30/40 Seat Classroom Audio/Visual System
Quick Guide

Control System - Touch Panel Faceplate:
• The touch panel is found directly on the front wall behind the podium. This panel controls the A/V system.
• On the faceplate, 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.

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.
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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.

To View the Podium Laptop:
Select the User Laptop button.

To Play the VCR:
Select the VCR button followed by the ▶ button on the following screen.

To View the Local Channels:
Select the Local Channels button followed by the channel number on the following screen.

To Play the DVD:
Select the DVD button followed by the ▶ button on the following screen.

To View the Document Camera:
Select the Document Camera button.

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, Option 1