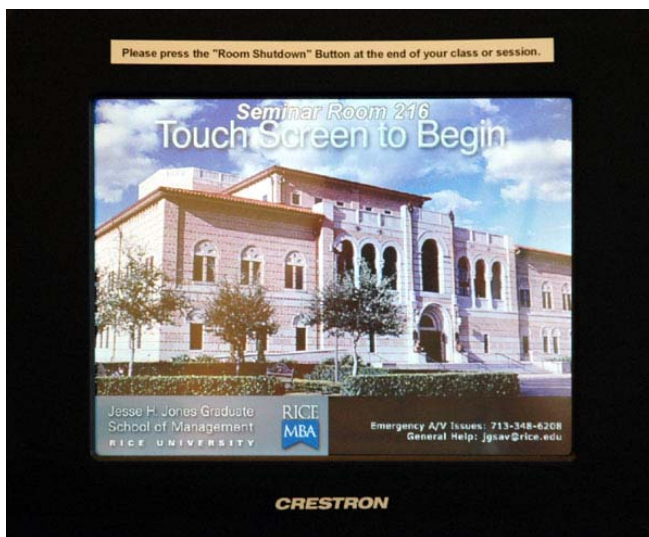# To use the Seminar Room Crestron Touch Panel:

*** Please note that in some rooms the touch panel is large (10") and mounted flush with the wall. In others, the touch panel is small (6") and sticks out from the wall. The operation of both types of panels is identical. ***
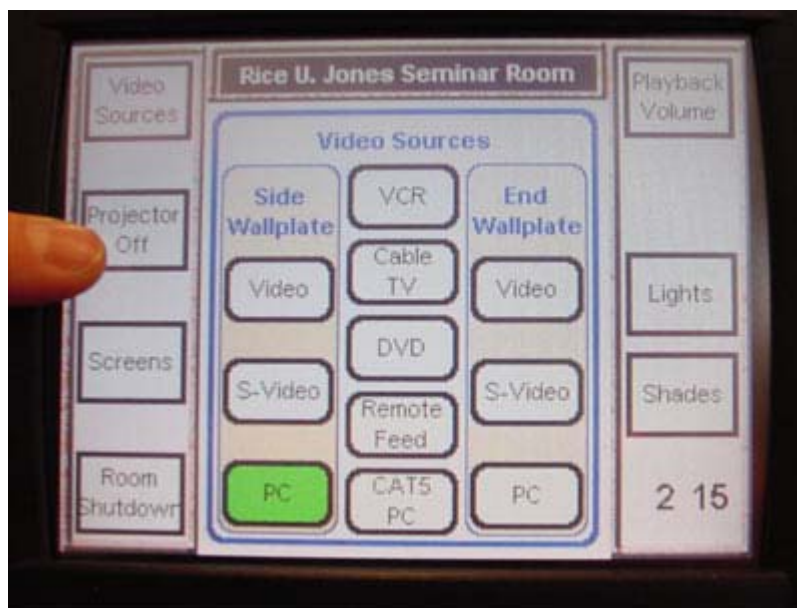
*Touch anywhere on the screen to begin.
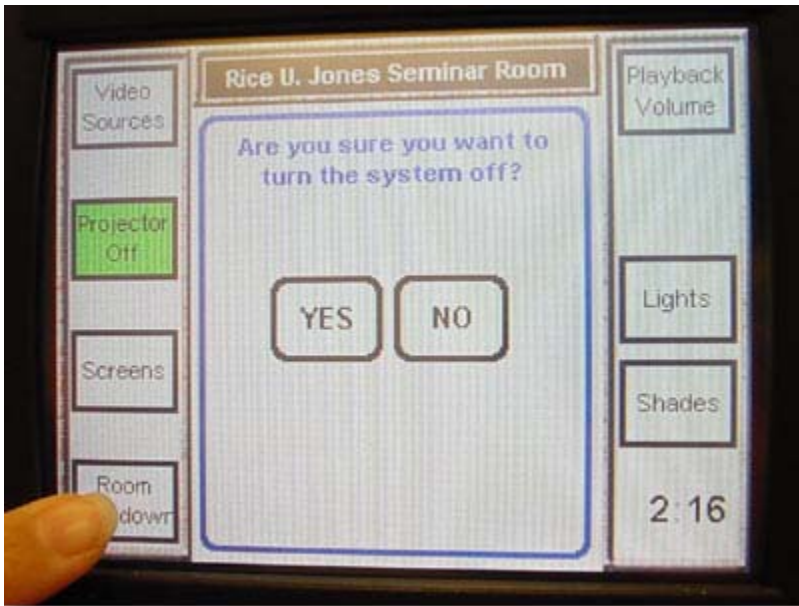If the screen is black – touch to remove from screen saver.

