A/V System User Guide

This conference room is equipped with an A/V equipment control panel and cables (inside Credenza cabinet), a data projector, with a stationary furniture layout (fixed table).

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PLEASE DO NOT REMOVE FURNITURE OR EQUIPMENT FROM THIS ROOM WITHOUT FIRST CONTACTING THE RIIT GROUP

IF YOUR EVENT INVOLVES FOOD OR BEVERAGE, PLEASE MAKE SURE THE CONFERENCE ROOM IS LEFT IN GOOD CONDITION FOR THE NEXT EVENT
(CLEANING SUPPLIES PROVIDED INSIDE CREDENZA CABINET)

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Technical Assistance Information

Conference rooms equipped with data projectors should have instructions placed inside the Credenza cabinet (see labeled door, **Figure 1-1**). For additional support, you may want to schedule technical assistance through Footprints (by contacting your departmental staff assistant to issue a work order) or by emailing riit@smeal.psu.edu. If you are experiencing problems with your presentation (missing/broken cables, etc.), please call for assistance at **(814) 865-0366.**

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The phone is located inside the labeled Credenza cabinet

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INTRODUCTION TO AUDIO/VIDEO

The typical conference room presentation system consists of one video projector, one projection screen and a presentation equipment rack from which multimedia presentations are controlled. The presentation equipment is located inside the conference room Credenza cabinet and contains a DVD/VCR player and the black Extron MLC 226 presentation control panel. In addition, the conference room also contains video/audio and PC/audio inputs located in the floor box (marked **PC 1** and **VIDEO 1, see Figure 3-2**) and on the wall plate (marked **PC 2** and **VIDEO 2, see Figure 3-3**) in the conference room.

Figure 1-1

PRESENTATION SETUP

1) **Connect External Devices**
   Before powering on the system, connect all external devices to be used, such as a laptop, portable video player or document camera, to connection/power flip box (**Figures 1-2,1-3, 1-4**) found on the table (labeled accordingly).
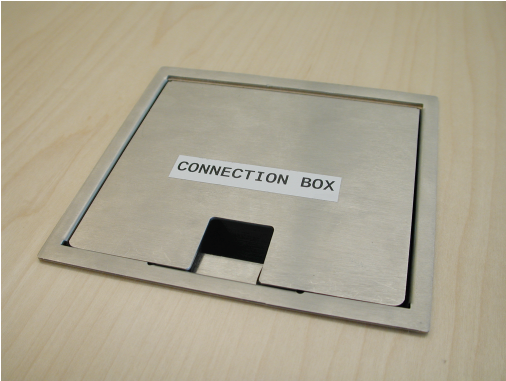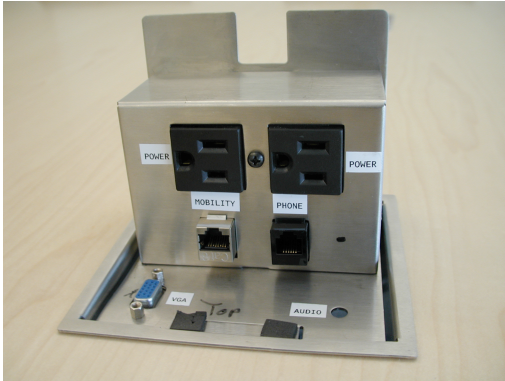

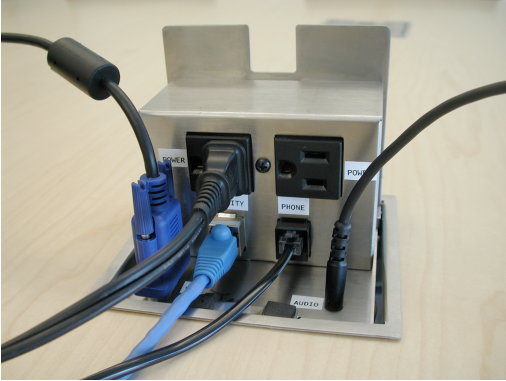**Figure 1-2**

Figure 1-3

Figure 1-4

You may use the cables provided inside the Credenza cabinet (see labeled door). The cables provided are:
- **VGA cable** for the laptop projection, 7 ft.
- **Audio cable** for the sound presentation, 7ft.
- **Network cable** for internet use, 7 ft.

2) **Power on the AV System**
Pressing the "**Projector On**" button on the Extron MLC control panel will set up the room for presentation. The following actions will automatically take place:
1. The projector will power on.
2. The projection screen will come down.
3. The equipment rack will power on.
After these events occur, the system is ready for presentation.

