A/V System User Guide

This conference room is equipped with an Extron touch panel, MacMini PC with wireless keyboard/mouse/clicker, HDMI and VGA connections (cables inside Credenza cabinet), 80" TV display and a conference phone, with a stationary furniture layout (fixed table with 12 seats).

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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)**

<u>Technical Assistance Information</u>

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

For support, the phone is located inside the labeled Credenza cabinet

INTRODUCTION TO AUDIO/VIDEO SYSTEM

The typical conference room presentation system consists of one 80" TV display, one touch panel connection box from which multimedia presentations are controlled and a presentation equipment rack. The presentation equipment is located inside the conference room Credenza cabinet and contains an Apple TV, Crestron Air Media and the Extron switcher. In addition, by the room table, the conference room also contains a table Dell Mini PC with wireless keyboard, mouse or clicker and the Extron touch panel with the build-in connection, enclosing audio and video inputs and power connections.
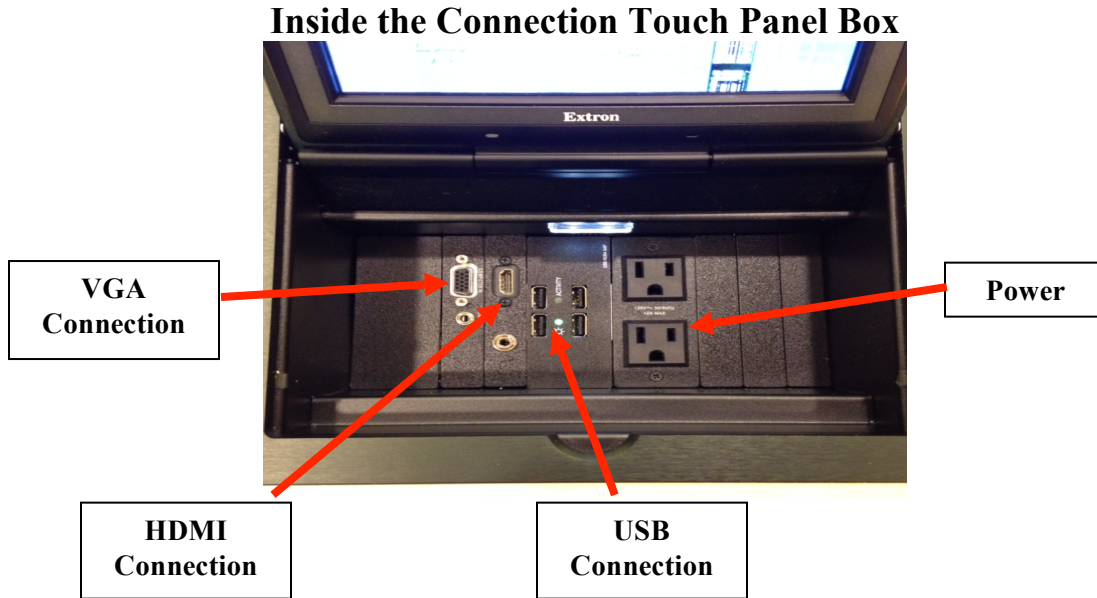
PRESENTATION SETUP

