen preview. Touch again to revert to a small window preview.
- 4. Use the control buttons for your selected device. Controls can be found either on the touch panel, or on the units themselves.

# **Playing Audio CDs**

- Audio CDs are played using the DVD player.
- 1. Insert your CD into the DVD player.
- 2. Press the <u>CD</u> button on the touch panel. (<u>PROGRAM</u> <u>VOLUME</u> controls will raise or lower your sound levels.)
- 3. Either touch panel or on board control buttons will work.
- 4. Alternately, use the CD drive of your laptop.











#### **Using the Microphones**

Lectern-mounted microphone:

- 1. This is located directly on the lectern. It is always "on" when the system is powered up.
- 2. Volume levels for this microphone may be controlled using the <u>SPEECH VOLUME</u> buttons on the touch panel. *Make sure* audio preamplifier (and all rack items) are powered ON for proper performance. Rack is located under the lectern. Access key is available from Heller staff.

Wireless microphone:

- 1. Remove the wireless microphone form inside the Lectern. Users can use the clip on lavaliere, OR the handheld wireless microphone, but NOT both at the same time.
- 2. Turn the microphone's power switch "ON." Adjust room volume the as noted above. Spare batteries are kept inside the Lectern.
- 3. <u>To add additional microphones to the system, contact Media &</u> <u>Technology Services (MTS) well in advance of your event.</u>

#### Assisted Listening

One unit is available at the Lectern. Additional units are available upon request. Contact Media & Technology Services (MTS) for assistance if you encounter any difficulty with its usage.

#### **Lighting Controls**

Lighting levels are controlled using the wall-mounted control panel inside the closet labeled 'AV storage". A key is available from Heller staff, custodial or security personnel.

## Window Shade Controls

Shades are visible on south facing windows. Wall-mounted controls are located on the Mezzanine Level, overlooking the Forum. MTS has no authority regarding shades. Heller staff can assist further.

# \*When Finished\* -- it is important to be sure you have turned off the projectors!

Press the <u>SYSTEM SHUTDOWN</u> button on the touch panel. Follow the instructions on the touch screen. Please be sure the projector begins the 90 second shutdown process. Return and lock up microphones, remotes or other technology related items to the Lectern.













FOR FURTHER ASSISTANCE: CALL MEDIA & TECHNOLOGY SERVICES AT EXT.6-4632 OR EXT.6-4429.