

## Starting the System

Approach any of the control screens in JCK1100, the proximity sensor on the screen will activate the system.



Touch anywhere on the screen to bring up the main screen.

Control Panels are located in the following areas:

1. Under the main monitor on the large podium
2. On the wall facing the Regents Room (around the corner from the control room)
3. In the control room under the main monitor in the computer rack

## The Main Screen

The main screen will default to the PC Controls screen. At start-up the projector should power on, and the screen will come down from the ceiling.

### 1 Display Settings

The display controls are on the left side of the screen. The current status of the display will be lit up or flashing, depending on the status.

When the display is set to Blank (black screen), the status button will flash on and off.

When the display is set to Off, the projector will power down and the screen will return into the ceiling.



### 2 Volume Settings

Volume settings are optimized for the room. The speakers in the back of the room will be slightly louder than those at the front to allow those in the back to hear more clearly.

The main Volume Control is on the right side of the screen. These will affect all speakers in the main room. Lobby speakers are controlled separately using the Lobby Controls tab. Muting the speakers on this panel will mute both the main room and lobby speakers.

Use the controls to turn the volume up, mute the sound, or turn the volume down.

It is recommended that you first adjust your volume through the computer or laptop before adjusting the main volume.

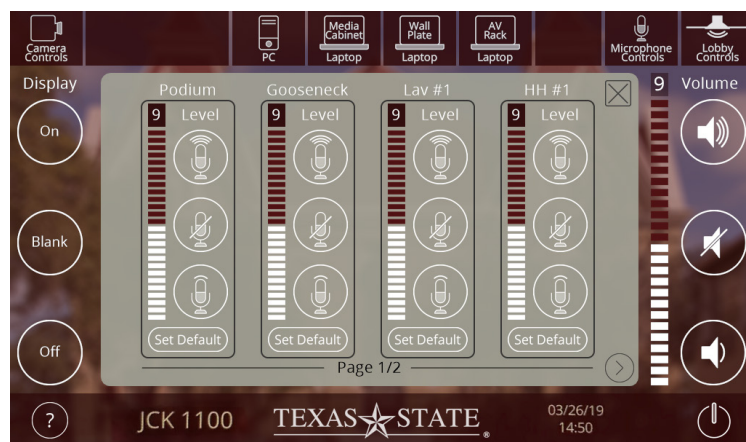
### 3 Microphone Settings

There are six microphones that can be used in the room:

- one (1) podium microphone on the President's Podium
- one (1) gooseneck microphone on the media cabinet
- two (2) lavalier microphones labeled Lav #1 and Lav #2
- two (2) handheld microphones labeled HH #1 and HH #2

Touch the Microphone Controls tab at the top of the screen to open the individual volume controls for the microphones.

You can turn the individual microphones up, down, or mute them. By default, all microphones are "live," but turned off on the microphone itself; power on the microphone to test levels.



## Camera Controls

The camera is located in the back of the room just below the clock.

Touch the Camera Controls tab in the top left of the control panel to open the Camera Controls screen.

### 1 Presets

There are three presets for the camera:

- focus on the President's Podium
- focus on the Media Cabinet
- focus on the overall front of the room

Touch any of the Preset numbers to adjust the focus of the camera. You can fine tune using directional and zoom controls.

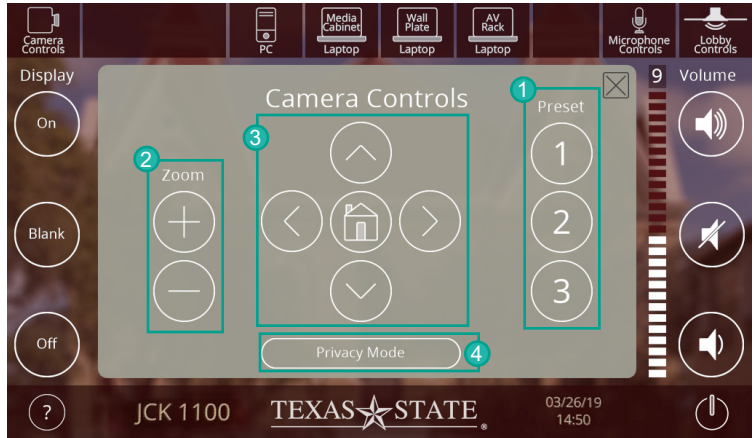
### 2 Zoom Controls

Use the + button to zoom in and the - button to zoom out.

Pressing a button and holding it down will zoom in/out more quickly, while single presses will do so incrementally. Touch the Home button to return the camera to its default setting.

### 3 Directional Controls

Use the arrows to move the camera's focus up, down, left, or right. Pressing a button and holding it down will move the camera quickly, while single presses will do so incrementally.



Touch the Home button to return the camera to its default setting.

### 4 Privacy Mode

Pressing the Privacy Mode button will rotate the camera 180° so that it is focused on the wall behind it.

## Laptop Controls

### 1 Input Selection

If a presenter is using a laptop instead of the media cabinet, there are three places they can connect the laptop:

- inputs on the Media Cabinet (Audio, HDMI, VGA network)
- inputs on the back wall plate (Audio, HDMI, VGA)
- inputs in the rack in the A/V closet (Audio, HDMI, VGA)

### 2 Source Selection

To select a source, press the corresponding button.

- HDMI
- VGA + Audio

If connecting with VGA, plug the 3.5 mm audio input into the laptop's sound port to be heard.



## Shutdown

To shutdown the system, touch the power symbol in the lower right hand corner.

On the confirmation screen, touch the red Shut Down button to return the system to its default state.

Make sure you also log off of the computer if you were using the media cabinet.

If you touched the power button by mistake, touch the Cancel button to return to the main screen.

Would you like to shut down the A/V system at this time?



Helpful Tip: It is recommended to shut down if the room will not be in use for a half hour or longer.