



Everett Community Resource Center

Room Operations Manual

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System Overview

This conference room Audio Video (AV) system is comprised of the following devices:

Crestron Control System

In Room Networked Computer

Laptop HDMI Connection

Laptop VGA Connection

Projection Screen

Speakers

Video Conference System

Video Projector

This manual will assist you in the use of these devices.

Getting Started

Press the Crestron touchscreen located next to the entry door to the room. The touchscreen might be in sleep mode and blank. Touching a sleeping touch screen will bring up this page:



Home Page

Press the start page to display the Home page.



The home page provides access to the controllable devices in the room.

The touch panel has volume control, power OFF, and input icons.

Sources

This room has three sources.

- Laptop (VGA and HDMI)
- PC
- Video Conferencing

Selecting any of these inputs will turn the projector ON and lower the projection screen.

Volume

The volume level can be raised, lowered or muted for the source that you are using by touching the UP, DOWN or MUTE icons on the touch panel.

System Off

Press the OFF icon to turn the system OFF.

After pressing the OFF icon a page will appear asking if you are sure you want to turn the system OFF. If you are sure press Yes, if you mistakenly pressed the OFF icon press No and the system will remain On.



When the system is turned OFF the projection screen raises and the projector enters the cool down cycle. This cool down cycle takes approximately three minutes to complete. During this cool down period the projector cannot be turned ON.

Using a laptop

The laptop inputs are located in the cable cubby on the top of the table. There is a HDMI connection and a VGA (with audio) connection in the cable cubby.

Press the laptop icon on the touch panel to turn the projector ON and lower the screen.



HDMI connection

- Plug the HDMI cable into the laptop's HDMI port. The image will be displayed on the screen.
- The HDMI cable carries both the audio and video signals on the same cable.

VGA connection

- Plug the VGA cable into the laptop's VGA port. The image will be displayed on the screen.
- Plug the audio cable into the headphone jack of the laptop if audio is required.

Use the **volume icons** on the touch panel to raise and lower the audio if necessary.

The **show image icon** will display the image on the projection screen.

The **hide image icon** will hide the image. This icon is used when you need to blank the image for a minute without turning the projector off.

Using the computer

There is a CRC networked computer in the room.

The computer is already connected to the AV system.

Press the computer icon on the touch panel to turn the projector ON and to lower the screen.



The **show image icon** will display the image on the projection screen.

The **hide image icon** will hide the image. This icon is used when you need to blank the image for a minute without turning the projector off.

The **wireless keyboard and mouse** are used to operate the computer.

Use the **volume icons** on the touch panel to raise and lower the audio if necessary.

Video Conferencing

Pressing the Video Conferencing icon on the touch panel will:

- lower the projection screen
- turn the projector ON and
- display the video conference image on the projection screen.

The video conference camera is located below the projection screen.

The microphones are located in the ceiling.

The Lifesize remote control is required to perform a video conference call.



Press the **laptop icon** to send laptop content to the far side of the conference call.

Press the **computer icon** to send computer content to the far side of the conference call.

After pressing the **content icon** on the touch panel, **press the content button** on the remote control.

Press the **none icon** on the touch panel to stop sending content to the far side of the call.

Use the **volume icons** on the touch panel to raise and lower the audio if necessary.

There are no additional video conferencing controls on the touch panel.

Touch Panel Buttons



Mute button. Mutes the ceiling speakers. Does NOT mute the microphones during a conference call. A red Mute button indicates the ceiling speakers are muted.



Volume Down. Lowers the ceiling speaker's volume.



Volume UP. Raises the ceiling speaker's volume.



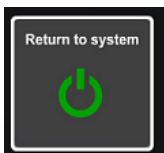
This button selects the Company PC that is located in the cabinet next to the AV rack.



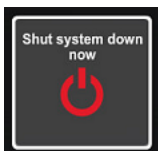
Laptop button selects the device connected to the cable cubby's VGA or HDMI cable.



Video Conference button selects the video conference system.



Pressing this icon will cancel the system off command.



Pressing this icon will shut the system off.

Tech Notes

The A/V (audio / video) system should remain powered up at all times.

The projector should be turned off when not in use. This will lengthen the life of the projector lamp.

On startup, the projector will turn on and will reach full brightness in approximately a minute

On shutdown, the projector will undergo a shutdown sequence with the fan running for 2-3 minutes. You will not be able to restart the projector until this sequence is complete.

In general most hang-ups are going to be due to something very simple. Here are some general guidelines to follow.

- 1) Replace the batteries in the wireless PC mouse and keyboard if the devices have limited range or do not work.
- 2) Keep your volumes at nominal levels. This will help prevent extremely loud or low volume conditions. In addition, volumes set at nominal levels help avoid feedback.

The system is designed to be free of day to day maintenance items. In general, keep all equipment clean and free of dust and contaminants.

Keep all devices in a dry location when not in use.

This manual's intent is to cover the operation that is unique to this system installation.

More detail in the operation of individual components can be found in the factory provided operation manuals.

Laptop HDMI –

- HDMI is an audio / video cable that transmits audio and video to the system. Not all laptops send audio.
- Ensure the laptops video output is enabled if there is no image on the projection screen.
- Ensure the laptops audio output is not muted or turned down if there is no sound from the room speakers.

Laptop VGA –

- VGA video and audio is transmitted to the system using two cables.
- Ensure the laptops video output is enabled if there is no image on the projection screen.
- Ensure the laptops audio output is not muted or turned down if there is no sound from the room speakers.

For service or additional support please contact helpdesk