



Oval Multipurpose Room

Operations Manual

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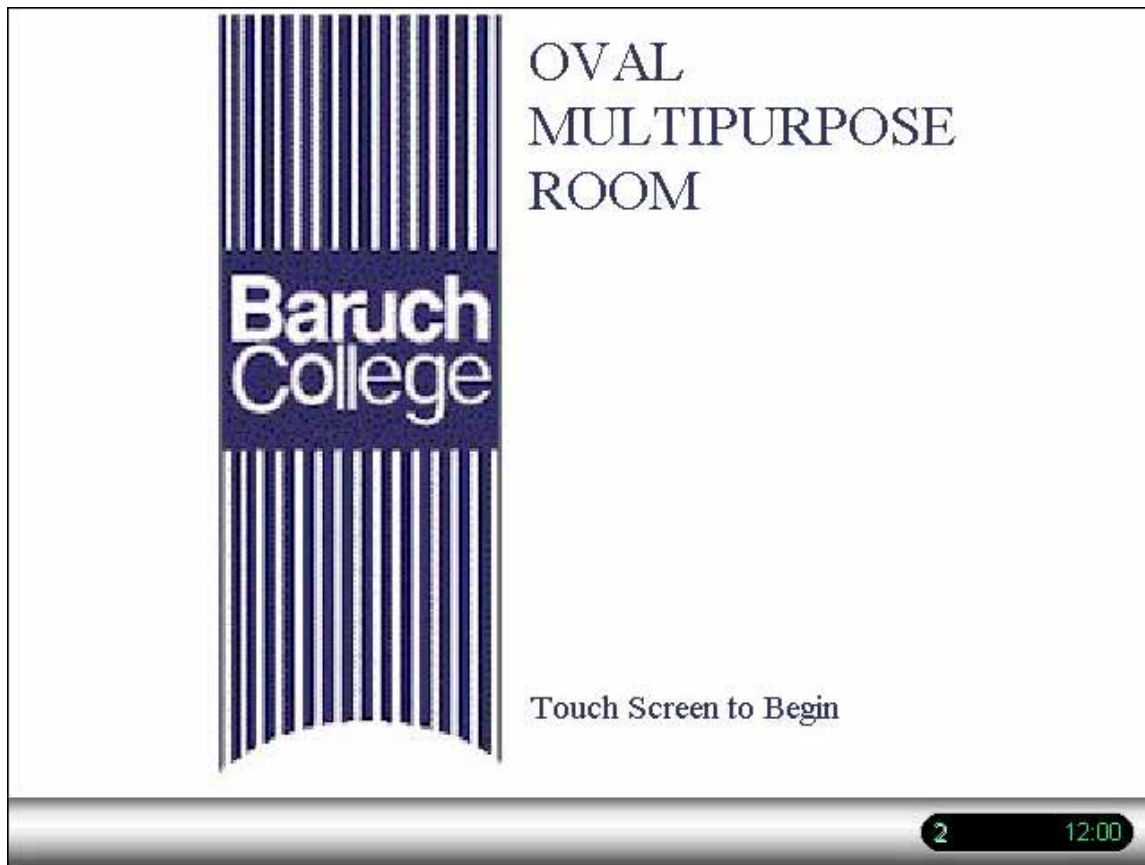
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Congratulations

Congratulations and thank you for purchasing your audiovisual system for Baruch College from Ace Audiovisual, Inc. Integrated Systems Group. With proper use and preventive maintenance of the system, it should give you years of trouble-free service.

For optimum performance of your system, it is strongly suggested to contact our Service Department to schedule a preventative maintenance visit one week prior to a scheduled meeting. Please refer to our System Information Sheet in this manual on how to request service.

