



Jones Graduate School A/V

To use the Tiered/Cluster Classroom and Auditorium Crestron Touch Panel:

*Touch anywhere on the screen to begin.

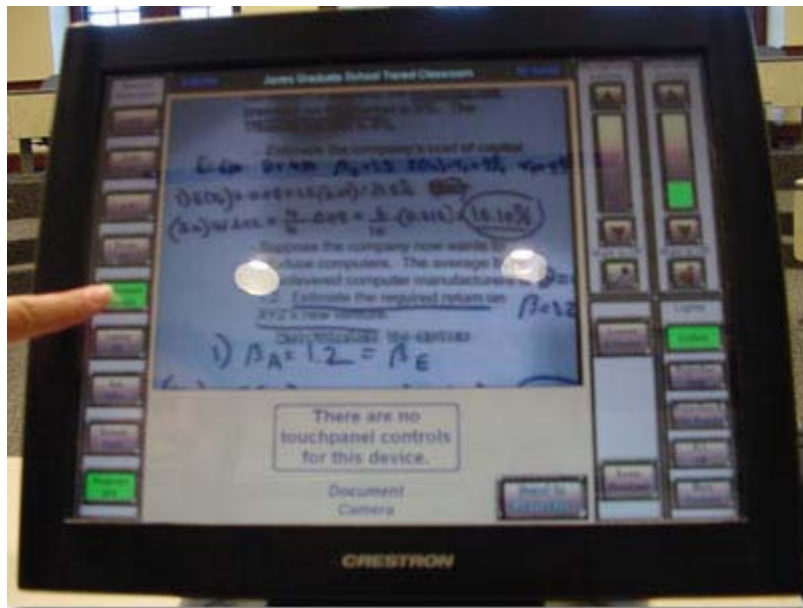
If the screen is black – touch to remove from screen saver.



*Choose the source that you want to display. These buttons are on the Left side of the screen.

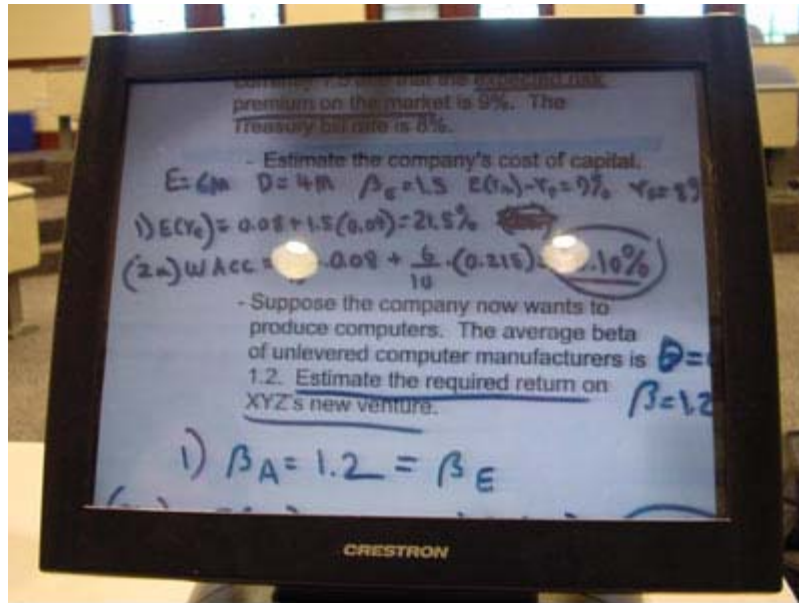


*Preview your source in the touch screen.

