



Dimensional Communications, Inc.

Community Resource Center

Technology Operations Manual

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System Overview

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

Crestron Control System

Networked Computer

Laptop HDMI Connection

Laptop VGA Connection

Overhead Speakers

Podium

Projector

Document Camera

Video Conference System

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

Getting Started

The Crestron touchscreen is located on the designated room podium. 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, input sources, and system off icons.

Sources

This room has three sources.

- Laptop (VGA and HDMI) (The system will auto detect what type of signal is present.)
- PC
- Document Camera

Selecting any one of these inputs will turn the system on.

Podium

Each podium is dedicated to a particular room. They cannot be connected randomly. There is a label on the top of each podium that dictates the room they are dedicated to. There is a cable whip connected to each podium as well with color coordinated jacks that needs to be connected in the floor pocket. They must be plugged into the appropriate jacks for the system to work properly. Blue to blue and yellow to yellow. The Network jacks can be plugged into either jack in the floor pocket.

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. You may also need to adjust levels on the laptop or PC.

Microphone

There is one lectern mic and one wireless mic system per podium. The lectern mic is permanently mounted to the top and a handheld mic and body pack, with a head worn mic, are in the drawer under the podium. Only one wireless mic type can be used per podium at a time. There are separate level controls to adjust the microphone levels. It can be raised, lowered or muted by touching the UP, DOWN or MUTE icons on the touch panel.

ALS

An assistive listening system is also available in this space. This allows for personal listening devices for the hearing impaired. There are several body pack transmitters that can be tuned to the room's specific channel and listened to with headphones or inductive loops that can be used with some hearing aid devices. Each podium has its own individually channeled transmitter within.

Using a laptop

Press the Laptop icon to power the system on. The laptop inputs are located in the cable cubby on the top of the podium. There is a HDMI and a VGA (with audio) connection in the cable cubby.



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.

* Sometimes an image will not appear after plugging in either the HDMI or VGA cables. If this happens the user will have to manually send the image to the laptop monitor out.

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 screen.

The hide image icon will hide the image. This is used when you need to blank the image without turning the system off.

Using the computer

There is a dedicated networked computer for the room located inside the podium.

Press the computer icon on the touch panel to power the system on.



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

The hide image icon will hide the image. This icon is used when you need to blank the image without turning the system off.

A keyboard and mouse, located on the pull out shelf, is used to operate the computer.

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

Document Camera

There is a document camera stored inside the podium. It is meant to be used with the system.

A pull out shelf is located on the right side of the podium. Pull the shelf out to expose the interface cables.

Set camera on shelf. Remove cover on camera to expose interface. Plug the data cable in to the data jack. This will provide power to the camera.

Plug the HDMI into the HDMI jack. This will provide the video into the system for the camera.

Replace cover to interface and stand camera up. This will power the camera on and place it in the proper position for use.

Use buttons on camera to focus or zoom.



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

The hide image icon will hide the image. This icon is used when you need to blank the image without turning the system off.

Room Combine

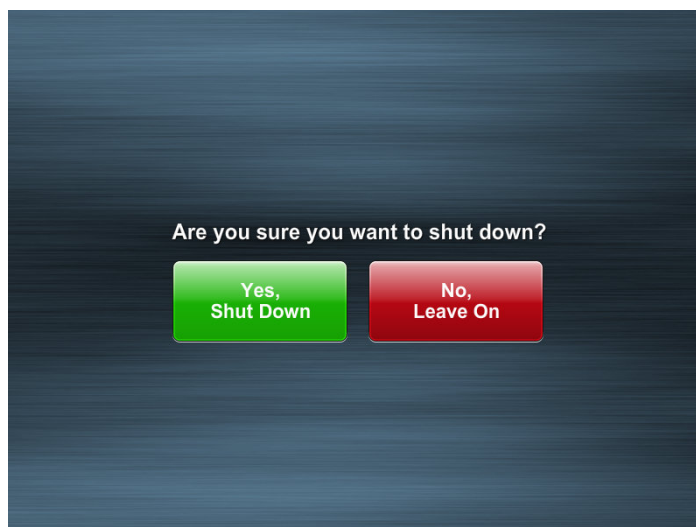
Rooms A and B can be combined and used as one large room. Pressing the Room Config button in the upper right hand corner brings up the room configuration page. Touch the Combine Rooms button to allow all sources to be routed to all three projectors. This means all audio and video. If both podiums are connected sources from either podium can be selected. When finished select Separate Rooms or simply turn the system off. When powered up, the system will return to separate mode.



System Off

To turn the system OFF, press the System 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.



Touch Panel Buttons



Mute button. Mutes associated audio.



Volume Down. Lowers the associated audio volume.



Volume UP. Raises the associated audio 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.



Doc Cam button selects the input located on the slide out shelf.



Pressing this icon will cancel the system off command.



Pressing this icon will shut the system off.

Tech Notes

The A/V (audio / visual) equipment located in the rack should remain powered up at all times.

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 does 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.

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 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.

Video Conferencing

The following CRC rooms have video conference equipment:

1. Whidbey Island Room
2. Camano Island Room
3. Silver Lake Room
4. Monte Cristo Room
5. Cascades Room
6. Mount Pilchuck Room
7. Olympics Room

To use the system for video conferencing press the Video Conf icon.

The video conference camera is located below the 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.

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.

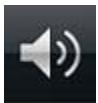
Touch Panel Buttons



Mute button. Mutes the ceiling speakers. Does NOT mute the microphones during a conference call.



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.