

## 30/40 Seat Classroom Audio/Visual System Quick Guide

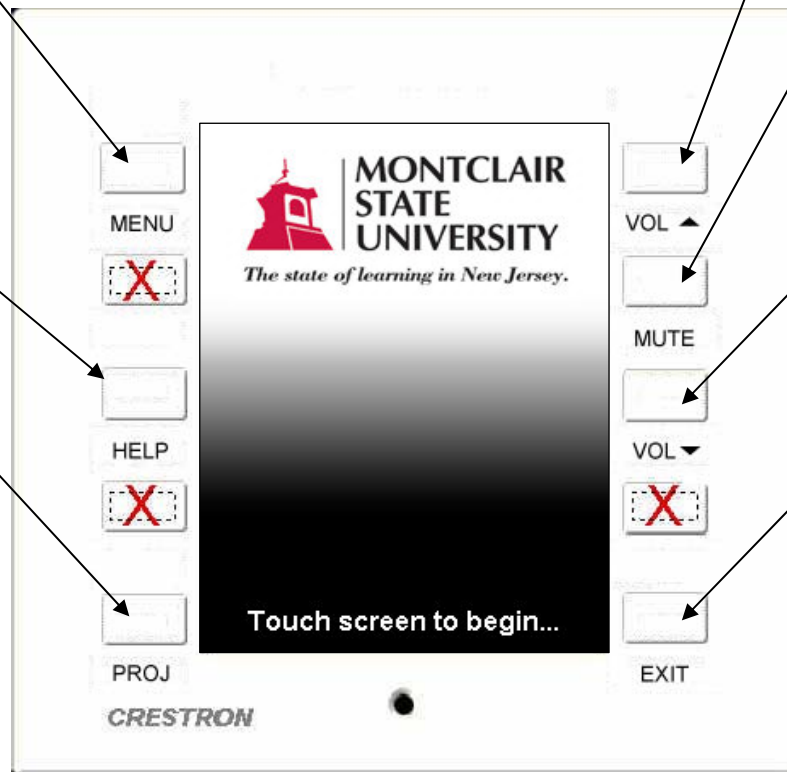
### Control System - Touch Panel Face Plate:

- The Touch Panel is found directly on the front wall behind the podium. This panel controls the A/V system.
- On the face plate, pictured below, you will find 10 buttons, 5 on each side. These buttons control certain aspects of the system.

**MENU** – When selected, this button will always bring you back to the main menu page on the touch panel.

**HELP** – When selected, this button will bring up a basic help screen with the extension you should dial for assistance with the system.

**PROJ** – When selected, the screen will show various manual controls you can adjust for the projector. The most important feature you should be aware of is the PROJECTOR MUTE functionality. *\*\*This is explained fully in the Projector section of this document.*



**VOL UP** – This button will raise the volume level of the selected source.

**MUTE** – This button will mute the audio output in the room.


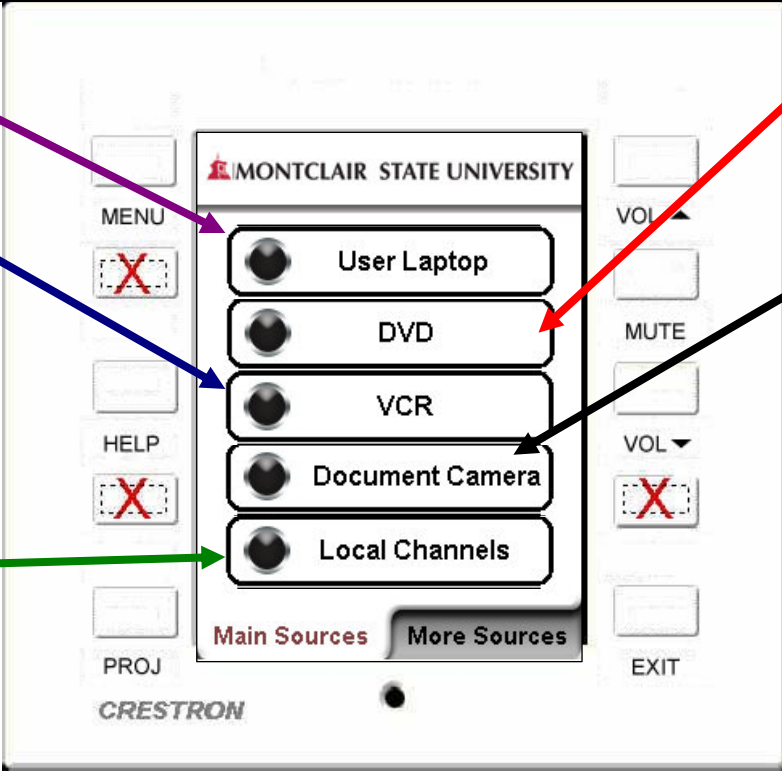

**VOL DOWN** – This button will lower the volume level of the selected source.

**Exit** – When selected, this button will take you to a screen on the touch panel where you will have a choice to end the presentation and shut the system down. *\*\*This is explained fully in the Powering Down the System section of this document.*

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The key to successfully using the system is to ask yourself “what do I want to see” and then select it from the Touch Screen on the wall.

Nothing will be sent to the projector until you select it from this screen.

<p><u>To View the Podium Laptop:</u> Select the <b>User Laptop</b> button.</p> <p><u>To Play the VCR:</u> Select the <b>VCR</b> button followed by the  button on the following screen.</p> <p><u>To View the Local Channels:</u> Select the <b>Local Channels</b> button followed by the channel number on the following screen.</p>		<p><u>To Play the DVD:</u> Select the <b>DVD</b> button followed by the  button on the following screen.</p> <p><u>To View the Document Camera:</u> Select the <b>Document Camera</b> button.</p>
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To return to this main selection screen from any other screen in the system, simply press the MENU button on the top left side of the faceplate.

**For assistance please contact University Help Desk @ x7971**