Welcome



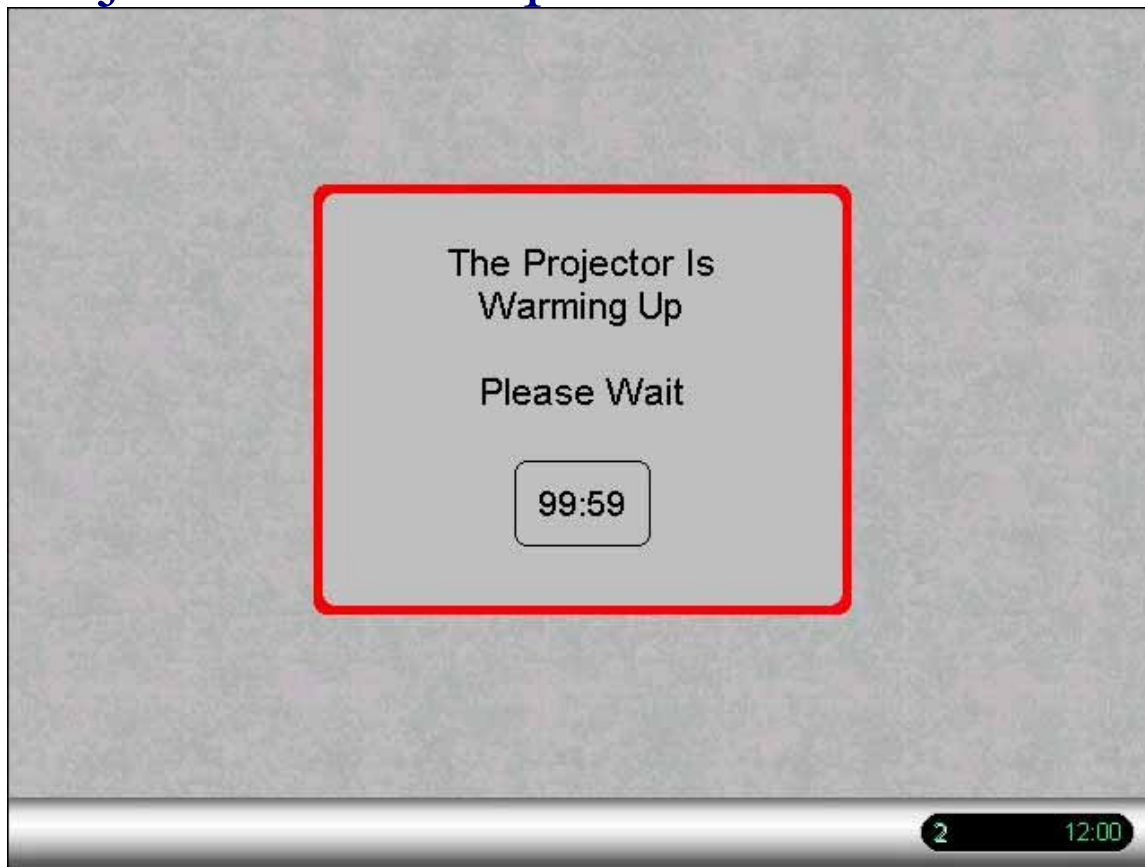
Turning On the System:

- Once you have entered the room, the screen may be inactive with no image. Touch an area of the screen to activate the touch panel.
- To turn on the system, simply touch the screen.

The Navigation Bar:

- When you turn on the system, this bar will display buttons to allow you to access the various functions of the system. Press the button that corresponds to the desired function, and the system will change modes. Each function is explained later in the manual.

Projector Warm-Up



This screen will inform you that the Projector is warming up prior to use.

Presentation



To Begin a Presentation:

- When you initially turn on the system you will be in Presentation Mode, or press **Main** on the Navigation Bar to enter Presentation Mode.
- Press one of the buttons on the Source Bar to select this source for your Presentation. The controls or additional selections for this source will appear on the touch panel, and the video signal will come up on your presentation display.

To Adjust the Volume:

- To adjust the volume of your presentation, use the Program Volume controls.
- Press ▲ to raise or ▼ to lower the volume.
- Press the **Mute** button to suspend the sound. To turn the sound back on press the **Mute** button again.

