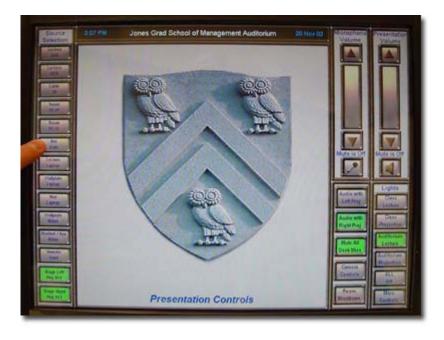# To use the Auditorium Crestron Touch Panel:

*Touch anywhere on the screen to begin.
If the screen is black – touch to remove from screen saver.

*Choose the source that you want to display. These buttons are on the Left side of the screen.
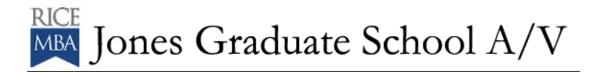
*Preview your source in the touch screen. You may enlarge the view by touching in the center of the screen. It will remove all of the touch screen controls and give you an enlarged view of your source. To return the controls and reduce the size of the preview window, touch the center of the touch screen again. After you preview, press SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR – this sends the source to the LCD projectors located behind the large screen and allows the audience to view your selected source.

*Should you want to interrupt the display of your source, simply touch the LEFT PROJECTOR OFF and RIGHT PROJECTOR OFF buttons. To resume the display, select your source again and press the SEND TO LEFT PROJECTOR" and SEND TO RIGHT PROJECTOR buttons.
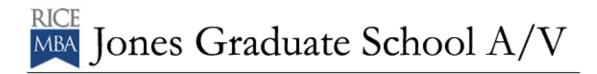
*At the end of your class or session, Press the button marked ROOM SHUTDOWN. Another window will pop up asking if you are sure, press the button marked YES. This will shut down the system.

To adjust the lights in the Auditorium:

*There are two ways to adjust the lighting controls in the classrooms:
1) via the touch panels

2) by the wall controls. Both sets control the lights the same way.

*The Wall Controls have the following scene settings: Lecture, Projection, Projection & Boards and Off.

*By depressing the buttons momentarily, the appropriate lighting scene will activate.

*The bottom button on the wall will allow you to dim the selection you chose – making the room brighter or dimmer.

*The Touch Screen controls mirror the controls mounted on the wall.

*You also have an additional button marked MORE CCONTROLS on the touch screen – depressing this button will open a control window that will give you individual lighting controls. Once you have finished, press the EXIT button to take you back to the main control page.

To play a VHS Video tape in the Auditorium:

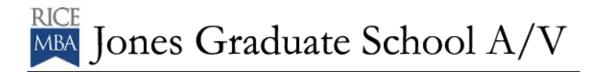*Insert your tape in the VHS machine located in the lower section of the podium.

*On the touch screen, locate and press the VCR button – on the upper left side of the screen.

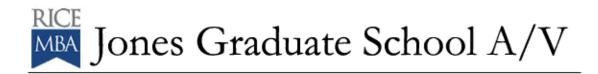*The VCR window will appear – this is where you can control and preview your tape.

*The controls are ones you will find on any VCR remote – Play, Stop, Fast Forward, Rewind, etc. They are represented graphically.

*Press Play and you will see the tape in the preview window.

*When you are ready, press SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR so that the room can see the tape.

*When you are finished, press STOP.

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To view Cable TV in the Auditorium:

*Contact JGS A/V department at jgsav@rice.edu when you know that you are going to need to use cable tv in the auditorium.

*Press the CABLE TV button. The Cable TV control window will appear.

*Choose the channel you want to view by entering the number on the keypad and pressing ENTER.

*After previewing the channel, press SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR so the class can see channel.

To view a DVD Auditorium:

*Insert your DVD in the DVD machine located in the lower section of the podium.
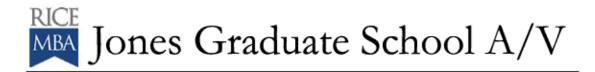
*On the touch screen, locate and press the DVD button – on the upper left side of the screen.

*The DVD window will appear – this is where you can control and preview your DVD.

*The controls are ones you will find on any DVD remote – Play, Stop, Fast Search, Review, etc. They are represented graphically.

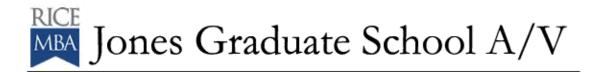*Press Play and you will see the DVD in the preview window.

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*When you are ready, press SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR so that the room can see the DVD.

*When you are finished, press STOP.

To view/use the Room PC in the Auditorium:

* Contact JGS A/V department at jgsav@rice.edu when you know that you are going to need to view the control room PC in the auditorium. An JGS A/V technician will have to assist you.
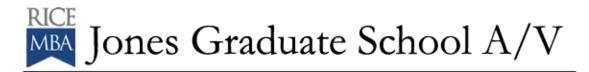
To use the Document Camera in the Auditorium:

*Open the drawer on the podium containing the Document Camera. As you are looking at the audience, the drawer is located on the right side of the Podium.

