Centralized system controls
You can control most system elements from the lectern with the Touch Screen panel, which displays arrays of virtual control buttons. The Touch Screen is mounted flush in the top surface of the lectern.

You can do the following with the Touch Screen:
• Present images and sound from any one of six video and data sources.
• Switch at will between sources.
• Control the operation of several source devices.
• Adjust audio levels for program material, the lectern microphone
• Set the room lighting.

System components
System components other than the projector and the Smartboard are mounted in the lectern and in an equipment rack in the closet.

Data sources

The fast, high-capacity PC is connected to the University LAN and to the Internet. The processor is mounted in the lectern; the monitor is mounted on top of the lectern; and the keyboard and mouse are in a tray below the monitor.

A laptop computer, if provided by the lecturer, can be connected to the system through a VGA cable mounted on the top of the lectern.

The Smartboard (near the lectern) is a digitizing whiteboard. Anything that you note on it can be displayed on the projection screen, saved, and referenced later.
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Components and Locations

Video sources

The document camera provides images of transparencies, papers, books, and small three-dimensional objects. It is located on the right side of the lectern.

The 35mm-slide-to-video converter mounted in the equipment rack uses standard 80-slide Carousel trays.

The S-VHS deck in the equipment rack plays both high-quality S-VHS tapes and regular VHS tapes.

The DVD player in the equipment rack plays DVD video, DVD sound, and CD sound discs.

Audio sources

A gooseneck microphone is mounted on the lectern.

Ceiling speakers for program sound—audio associated with computer, VHS, and DVD sources—are mounted on the wall on each side of the projection screen.

The display environment

The LCD video projector is permanently attached to the ceiling and is controlled with the Touch Screen controller.

The Plasma flat screen is permanently attached to the wall and is controlled with the Touch Screen controller.

Room lighting is controlled with the Touch Screen controller.
The Touch Screen Controller

The Touch Screen controller displays virtual buttons that emulate the action of electromechanical switches. Some buttons open control menus; other buttons directly control system devices. To activate a function, press its button firmly.

The Touch Screen Main page
The buttons and menus on the Touch Screen Main page control the AV system. The buttons and menus are displayed on the Source Select menu; the menus can change as a response to selections made in other menus. For example, when you press the Control button the Touch Screen displays the Control menu, and when you press VCR Player in the Main menu, the Touch Screen displays controls for the VCR (and the projector displays the video from the VCR).

The buttons and menus do the following:

- **System Power** turns off the entire AV system.

- **Welcome Screen** displays the Welcome page. It does not turn any device on or off, nor does it select or deselect any source.

- **Source Select Menu** displays a menu of six program sources: Lectern PC, Lectern Laptop, Document Camera, (35mm) Slide-to-Video, VCR, and DVD/CD.

- **Volume** buttons adjust the sound levels of the separate program and microphone systems.

- **Control** opens a control menu for controlling the devices in the AV system.
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• **Screen** buttons lower and raise the projection screen.

The Touch Screen Controller

• **The Lighting** menu controls the room lights.
Controlling the System

Other Touch Screen pages

The Welcome page
The Welcome page is a cover page and main menu for the Touch Screen controls. Touch any part of the Welcome page and the Touch Screen will display the Main page, which contains the AV controls.

Note: You can return to the Welcome page at any time. On the Main page, press Welcome Screen

Activate the Touch Screen
You may need to activate the Touch Screen display. A screen-saver function turns off the display—the screen goes blank—after a predetermined interval of inactivity, without turning off power to the Touch Screen.

To activate the Touch Screen display after the screen has gone blank, touch the screen anywhere. The Touch Screen will then display the Welcome page.
Controlling the System

The System Power menu. Turn power on and off to all of the AV system.

Turn on (off) the AV system
Use the Touch Screen controller to turn the system power on. The Touch Screen is powered all the time, even when all the other components are switched off.

To turn on the AV system,
1. Press System Power on the Main page.
The System Power menu. Turn power on and off to part or all of the AV system.

To turn off the AV system, press System Shutdown in the System Power menu. The system will cut power to all components except the Surge X power surge suppressor and the Touch Screen. The projector will enter its cool-down mode and you will not be able to restart it for five minutes.
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To turn on (off) the projector by itself,
1. Press the Projector On (Off) button in the Projector Controls menu.

After you turn the power on, the projection screen will appear blank for a minute so until the projector lamp warms up. The button label turns from blue to red to indicate that the projector power is on.