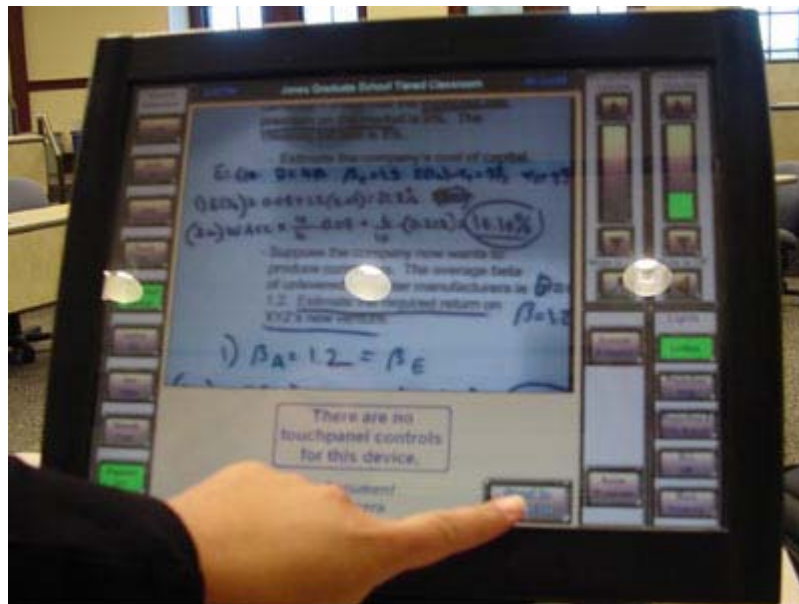


You may enlarge the view by touching in the center of the screen. It will remove all of the touch screen controls and give you an enlarged view of your source. To return the controls and reduce

the size of the preview window, touch the center of the touch screen again.



After you preview, press “Send To Projector” – this sends the source to the ceiling mounted LCD projector and allows the class to view your selected source.



*Should you want to interrupt the display of your source, simply touch the “Projector Off” button. To resume the display, select your source again and press the “Send to Projector” button.



*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 Tiered/Cluster Classrooms:

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



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 Controls” 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.



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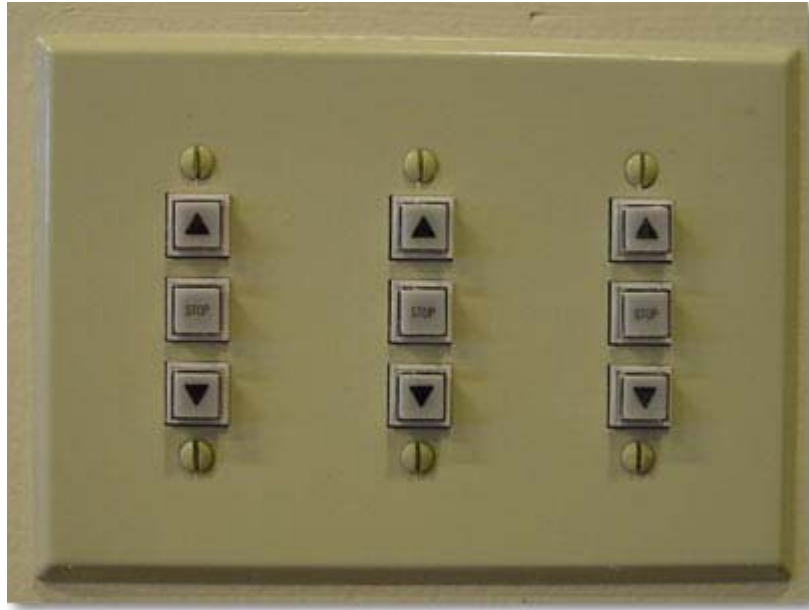


To adjust the Screens and Shades in the Tiered/Cluster Classrooms:

*There are two ways to lower and raise the projection screens and window shades in the classrooms: 1) via the touch panels



2) by the wall controls.



Both sets control them virtually the same way.

*The wall controls for the screens have up and down arrows and a stop button. They are laid out as they are positioned in the rooms – the left button controls the left screen and so on.

*The wall controls for the shades are not marked and are three vertically aligned buttons. The top one raises the shades, the middle one stops the shades in either direction, and the bottom one lowers the shades.

*To access the Shade and Screen Controls from the Touch Panel, press the button underneath the Microphone Volume control on the right side marked “Screens and Shades”



*A window will open up with a graphical diagram of the room you are in and it is here you may choose what screen you want lowered.