1) Connect External Devices

Before powering on the system, connect all external devices to be used, such as a laptop, media player, USB storage drive etc, to connection touch panel connection box - found on the table (labeled accordingly).
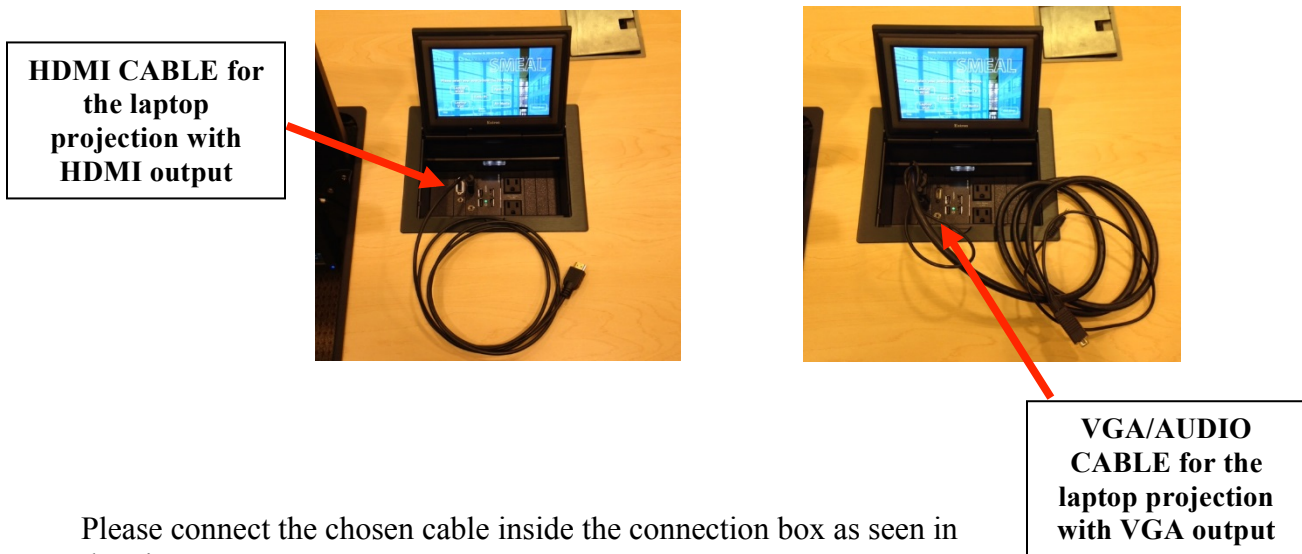
Extron Touch Panel connection box -closed-

Extron Touch Panel connection box -open -

Inside the Connection Touch Panel Box

VGA Connection

Power

HDMI Connection

USB Connection

You may use the cables provided inside the Credenza cabinet (see labeled door). The cables provided are:

HDMI CABLE for the laptop projection with HDMI output

VGA/AUDIO CABLE for the laptop projection with VGA output

Please connect the chosen cable inside the connection box as seen in the pictures.

- For the **USB storage drive,** please connect it inside the connection box in order for the table MacMini PC to recognize the external storage drive

2) Power ON the AV System and the TV Display

Pressing anywhere on the table Extron touch panel will set up the room for presentation. The following actions will automatically take place:

1. The TV Display will power on.

2. The table Extron touch panel will display all available sources for projection (**see below picture)**
3. By default, the system will automatically display the table MacMini PC on the 80" TV display

After these events occur, the system is ready for presentation.

3) Select the Source for Display

On the table Extron touch panel, select one of the five source selection buttons to project the desired source to the TV display. *If the source doesn't show up right away, try switching to another source then back to the one you want. Please allow few seconds for the switcher to detect the chosen source.*

Table PC – will display the room table PC; available only for users with PSU credentials
Laptop HDMI – will display the laptop with HDMI output via HDMI cable connectivity
Laptop VGA – will display the laptop with VGA output via VGA cable connectivity
Apple TV – will display the room Apple TV for users who choose to project wirelessly from their Apple device (IPad, IPhone etc) mirroring via Penn State Mirror app (instructions displayed on the screen when Apple TV source is selected; available only for users with PSU credentials)

Air Media – will display the room Crestron Air Media for users who choose to project wirelessly from their Windows or Mac laptop by connecting to the Crestron Air Media (instructions displayed on the screen when Air Media source is selected; available only for users with PSU credentials)