*Choose the VIDEO SOURCES to display a list of Video sources that can be displayed on the LCD projector.

*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.
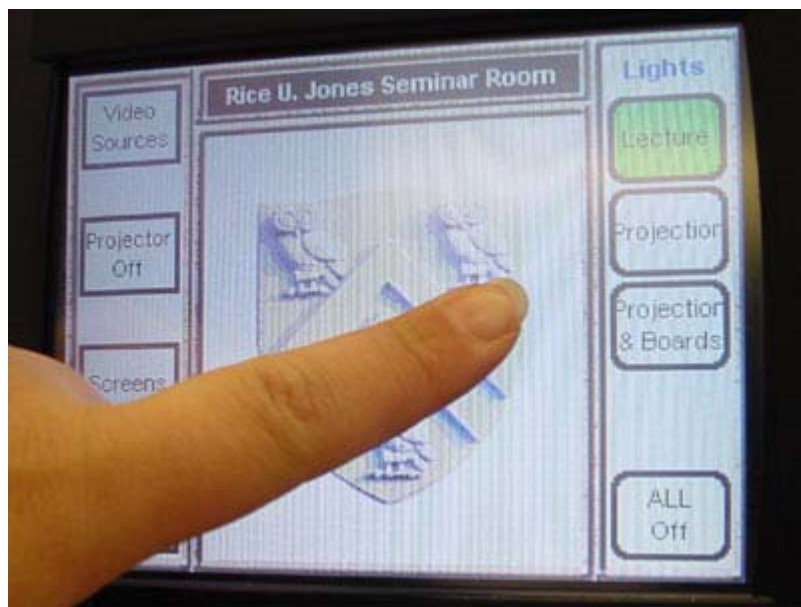
*At the end of your class or session, Press the button marked "Room Shutdown." Another window will pop up asking if you are sure, press the button marked "Yes." This will shut down the system.
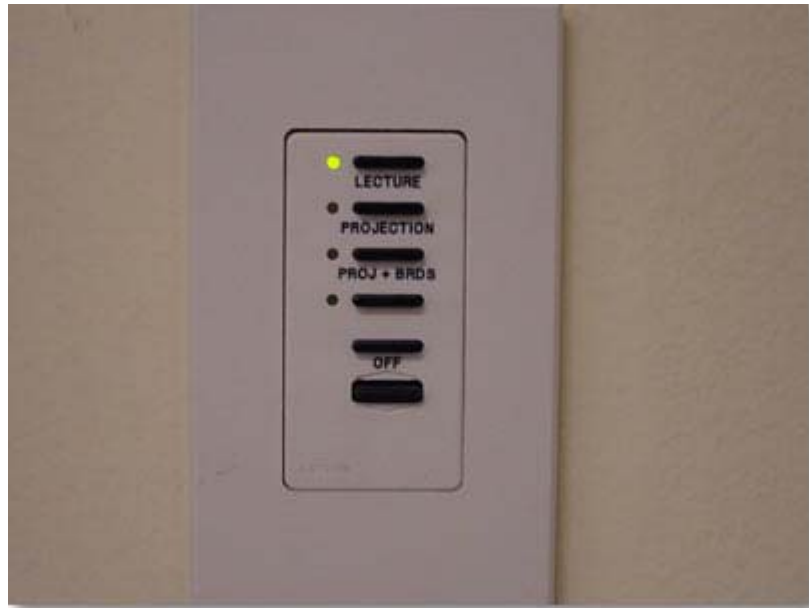
To adjust the lights in the Seminar Rooms:

*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.

