Presidents Dining Room
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Overview

**Capabilities:**
This President’s Dining Room is equipped with the following **Source** equipment:
- DVD, VCR, Closed Circuit Television, Laptop Input, Auxiliary Video Inputs via the rack and Podium as well as Audio Conferencing.

This space is equipped with the following **Destination** equipment:
- 1 Projector and ceiling mounted Screen
Control System - Touch Panel Face Plate:

- Found directly on the front wall behind the podium, you will find the touch panel that controls the 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.

**AUD CONF** – Select button to advance to the Audio Conference control page.

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

**ENVIRON** – Select button to advance to the Lighting and Shades control page.

**PROJ** – When selected, the screen will show various manual controls you can do with 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.

**MIC VOL** – Select button to advance to the Microphone Volume control page.

**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.**
**Control System - Touch Panel Logo Page:**

- The touch panel will be blank when the system is powered down.
- To activate or turn the control panel on, simply touch the blank screen.
- This is the first page you will see.
- Touch the panel to start the system and bring you to the Source selection page.
**Mode Selection Page:**

- The first page you come to will be the Mode Selection page.
- The choices you have are:
  - Presentation Sources
  - Audio Conference
- Select the mode you will be using the system for and the system will warm up. (Seen below)
**Presentation Mode - Main Source Selection Page:**

- When the touch panel is activated, you will be taken to the following page where you can select the source you plan to use in the room.
- Sources available on the main page are:
  - User Laptop
  - DVD
  - VHS
  - User Video
  - Local (MSU) Channels – Closed Circuit MSU TV Channels 2 through 14
  - Rack Video Input 6
  - Rack VGA Input 7
Main Sources

User Laptop:

- When you select the USER LAPTOP button, no additional controls will appear on the screen.
- To view the material from the podium Laptop, simply plug your laptop into the VGA Cable connection found in the podium cable cubby and select the USER LAPTOP button from the touch panel. (Some laptops may require you do a Fn+F7 or Fn+F10 in order for the image to be released to the external source, MAC’s should plug in, then boot up for the signal to be received from the Laptop. If you have a MAC and already running, select the key with the apple log next to the space bar + the F7 key to sync to the projector.)
- Volume controls are found on the right side of the panel’s faceplate. (**See Face Plate section in beginning of document.)
  - Top right button = Volume Up
  - Right side, second down = Mute
  - Right side, third down = Volume Down
- To return to the Main Menu, select the Menu button on the upper left faceplate of the panel.
- If you are completely finished, select the EXIT button located on the lower right faceplate of the panel.
DVD:

- When you select the **DVD** button from the Main Source page, the following screen will appear.
- The buttons on this screen are a graphical representation of the buttons found on a typical DVD remote and act as such.
- Simply insert the Disc to be played and select the **button.**
- To go backwards in the current chapter, select the **button and so on.**
- Once you have finished watching a video, select the **button, eject the DVD from the unit and then select another source**
- In addition to the bottom left you will see the DVD Menu tab.
- Select this tab to view the screen on the following page. These buttons also act as they would on your remote control allowing you to make the proper choices found when you select the **MENU** features of a standard DVD.
- To return to the **DVD Controls** screen, select that tab.
- Volume controls are found on the right side of the panel’s faceplate. (**See Face Plate section in beginning of document.)**
  - Top right button = **Volume Up**
  - Right side, second down = **Mute**
  - Right side, third down = **Volume Down**
- To return to the Main Menu, select the **Menu** button on the upper left faceplate of the panel.
- If you are completely finished, select the **EXIT** button located on the lower right faceplate of the panel.

![DVD Controls and DVD Menu](image-url)
DVD MENU:

- These buttons also act as they would on your remote control allowing you to make the proper choices found when you select the **MENU** features of a standard DVD.
- To return to the **DVD Controls** screen, select that tab.
VHS:

- When you select the **VCR PLAYBACK** button from the top menu bar, the following screen will appear.
- The buttons on this screen are a graphical representation of the buttons found on a typical VCR remote and act as such.
- Simply insert the tape to be played and select the **Play** button.
- To rewind, select the **Rew** button and so on.
  - For Fast Forward and Rewind, you will need to press and hold the respective buttons while tape is in play mode.
- Once you have finished watching a video, select the **Stop** button, eject the tape from the unit and then select another source.
- Volume controls are found on the right side of the panel's faceplate. (**See Face Plate section in beginning of document.)
  - Top right button = **Volume Up**
  - Right side, second down = **Mute**
  - Right side, third down = **Volume Down**
- To return to the Main Menu, select the **Menu** button on the top left faceplate of the panel.
- If you are completely finished, select the **EXIT** button located on the lower right faceplate of the panel.
User Video:

