



Executive Education

Operations Manual

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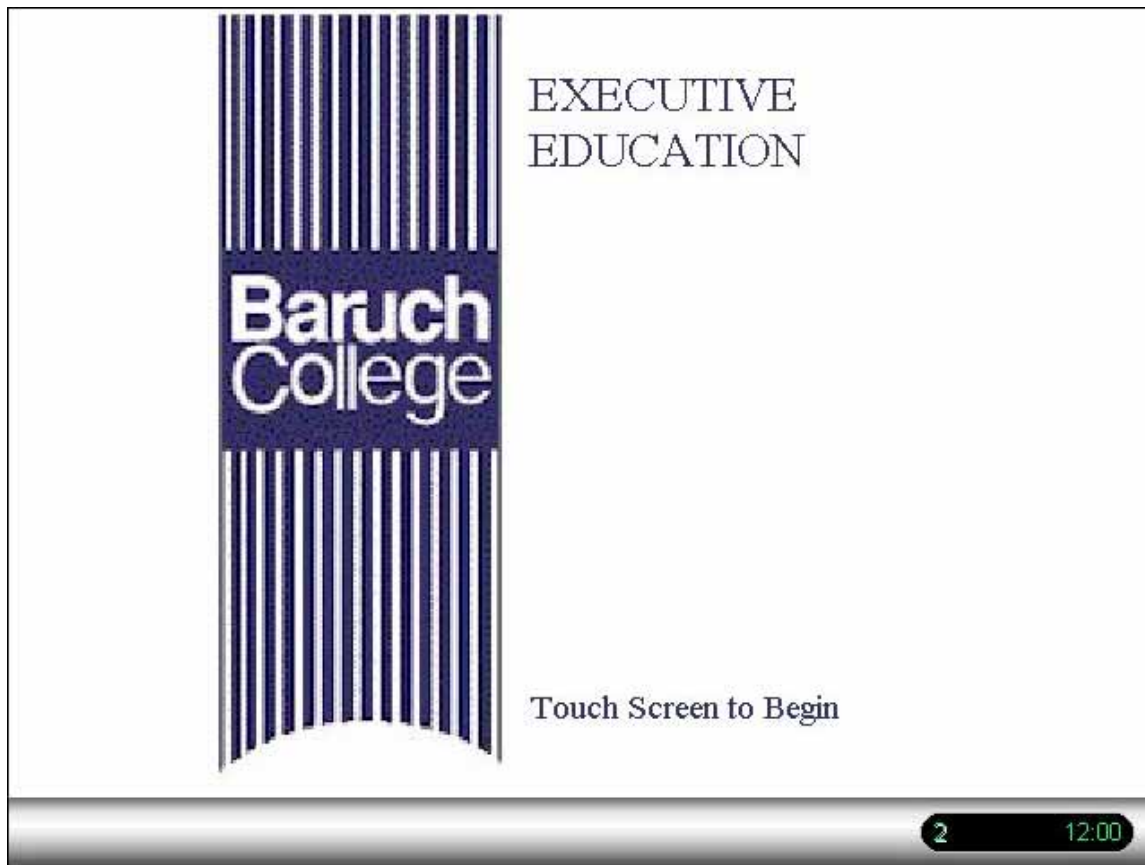
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Congratulations