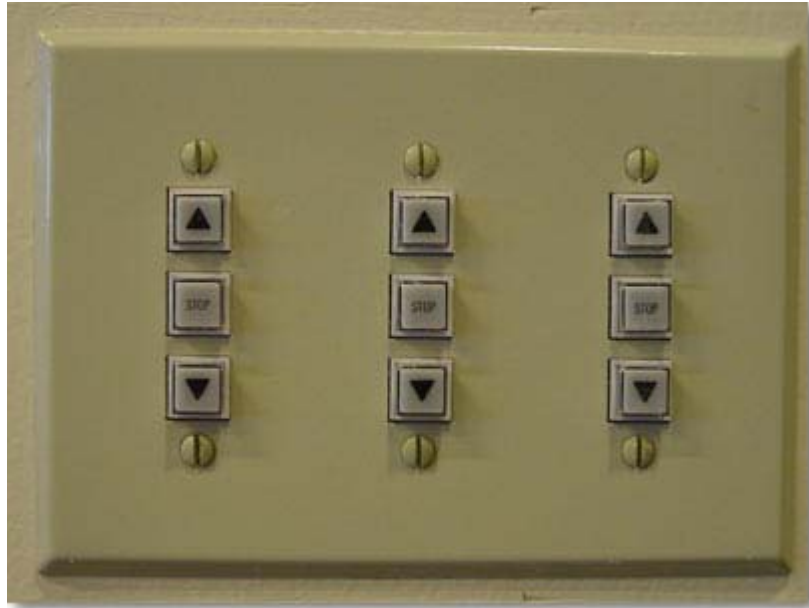*The Touch Screen controls mirror the controls mounted on the wall.

To adjust the Screens and Shades in the Seminar Rooms:

*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 Screen Controls from the Touch Panel, press the button underneath the Projector Off button on the Left side marked "Screens."

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

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* To access the Shade Controls from the Touch Panel, press the button underneath the Lights button on the Right side marked "Shades."

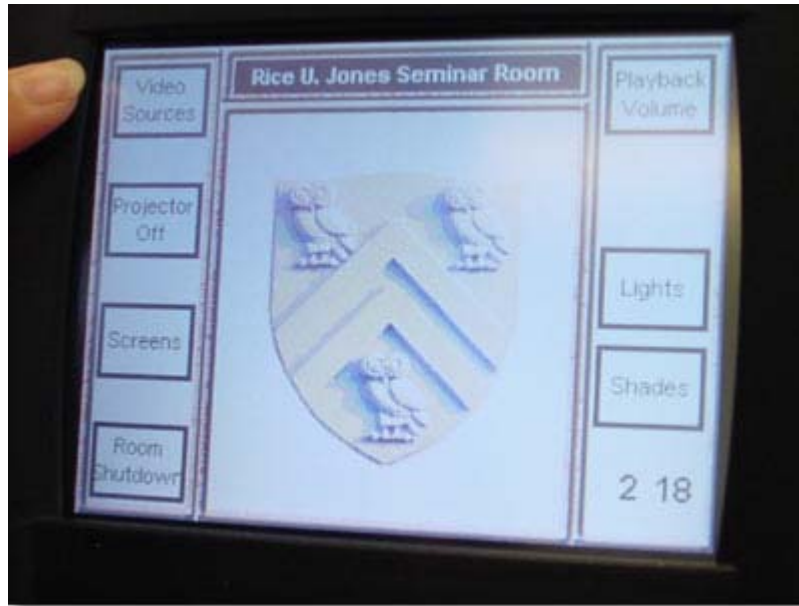*A window will open up with up and down arrows allowing you to raise or lower the shades.

To play a VHS Video tape in the Seminar Rooms:

*Insert your tape in the VHS machine in the A/V Closet.

*Press the VIDEO SOURCES button.

*Locate and press the VCR button – in the center column of buttons. When you do this – the Screen will lower, LCD projector will power up and the VCR will route to the projector.

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

*When you are finished, press STOP.

To view Cable TV in the Seminar Rooms:

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

*Press the CABLE TV button. The Cable TV control window will appear.   Also, the Screen will lower, LCD projector will power up and Cable TV will route to the projector.

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

To view a DVD in the Seminar Rooms:

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

*Press the VIDEO SOURCES button.

*Locate and press the DVD button – in the center column of buttons. When you do this – the Screen will lower, LCD projector will power up and the DVD will route to the projector.

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

*When you are finished, press STOP.

To use the Document Camera in the Seminar Rooms:

*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 VIDEO SOURCES button.

*Look at the Wall Plate that the Document Camera is plugged into. It will be labeled SIDE PLATE or END PLATE. Press PC of the corresponding plate label. When you do this – the Screen will lower, LCD projector will power up and the Document Camera will route to the projector.

*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.

To use a Laptop PC in the Seminar Rooms:

*Plug your laptop into the cable provided at the side of the Document Camera. It is marked with Purple tape.