*Raise the Document Camera to its operating position.

*Place your document on the staging area.

*Power on the Document Camera by pressing the POWER button located on the upper Left side of the staging area.

*Press the DOC CAM button on the Touch Panel. This will open the preview window for the Document Camera.

*If the image is out of focus – wave your hand over the document you are trying to project – this will engage the auto focus mechanism and refocus on your document.
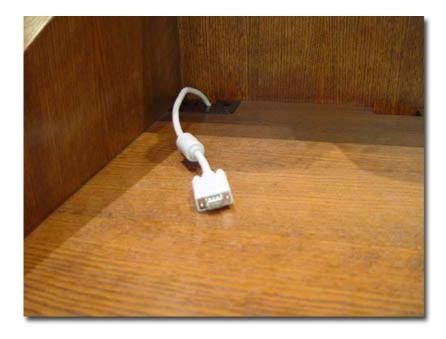
*If you need to zoom on a particular area of the document you are displaying, use the ZOOM controls located on top of the camera head.

*When you are ready, press the SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR buttons so that the audience can see what you have on the Document Camera.

To use a Laptop PC in the Auditorium:

*Plug your laptop into the cable provided on top of the Podium. It is located in the left hand corner of the podium surface. There are connections for VGA output, 3.5mm Audio output and Ethernet.

*Power up your laptop.

*Press LAPTOP PC on the Touch Panel. This will open up the preview window.

*You can touch the center of the touch screen and view an enlarged preview area. When you want to go back to the touch panel controls, touch the center of the screen again.

*If you do not see your laptop in the Preview Window, make sure you have completed the FN + F4 (this is for Compaq Evo n800 machines – other machines may have other function commands).

*When you are ready, press SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR so that the audience can see your Power Point or other program.

To use Aux Video in the Auditorium:

*Request and pick up necessary cables from JGS A/V.

*Plug your video source in to the appropriate jacks on the wall plate located behind the Podium (under the chalk board) using the cable from JGS A/V.

*Press WALLPLATE VIDEO on the Touch Panel. This will bring up the preview window.
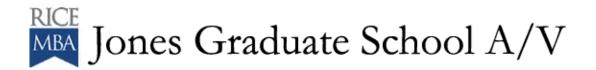
*When you are ready, press SEND TO LEFT PROJECTOR and SEND TO RIGHT PROJECTOR button so that the audience can see what you have on your Aux Video source.

To use Remote Feed in the Auditorium:

*This is a specialized function of the auditorium and you will need to contact JGS A/V for its use.

To use Student Aux Video in the Auditorium:

*This is a specialized function of the auditorium and you will need to contact JGS A/V for its use.
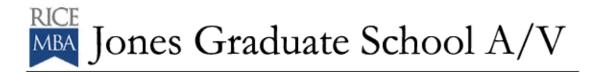
To use the Projector Off buttons in the Auditorium:

*You would use these buttons when you were finished with a presentation or wanted to blank the screen between presentations.

*When this button is pressed, it puts the LCD Projectors in mute for 15 minutes. If the projector is not reactivated before this time is up, the projectors will fully power down.

To use Microphones in the Auditrorium:

*You will need to request and check out wireless microphones from JGS A/V prior to your class or event.

*JGS A/V will activate the microphones in the room just before they are to be used.
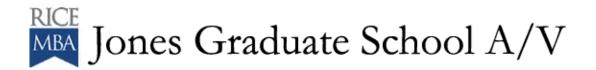
*This control works independently from the PRESENTATION VOLUME.

*Adjust the volume to a comfortable level by pushing the up or down arrow on the area marked MICROPHONE VOLUME.

*If you want to mute the microphones, press the button with the Microphone Icon. You will see the icon with a red circle and slash through it. To unmute – simply press the button again.
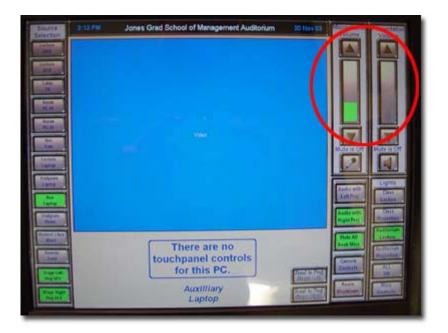
To use Program Volume in the Auditorium:

*This controls the volume of the VCR, DVD, Cable TV, Computer and Aux audio sources.

*This control works independently from the MICROPHONE VOLUME.

*Adjust the volume to a comfortable level by pushing the up or down arrow on the area marked PRESENTATION VOLUME.

*If you want to mute the source, press the button with the Speaker Icon. You will see the icon with a red circle and slash through it. To unmute – simply press the button again.

To use Room Shutdown in the Auditorium:

*This button will shut down the technology in the auditorium.

*When you depress this button, a window will pop up and ask you if you are sure you want to shut down. Choose YES if you are sure.

*When you chose YES, the LCD Projectors will turn off.

*Please use this function at the end of your class or event.