- When you select the **USER VIDEO** button, no additional controls will appear on the screen.
- Simply plug your video source, (camcorder, digital camera), into the video and audio plugs provided and operate as normal from the unit itself.
- When you are finished, select another source or exit the system by pressing the **EXIT** button on the faceplate of the panel.
Local Channels:

- When you select the **LOCAL CHANNELS** button this brings up the following screen.
  - The channels being broadcast are MSU Content only. These channels will feature material internal to the college, not regular broadcast television.
- The up and down arrow buttons will change the channels one by one.
- If you know what channel it is you are seeking, you can simply enter the channel number using the keypad.
- Volume controls are found on the right side of the panel's faceplate. (**See Face Plate section in beginning of document.)
  - Top right button = **Volume Up**
  - Right side, second down = **Mute**
  - Right side, third down = **Volume Down**
- To return to the Main Menu, select the **Menu** button on the upper left faceplate of the panel.
- If you are completely finished, select the **EXIT** button located on the lower right faceplate of the panel.
Faceplate Controls

Aud Conf:

- When you select the AUD CONF button on the panel’s plate, this brings up the following screen.
- To initiate a call simply enter the number you wish to dial and select the Dial button.
- When you have completed the call, simply hit the Hangup button.
- Should you receive a call into the room, the ring will become audible through the speakers, select Answer.
- If you need to clear the number you entered, select the Clear button.
- If when you are entering a number and you enter a wrong digit, hit the backspace button to remove your error and enter the correct number.
- To control the outgoing volume for the conference, select the Conference Volume button from the menu.
- Once you have completed your call, select MENU button on the faceplate followed by the source you desire.
- If you are completely finished, select the EXIT button located on the faceplate of the panel.
**ENVIRON:**

- When you select the **ENVIRON** button on the panel’s plate, this brings up the following screen.
- From here you can control the following:
  - **Lighting Controls**
    - ALL ON, ALL OFF, A/V Presentation, All Dim and Table Lighting.
    - SOLAR SHADES – Removes glare from the room but does not totally darken the room.
    - BLACKOUT SHADES – Completely darkens the room.
- To return to the source selection page, select **MENU** button on the faceplate followed by the source you desire.
- If you are completely finished, select the **EXIT** button located on the faceplate of the panel.
Projector Controls:

- On the left side of the faceplate the bottom button represents the **Projector**.
- This Button will allow you to manually power on and off the projector.
- Typically when you select a source the projector will automatically power on. Thus when you power down the system, the projector will automatically power down.
- To turn the projector on using the button, press it once and the following screen will appear.
- Select the **POWER ON** button and the **Projector Is Warming Up** page will appear.
- To turn the projector off using the button, press it again and the same screen will appear.
- Select the **POWER OFF** button and the **Projector Is Cooling Down** page will appear.
- In addition, you can turn the image off/on of the projector by selecting the **PROJECTOR MUTE** button. This is a toggle button, select it once and the image is removed, select it again and the image returns. ***This will only mute the video image, not the audio. Use the MUTE button on the right side of the face plate to mute the audio. (**See Face Plate section in beginning of document.)***
- To return to the previous screen, select the **PREVIOUS SCREEN** button or if you are completely finished, select the **EXIT** button located on the lower right faceplate of the panel.
MIC VOLUME:

- When you select the MIC VOLUME button on the right side of the faceplate the following screen will appear.
- From here you can control the output volume of the microphone. (INCREASE, MUTE and DECREASE.)
- To return to the previous screen, select the PREVIOUS SCREEN button or if you are completely finished, select the EXIT button located on the lower right faceplate of the panel.
**Powering Down The System:**

- As I have mentioned various times throughout this document, shut the system down by using the **EXIT** button located on the lower right faceplate of the panel.
- By selecting this button, the confirmation page below will appear.
- Select YES to complete this task and the SHUT DOWN screen, example at the bottom of page, will appear.
Questions:
If you have any questions on general operations/procedures, please contact your help desk at extension 7971. Or, if you need additional assistance, please dial 610-791-9081 and ask for our Service Department.