*Power up your laptop.

*Leave the power to the Document Camera <u>OFF</u>.

*Press the VIDEO SOURCES button.

*Look at the Wall Plate that the Document Camera is plugged into. It will be labeled SIDE PLATE or END PLATE. Press PC of the corresponding plate label. When you do this – the Screen will lower, LCD projector will power up and the Laptop PC will route to the projector.

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

To use Aux Video Seminar Rooms:

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

*Plug your video source in to the appropriate jacks on the wall plate of choice in the room using the cable from JGS A/V.

*Press the VIDEO SOURCES button.

*Look at the Wall Plate that the cable is plugged into. It will be labeled SIDE PLATE or END PLATE. Press VIDEO of the corresponding plate label. When you do this – the Screen will lower, LCD projector will power up and YOUR Aux Video will route to the projector.
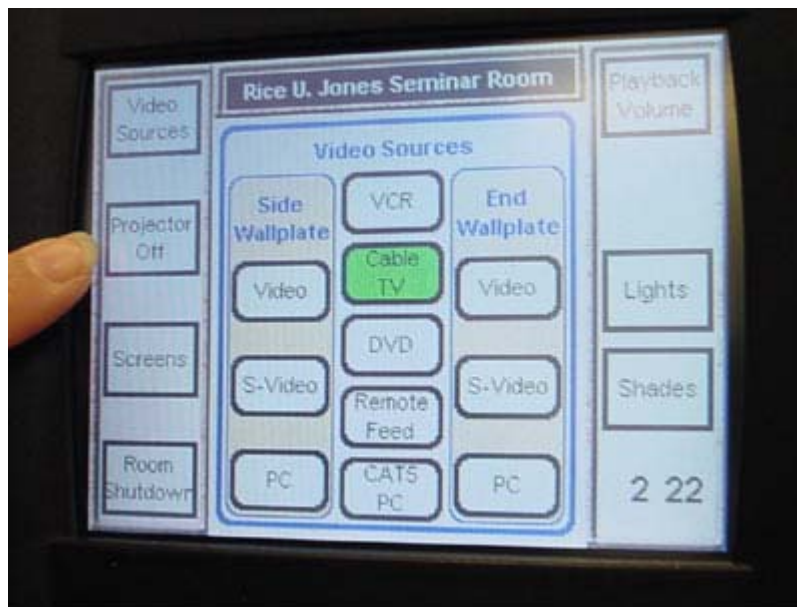
To use Remote Feed in the Seminar Rooms:

*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 Seminar Rooms:

*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 Playback Volume in the Seminar Rooms:

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

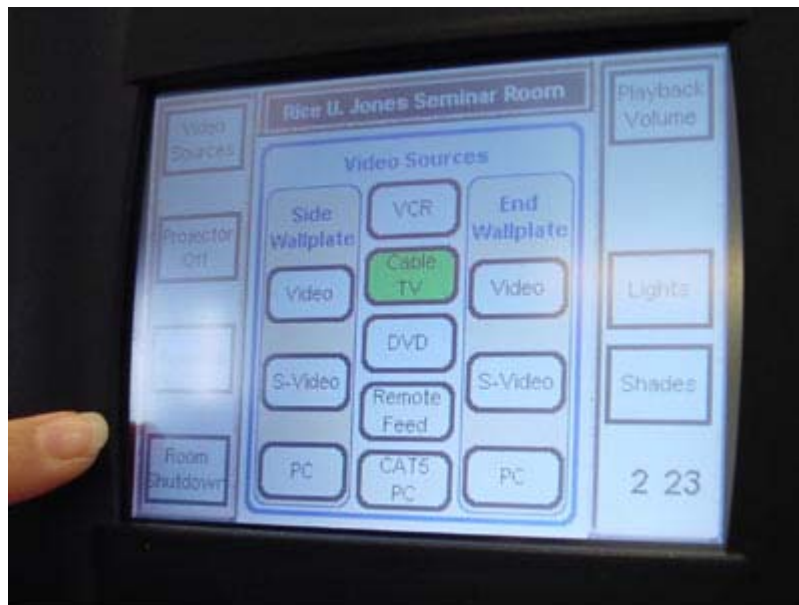*Press button marked PLAYBACK VOLUME.

*Adjust the volume to a comfortable level by pushing the up or down arrow on the area marked PLAYBACK 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 Seminar Rooms:

*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.