When you turn the power off, the projector enters a five-minute cool-down period during which you cannot turn the power back on.

Note: Leave the projector power on until the presentation is over. It is better to let the projector run without use for short periods than it is to turn it on and off frequently, which shortens lamp life.
To turn off the projection display temporarily without turning off the projector power, press the Mute Projection Display button on the Source Selection menu. When the Mute Projection Display button label is red, the picture mute is engaged and the projector will not display an image even though the power is on and a source is connected to the projector.
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Turn on (off) the computer power
Turn on the computer power in the usual way by pressing the button on the front of the CPU box.

Prepare and display source material

Set up the Lectern Computer or Laptop Computer

Load your computer files into the lectern computer from a disk or the LAN. Make sure that the computer has the applications that it needs to display your files. Connect a laptop to the lectern’s computer interface. (See the Quick Guide, Connecting a Laptop.)

Note: The operation of computers and software is beyond the scope of the AV System Quick Guides.

To display output from the lectern computer (or the laptop),
1. Open the application and display the first screen on the lectern monitor.
2. Press Computer on the Source Select page. The system will display the computer’s output (graphics and sound) on the projection screen and plasma.
3. Control the presentation using the application’s normal command menus and keys.

The Smartboard software is always available on the lectern computer. When it is running, you can make notes on the Smartboard, display them on the projection screen, save them, and reference them later. The output of any PC application—text, pictures, sound, and digital video—can be displayed to the class on the projection screen.
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Set up the Document Camera

To display an image from the document camera,
1. Set up the document camera.
2. Press Document Cam on the Source Select page. The system will display the camera’s output on the projection screen and the plasma screen.
   
   *There are no virtual buttons for controlling the document camera. Refer to the manufacturer’s user guide for a full description of document-camera control options.*

Set up the 35mm-Slide-to-Video Converter

Load your slides, oriented for front projection, in Carousel 80-slide trays. Do not use 140-slide trays—they will damage the mechanism.

To display 35mm slides,
1. Attach a slide tray to the converter.
2. Press Slide to Video on the Source Select Page. The system will display the first slide in the tray on the projection screen and plasma; the Touch Screen will display the Slide Control menu.
3. Use the Fwd and Rev buttons in the Slide Control menu to step one slide at a time through the slides in the tray.
Set up the VCR

To display video from the VCR,
1. Insert a VHS or S-VHS cassette in the VCR deck.
2. Press VCR on the Source Select page. The system will display the VCR’s output on the projection screen and the plasma, the VCR control menu within the Source Select menu.
3. Use the buttons on the VCR control menu to control the operation of the VCR deck.
4. When you select Play, the projector will display the VCR’s output on the projection screen.
**Set up the DVD Player**

To display video or audio from the DVD player, follow the similar VCR procedure, given above.

*Note: If you bypass the Touch Screen controls* by operating the VCR deck or the DVD player directly with their own front panel controls, the Touch Screen may not display the actual status of the VCR deck or DVD player. For example, the Pause button in the VCR control menu may show that the VCR pause function is engaged even though the deck was manually set to Play and the tape is moving. To synchronize the Touch Screen and the VCR or DVD player, press any unengaged button in the player’s control panel.
Set the audio volume
Use the buttons in the Volume menu to set the audio levels for the program and voice audio systems. The Volume menu is at the lower middle of the Source Select page. The bars on each side of the button column show the volume relative to the minimum and maximum possible levels. The blue bar shows the program audio level, and speech audio level.

Set the room illumination
To control the room’s illumination, use the Lighting menu on the Source Select page. The lights are set to preset conditions (i.e. preset 1 - 4). As the buttons are pressed the illumination of the room changes. Note: It may take a few seconds for the lighting units to shift from one setting to another.
The Up and Down arrows allows the user to manual control the dimming of the lights.
The Touch Screen Control page
The buttons and menus on the Touch Screen Control page provides another option to control the AV system along with some added features. The buttons and menus are displayed on the Control menu; operates some of the same features from the source select page. For example, when you press the Control button the Touch Screen displays the Control menu, the operations for the projector, slide, and volume control are the same as describe above.

The buttons and menus on the Touch Screen Control page provides another option to control the AV system along with some added features. Located in the right menu column are controls to turn the plasma on and off. Also, you will find controls to lower and raise the drapes. **Note: To return to the Source Select page, press the Back to Source Select Page located in the corner of the screen.**