*Keep in mind – rooms 116 and 318 are the only rooms with multiple ceiling mounted LCD projectors. The screens in the other rooms have been installed for future expansion.

To play a VHS Video tape in the Tiered/Cluster Classrooms:

*Insert your tape in the VHS machine in the AV Closet.



*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 PROJECTOR so that the class can see the tape.

*When you are finished, press STOP.

To view Cable TV in the Tiered/Cluster Classrooms:

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

*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 PROJECTOR so the class can see channel.

To view a DVD in the Tiered/Cluster Classrooms:

*Insert your DVD in the DVD machine in the A/V Closet.



*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.

*When you are ready, press SEND TO PROJECTOR so that the class can see the DVD.

*When you are finished, press STOP.

To view/use the Room PC in the Tiered/Cluster Classrooms:

*Locate the Room PC in the AV Closet and insert your floppy disk or CD-ROM.

*On the touch screen, locate and press the ROOM PC button – on the middle left side of the screen.



*The Room PC window will appear – this is where you can preview the PC.

*You will need to use the wireless keyboard located on or near the lectern.



*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.

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

To use the Document Camera in the Tiered/Cluster Classrooms:

*Raise the Document Camera to its operating position.

*Place your document on the staging area.



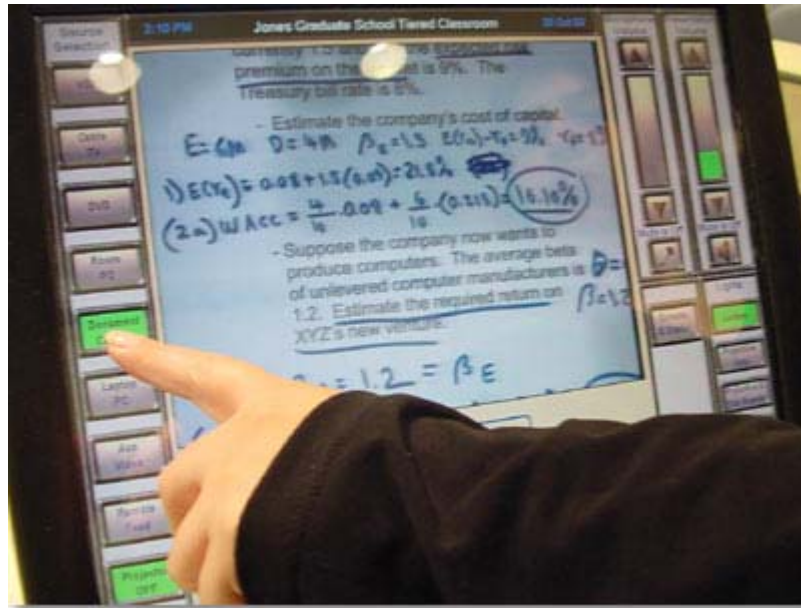
*Power on the Document Camera by pressing the POWER button located on the upper Left side of the staging area.



*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 PROJECTOR button so that the class can see what you have on the Document Camera.

To use a Laptop PC in the Tiered/Cluster Classrooms:

*Plug your laptop into the cable provided at the side of the lectern. 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.



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*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 PROJECTOR so that the class can see your Power Point or other program.

To use Aux Video Tiered/Cluster Classrooms:

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

*Plug your video source in to the appropriate jacks on the side of the lectern using the cable from JGS A/V.



*Press AUX VIDEO on the Touch Panel. This will bring up the preview window.

*When you are ready, press SEND TO PROJECTOR button so that the class can see what you have on your Aux Video source.



To use Remote Feed in the Tiered/Cluster Classrooms:

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



To use the Projector Off button in the Tiered/Cluster Classrooms:

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

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

To use Microphones in the Tiered/Cluster Classrooms:

*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 Tiered/Cluster Classrooms:

*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 Tiered/Cluster Classrooms:

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

*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, shades and screens will go up (if they are down) and the LCD Projector will turn off.

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