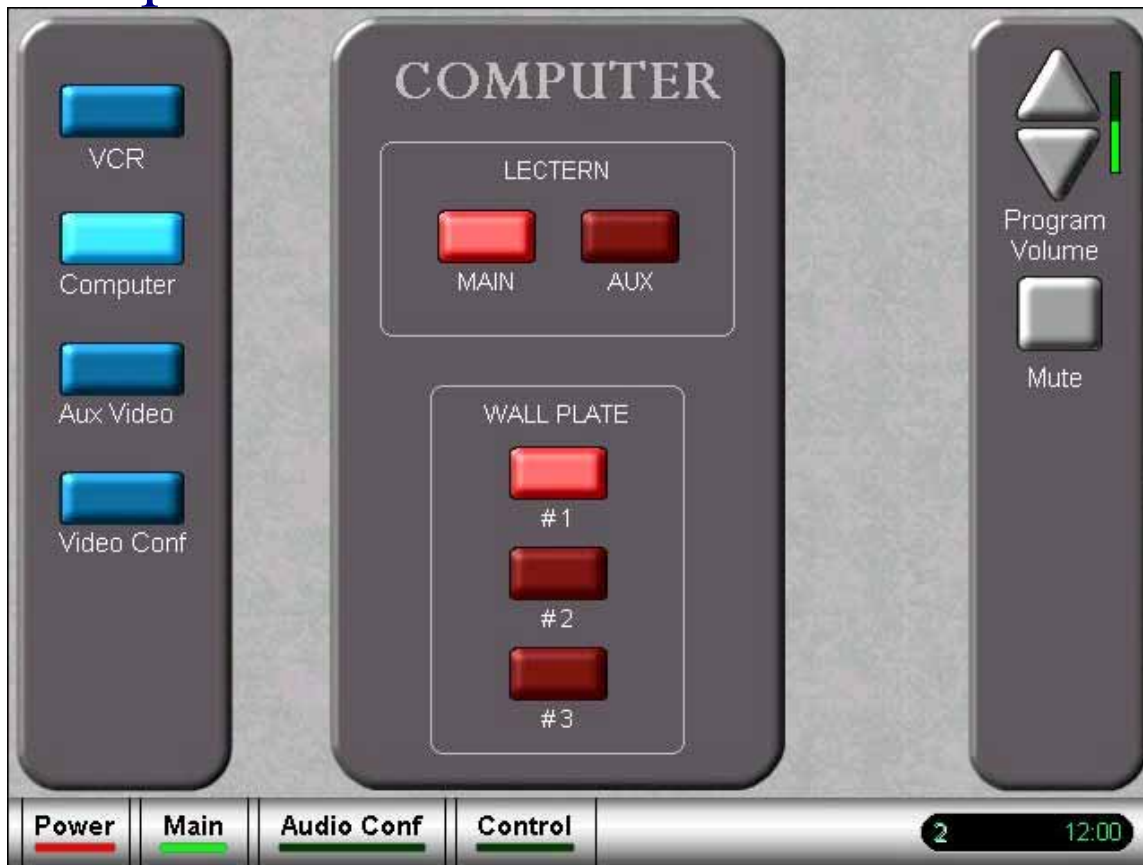
VCR



To Control the VCR:

- Insert videotape into the VCR.
- Press the **VCR** button on the Source Bar.
- To play the videotape, press the ► button.
- To stop the videotape, press the ■ button.
- To pause the videotape, press the || button.
- To rewind the videotape, press the ◀◀ button.
- To fast-forward the videotape, press the ▶▶ button.

Computer



To Select a Computer Input:

- If you're using a portable computer, connect your computer to one of the computer inputs provided.
- Press the **Computer** button on the Source Bar.
- Select the button that corresponds to the location of the computer input that you are using.

Aux Video



To Select an Aux Video Input:

- Connect your video source to one of the auxiliary video inputs provided.
- Press the **Aux Video** button on the Source Bar
- Select the button that corresponds to the location of the aux video input that you are using.

Video Conference



To Control the Video Conference:

- Press the **Video Conf** button on the Source Bar.
- To adjust the volume of your presentation, use the Receive and Send Volume controls.
- Press ▲ to raise or ▼ to lower the volume.
- Press the **Mute** button to suspend the sound. To turn the sound back on press the **Mute** button again.

Audio Conference



Audio Conference Controls:

- To place or receive an audio conference call, press **Audio Conf** on the Navigation Bar. The system will switch to Conference Mode and the audio conference controls will appear.
- Use the keypad to enter a phone number and it will appear in the numeric display. To replace an incorrect digit, press the **BACK** button and the last digit you touched will be removed. Press the **CLEAR** button to remove the number completely and start over.
- Press the **DIAL** button to have the call placed.
- If there is an incoming call, press the **CONNECT** button to answer it.
- Press the **FLASH** button to momentarily hang-up, such as is used call waiting.
- Press the **HANG-UP** button when the call is completed.

