



**Community Partners Center for Health & Human Services
Terrence L. Walton Meeting Room
Audio-Visual System – Quick Start Guide**

AV CAPABILITIES: The AV system is fully controlled using the Crestron Touch Screen device on the podium charger. A projector is stationed in the wall near the ceiling to display images and speakers are installed in the ceiling for audio purposes. Audio conferencing is enabled using the touch panel to activate features. A set of rechargeable table mounted microphones for audio conferencing are stored in their charging rack located in the podium cabinet. Also, in the cabinet is a DVD/VCR player controlled via settings found on the touch panel.

AV CONTROL PANEL: The Crestron Touch Screen device controls all equipment enabling you to operate the meeting room electronic features.

SYSTEM FEATURES:

In-Room Presentations: Lectern Laptop Connection (**Laptops are not provided**); VCR, DVD/CD player/recorder. Podium and Wireless Table Microphones.

Audio Conferencing: Wireless Table Microphones; Wired boundary microphones that can be plugged into the floor boxes located throughout the room and placed on tables.

Background Music: Operate using DVD/CD player in rack via the touch panel select controls.

Using the Crestron Rechargeable Touch Screen to Operate Room Controls:

- **Initializing Crestron Touch Screen:** The Home Screen should be visible and “Community Partners Center for Health & Human Services” logo displayed on screen. Touch the panel again for the system to be activated. **NOTE: Always make sure Crestron Touch Panel is on the Home Screen before you begin. If Crestron Home Screen not displayed on arrival, select EXIT and confirm in order to see Home Screen.** The device can be removed from its charging station should you need to be seated elsewhere during the meeting. **IF YOU DO SO, RETURN IT TO THE PODIUM CHARGING STATION BEFORE LEAVING THE MEETING ROOM.**
- **ROOM CONTROLS-Window Shades and Lighting:** Select “Settings” to view options and change the window shades and room lighting.
- **LECTERN or TABLE LAPTOP COMPUTERS:** When you select this button, the projection screen will roll down; the projector will warm up and begin display capability. **Note: On your connected laptop you may need to toggle the laptop “Function & F-key” to enable image output to projector. Refer to your manufacturer’s owner’s manual to find out what key enables your laptop to display to a projector.**
- **ATC (Telephone):** Select the “ATC” option to open the Telephone Conference function page. Here you control the Audio-conferencing system including outbound phone dialing, muting, and volume level. **NOTE: you do not need to dial “8” to get an outside line when using Crestron to call.** Dial the number you are calling and then press the “Dial”. You may utilize any of the microphones to conduct the call.
- **ATC DO NOT DISTURB:** Disables calls from ringing through to the system.

- **DETAILED AUDIO:** Provides additional control of all Programs and Microphone Volume & Mute Control (always displayed on Touch Panel Screen pages).
- **PROGRAM/LECTERN/WIRELESS MICROPHONE CONTROLS:** Each type of device has its own mute buttons - GREEN when un-muted (ON), and Red when muted "OFF".
- **PROJECTOR MUTE:** By pressing this button you can control the display to the projector to be viewed or not viewed (ON or OFF). This is helpful when you want to make sure the audience is focusing on the presenter while conducting projected presentations.
- **VCR:** Select VCR from the Crestron device. Now LOAD tape into VCR insert slot located in the small equipment rack in the podium cabinet. Now use the touch panel to control the DVD functions - *Menu, Select, Play, Skip, Pause, Stop, etc.* **WHEN FINISHED USING EQUIPMENT DO NOT TURN OFF THE POWER BUTTON ON THE EQUIPMENT RACK – ALWAYS LEAVE POWERED ON TO ENABLE MICROPHONE RECHARGE CAPABILITIES.**
- **DVD:** Select DVD from the Crestron device. Now LOAD DISK in DVD tray located in the small equipment rack located in the podium cabinet. Now use the touch panel to control the DVD functions - *Menu, Select, Play, Skip, Pause, Stop, etc.* **WHEN FINISHED USING EQUIPMENT DO NOT TURN OFF THE POWER BUTTON ON THE EQUIPMENT RACK – ALWAYS LEAVE POWERED ON TO ENABLE MICROPHONE RECHARGE CAPABILITIES.**
- **PRESENTER UTILITY DEVICE:** Plug the standard USB end into an available USB port on your computer. You can use the presenter to forward slides when presenting using Power Point or other such program.
- **CABLE TV** – TV is not an available option.

THERMOSTAT SETTINGS: The temperature is automatically controlled and is not found on the Crestron device; however, the TWO room thermostats can be adjusted to raise or lower the temperature but only one degree above your comfortable temperature. NOTE: Both thermostats must be adjusted when changing temperature in the room, setting them one degree different from each other.

SYSTEM SHUT DOWN (ALWAYS REQUIRED before leaving room):

- Return window shades to UP position.
- Remove tape or disk from VCR/DVD players and disconnect laptop leaving all cords on podium where located upon arrival.
- Return all wireless table microphones to charging station in podium cabinet. Leave podium RACK unit powered on to allow microphones to recharge through it.
- Return all other microphones to off position, and place back in their case and arrange inside podium drawer.
- Place Crestron Touch device back in its charging stand if you removed it. **On the screen press EXIT, then YES, causing it to return to the Home Screen.** The system shut down will automatically turn the projector off and retract the projection screen if it was in use. **NOTE:** The projector will not be able to be turned on again until it has been through its cool-off period, which is approximately 90 seconds from the time of shut down.
- Return lights to off as you exit the room using switch at the door.