Please be advised: for wireless projection via Apple TV or Air Media, you need to be connected to the Penn State wireless network connection.
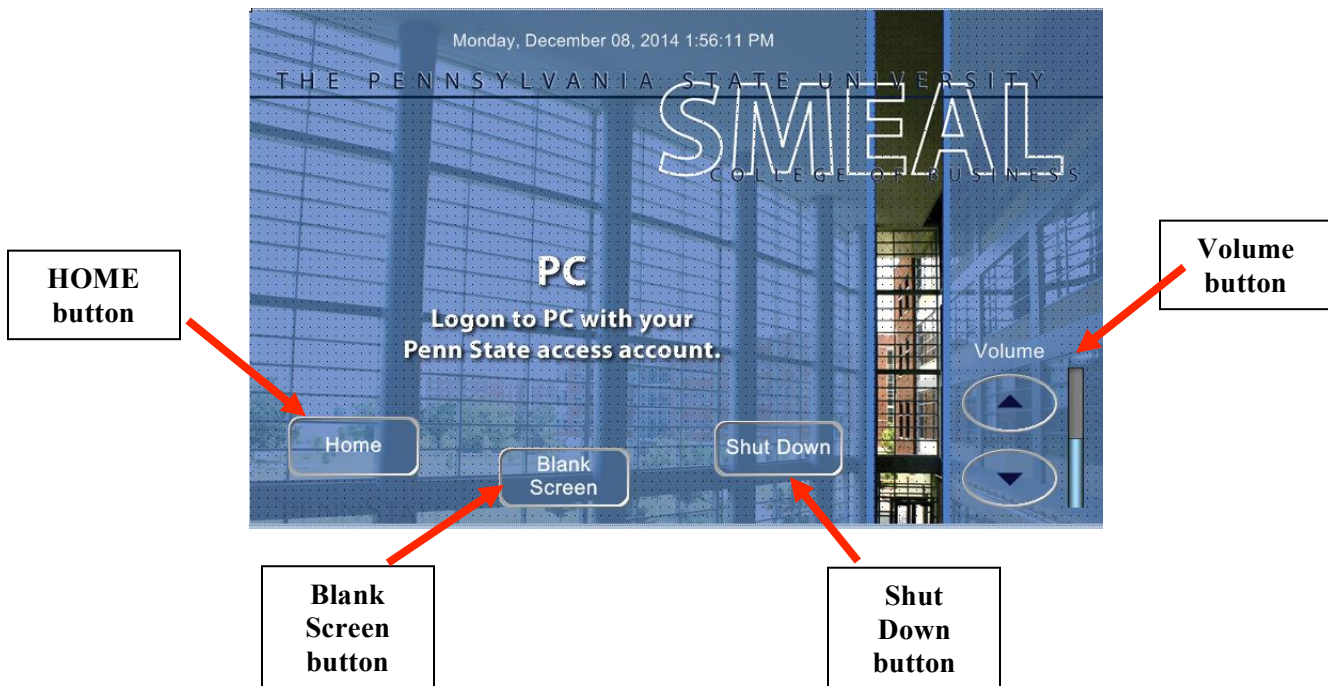
Each Source Page does have the **Volume**, **Blank Screen**, **Home** and **Shut Down** options – if are required – see below picture:

Volume – will allow you to adjust the room audio via the 80" TV display
Blank Screen – will allow you to blank the display for privacy reason
Home – will allow you to go back to the main page with all sources available
Shut Down – will allow you to turn off the system

INTERNET CONNECTION

If an internet connection is required, there are two wireless internet options:

1. **Penn State** Wireless Connection – available for users with PSU credentials
   - Open your Wireless Network Connection wizard and connect to "**PSU**" wireless
   - Log in using your PSU username/password

2. **AT&T** Wireless Connection – available for all guests/users with no PSU credentials
- Open your Wireless Network Connection wizard and connect to "**AT&T**" wireless
- Once connected, open any browser and accept the AT&T terms and conditions

PHONE CONNECTION

- ClearOne wireless conference-call machine is available inside the room
- If you need to move the phone, just disconnect the power cable and place the unit where desired; the room conference phone is wireless and it holds up to 8 hours of activity
- Please note for outside the campus phone calls, you will need your departmental authorization code for billing purposes
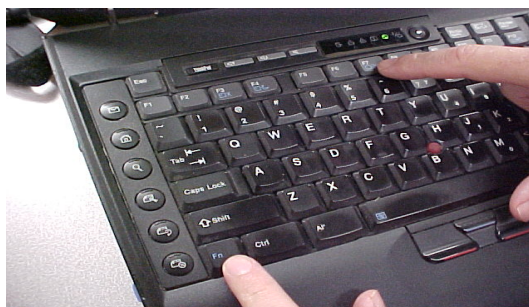- This room's phone number is: (814) 863-5745

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

- PC (laptop) image does not appear on the projector screen: you need to send the signal from your laptop to the projector by holding the function (Fn) key and pressing the proper F# key, depending on your laptop model; this usually happens when you are trying to project your laptop via VGA cable

- The following list may help:

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

In case that the image still doesn't project, check the HDMI and VGA cable connections and connectors for broken pins. If VGA or HDMI cable is broken, or still cannot get image to project, please call the **RIIT Group** for immediate assistance at **(814) 865-0366**.