Controlling Conference Volume:

- Use the Conference Volume controls to adjust the listening level.
- Press **Mute** to temporarily mute the party on the other end of the line. They will still be able to hear you.
- Press **Privacy** to temporarily mute your mics, so that the other party can't hear you.

Audio Conference – continued

To Store a Frequently Dialed Number:

- Enter the desired number on the keypad.
- Press the **STORE** button.
- While the **STORE** button is illuminated, press the desired preset button.
- Once a preset has been stored, you can dial that party by simply pressing the preset button and then pressing **DIAL**.

Control Panel



To Access the Control Panel:

- The Control Panel allows you to manually adjust room and AV equipment settings.
- Press the **Control** button on the Navigation Bar and the room controls will be displayed.
- When you're finished, select another function on the Navigation Bar.

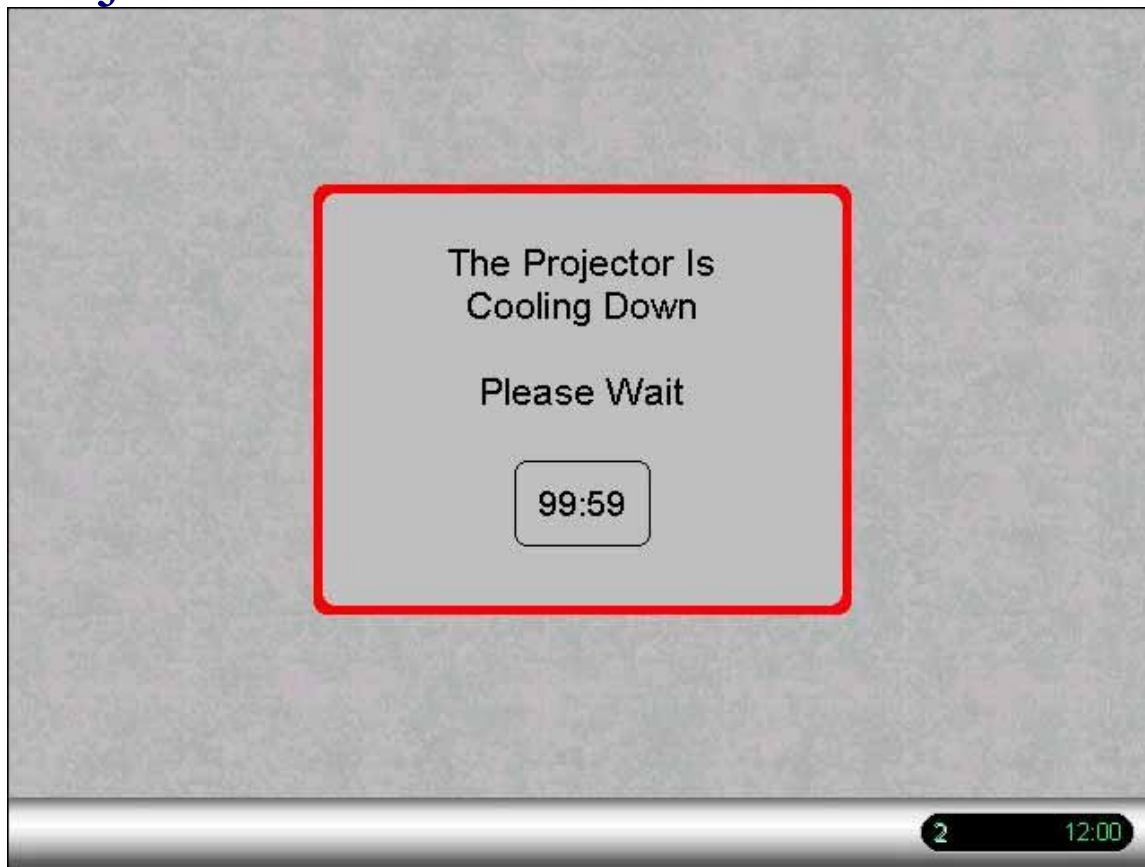
Power Off



To Turn Off the AV System:

- Press the **Power** button on the Navigation Bar
- You will be prompted to confirm that you want to turn the power off.
- Press **YES** to turn the power off.
- Press **CANCEL** to return to the system.

Projector Cool-Down



This screen will inform you that the Projector is cooling down and can't be turned back on at this time.