Fletcher Jones Foundation Auditorium Audio/Visual Instructions

Power
1) Power on the Crestron touch screen (inside podium if not on top)
    Tap the screen hard

Podium or Wireless Microphone
2) Unmute the Microphone
    Press the small blue button below the “MIC’S” label. It turns grey when unmuted.

3) Adjust the microphone volume
    Press the up and down arrows under the “MIC’S” label to adjust the volume.

Laptop
4) Connect laptop to Projector
    Connect laptop VGA cable to laptop’s VGA connection

Speakers
5) Connect Speaker Cable to Laptop
    Plug green stereo speaker jack into laptop’s headphone jack (often colored green)

Project Laptop’s Image
6) Get laptop’s image to projector
    Press “Projector Control” button on bottom left of Crestron screen
    Press “Full Screen Source Select” button on top left of Crestron screen
    Press “Laptop Left” button
    Press the dual monitor button on your laptop (normally a function key like Fn+F7)

Speaker Volume
7) Play sound from your laptop and adjust the speaker volume
    Press the up and down arrows under the “Program” button
    To mute the speakers, press the button under the “Program” up and down controls, it turns blue when muted

Camera
8) On the Crestron Remote, press “Camera Control”
    Move the camera to desired position. On the Digideck Console, hold “Record” then press Play. Press “Stop” to stop recording.

Auditorium Lighting
9) Choose the desired lighting for the auditorium
    Press the “Full Screen Source” button
    Press the Lighting buttons: 1,2,3 or All On

Turning Everything Off When Done
10) Press the “Exit System” button
Frequently Asked Questions

1. Who can I contact for technical support?

Please contact the computer lab at (818) 767-0888 x401. Our hours of operation are:

   Sunday  8:00 am – 8:00 pm       Thursday  8:00 am – 10:00 pm
   Monday  8:00 am – 10:00 pm      Friday   8:00 am – 8:00 pm
   Tuesday 8:00 am – 10:00 pm      Saturday 8:00 am – 8:00 pm
   Wednesday 8:00 am – 10:00 pm

2. How do I turn on the projector?

   There is a Crestron remote control inside the podium. Tap the screen to turn on the projector. If the projector does not turn on, you will need to tap the screen harder.

3. How do I turn on/off the projector?

   On the Crestron Remote Control, press “Projector Control” on the bottom left corner. Then press “Projector On/Off.” It may take a few minutes for the projector to turn on/off.

4. How do I mute/unmute the microphone?

   On the right-hand side of the Crestron remote control, there are volume controls for the speakers and microphone. Press the mute button under the “MICS” label to mute/unmute the microphone. If the button is blue, the microphone is muted. If the button is gray, the microphone is un muted.

5. How do I mute/unmute the laptop speakers/microphones?

   On the right-hand side of the Crestron remote control, there are volume controls for the speakers and microphone. Press the mute button under the labeled sections to mute/unmute the laptop speakers/microphone. If the button is blue, it is muted. If the button is gray, it is un muted.

6. How do I use the camera?


7. Can I play Blu-Ray Movies in the Auditorium?

   Yes. The Blu-Ray player is in the back of the auditorium.

8. How do I switch the projector’s video source between my laptop and the Blu-Ray player?

   On the left-hand side of the Crestron remote, press the Projector Control button. From the list of available options, press the button of the video source you would like to use.

9. The microphone and DVD player on stage does not work. How do I get it to work?

   Somebody probably disconnected the power. Reconnect the power cables inside the podium, and below the podium.