- **Using the projection screen for <u>overhead projector</u>**:
Make sure the ceiling data projector is off. Use either the projector screen up/down buttons on the Extron MLC control panel (**Figure 2-1**) or the screen control up/down buttons located on the wall near the projection screen.

Figure 2-2

3) **Select the Source for Display**

On the control panel (**Figure 3-1**) press one of the six source selection buttons to send the desired source to the projector. *If the source doesn't show up right away, try switching to another source then back to the one you want.*
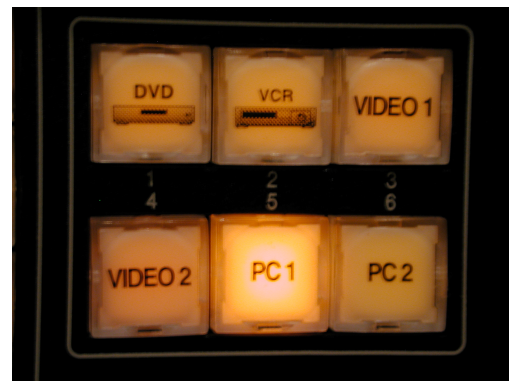

Figure 3-1

If the source selected is DVD or VCR, use the "DVD & VCR Control" (**Figure 3-4**) on the Extron MLC control panel to control the playback of the DVD or VCR.

Figure 3-4

INTERNET CONNECTION

If an internet connection is required, there are two options:
1. Wired – LAN connection
2. Wireless connection

Whichever connection is used, **make sure the other is disabled**.

- Wired – LAN Connection
- Make sure Ethernet cable from the computer is connected into the port labeled "Mobility" (**Figure 3-5**)
- Open Internet Explorer, select the PSU "Port Login" Site (https://clc.its.psu.edu/PortLogin.aspx)
- Log in using your PSU username/password
- Make sure to logout using PSU "Port Logout" Site (https://clc.its.psu.edu/PortLogout.aspx)

Figure 3-5

- Wireless Connection
- Open your Wireless Network Connection, connect to "pennstate"
- Open the VPN Client from the desktop
- Double-click "ITS Wireless at UP"
- Log in using your PSU username/password

PHONE CONNECTION

- Polycom conference-call machine available through Footprints or contact the RIIT Group via email: riit@smeal.psu.edu
- The RIIT Group A/V team will setup your phone connection for you based on your request
- This room's phone number is: (814) 863-5667

Long-Distance Calls
- Lift handset and listen for dial tone
- Enter the access code: 175 and wait for the special tone
- Enter your authorization code and immediately follow with the # sign
- Wait for dial tone
- Enter 8 (to dial outside of University Park)
- Enter all digits you would normally use when placing a call
- NOTE: Any calls placed using an authorization code will be billed against the budget associated with that code

http://tns.its.psu.edu/services/VOICE/authcode.html#sw

PROJECTION TROUBLESHOOTING TIPS

- <u>PC (laptop) image does not appear on the projector screen</u>: you need to send the signal from your laptop to the projector by holding the function (Fn) key and pressing the proper F# (**Figure 4-1**), depending on your laptop model. The following list may help:
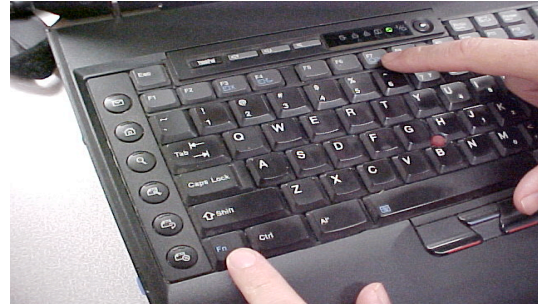

Figure 4-1

Manufacturer	Key
Acer	Fn + F5
Dell	Fn + F8
HP	Fn + F5
IBM ThinkPad	Fn + F7
Sony	Fn + F7
Toshiba	Fn + F5

After pressing the correct projection function, make sure you select the option that will show the presentation on projector **AND** laptop at the resolution **1024 x 768**.

In case that the image still doesn't project, check the VGA cable connection and connector for broken pins. Also, check to see that the source selected is correct (PC 1/PC 2 for laptop, VIDEO 1/VIDEO 2 for external media devices, and DVD/VCR for the internal media combo). If VGA cable is broken, or still cannot get image to project, please call the **RIIT Group** for immediate assistance at **(814) 865-0366**.

The '**Black Screen'** button on the control panel allows any source selected to be hidden from view of an audience on the projection screen. When the black screen option is selected, it will begin to flash RED; this is how you know it is ON**.**
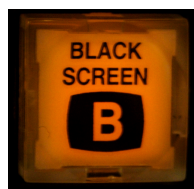
Black Screen button

Figure 4-2