



**Community Partners Center for Health & Human Services
Terrence L. Walton Meeting Room
(Audio-Visual System – Quick Start Guide)**

ROOM DESCRIPTION: The system is controlled using a color touch panel and is designed with a projector to display both computer and video images, speakers in the ceiling for audio, series of table mounted microphones for audio conferencing, a small equipment rack located in the lectern where the DVD/VCR player is located, a lectern and 1 laptop computer connection at the table (note: additional network and power connections are available for others to get on the network for email, web browsing, etc). Audio conferencing is included using the touch panel to activate those features.

CONTROL: The COLOR TOUCH PANEL (Crestron unit) is the key device that navigates the room features and operation.

SYSTEM FEATURES:

In-Room Presentations: VCR, DVD/CD, Lectern Laptop Connection (**Laptops are not provided**),
Podium and Wireless Microphones.

Audio Conferencing: (Wired boundary microphones that can be plugged into the floor boxes located throughout the room and placed on tables).

Background Music: (Use DVD/CD player in rack via the touch panel select controls)

OPERATION: Using the wireless Touch Panel:

- (Always make sure system is Shut Down, before beginning) **EXIT on Touch Panel**
- Touch the panel screen, the “**Community Partners Center for Health & Human Services**” logo appears, Touch panel again (WAIT for System to Power UP)
- **Touch buttons on touch panel to make selections for presentation mode desired**
 - **VCR** – When you select the VCR, the system will switch to correct input, LOAD tape into VCR located in the small equipment rack located in the Lectern. (Use Touch panel to control the DVD Player) ***Menu, Select, Play, Skip, Pause, Stop....***
 - **DVD** – When you select the DVD, the system will switch to correct input, LOAD DISK in DVD located in the small equipment rack located in the Lectern. (Use Touch panel to control the DVD Player) ***Menu, Select, Play, Skip, Pause, Stop....***
 - **CABLE TV** – N/A
 - **LECTERN or TABLE LAPTOP COMPUTERS** – When you select this button, the screen will drop down and the projector will turn on. **Note: You may need to toggle the correct laptop Function & F-key for image output. Refer to your manufacturer’s owner’s manual to find out what key enables your laptop to display to the system.**
 - **ATC (Telephone)** – Selecting the ATC button will bring up the Telephone Conference function page. Once at the page you will have complete control of the audio conferencing system including all dialing, muting and volume control. You do not need to dial “8” to get an outside call. Dial the number you are calling and then hit the dial button. You may utilize any of the microphones to conduct the call.

- **ROOM CONTROLS:** Provides manual control of additional Display Functions including control of the shades and lights.
- **DETAILED AUDIO:** Provides additional control of all Programs and Microphone Volume & Mute Control (always displayed on Touch Panel Screen pages).
- **ATC DO NOT DISTURB -** Disables calls from ringing through to the system.
- **PROJECTOR MUTE –** By pressing this button you can turn whatever is being displayed by the projector ON or OFF. This is helpful when giving presentations and you want to make sure the audience is focusing on the presenter.
- **PROGRAM/LECTERN/WIRELESS MICROPHONE CONTROLS –** These are all volume controls for the indicated sources. Each control has mute buttons which are GREEN when turned ON and Red when they are turned OFF.

THERMOSTAT SETTINGS: The temperature is automatically controlled. Room thermostats can be adjusted to raise or lower the temperature. Both thermostats must be adjusted in order for the setting to be changed. If adjusting the thermostats, set them one degree above your comfortable temperature.

ASSISTIVE HEARING DEVICE: There is a transmitter and a receiver. Both devices need to be turned on and set on the same channel – 2C. The transmitter is used by the speaker and the receiver by the person in need of assistance. Make sure the transmitter is set on “Talk” and speak into the microphone; it can be clipped on for use. The receiver has an ear piece that can be clipped on to the ear; volume can be adjusted according to the need.

PRESENTER UTILITY: Plug the standard USB end into an available USB port on your computer. You can use the presenter to forward the slides when presenting a Power Point presentation.

SYSTEM SHUT DOWN (Always do this before leaving room):

1. Remove tapes or disks from VCR/DVD players
2. Place touch panel back in charging stand. **Hit EXIT, then YES. Shuts down!**
3. System shut down will turn off projector, send lift up and retract screen if down.
4. Projector will not be able to be turned on again until cool-off period is achieved. This is approximately 90 seconds from the time of original shut down.