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

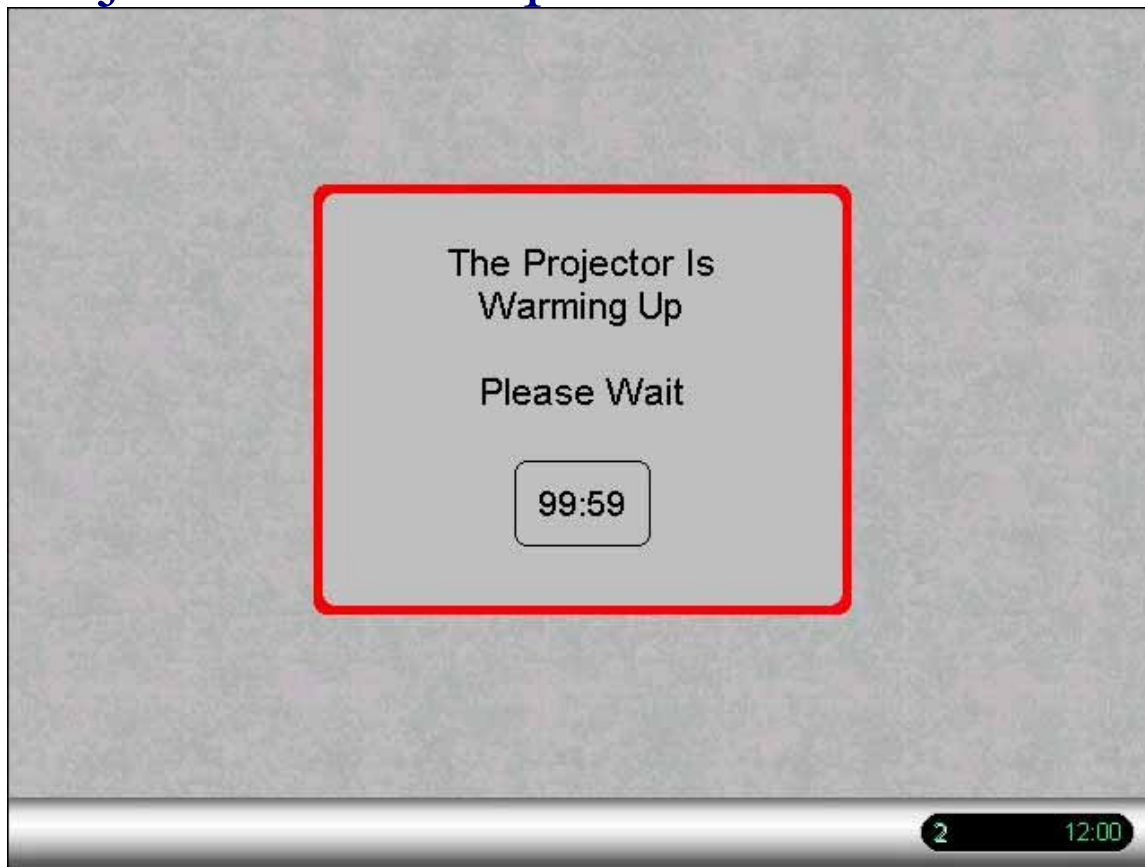
**Turning On the System:**

- 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.
- To search in reverse, press the ◀| button.
- To search forward, press the |▶ button.

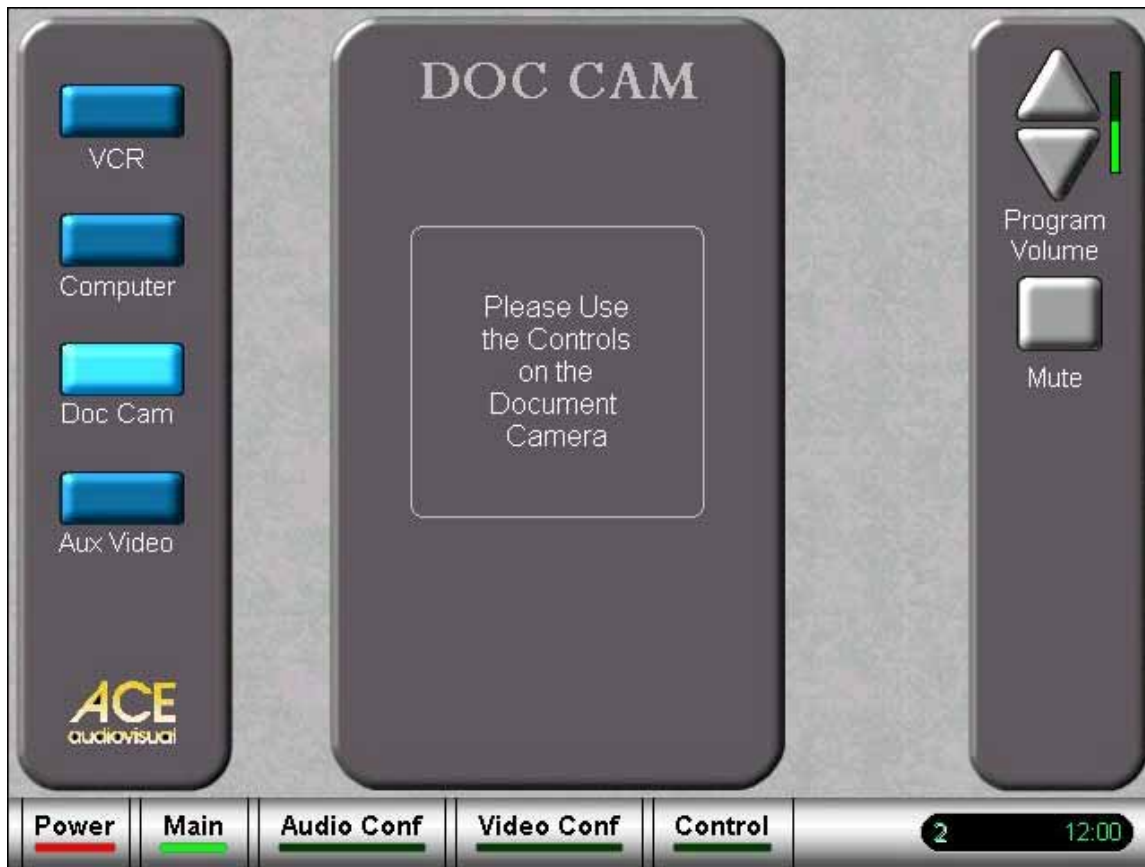
Computer



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.

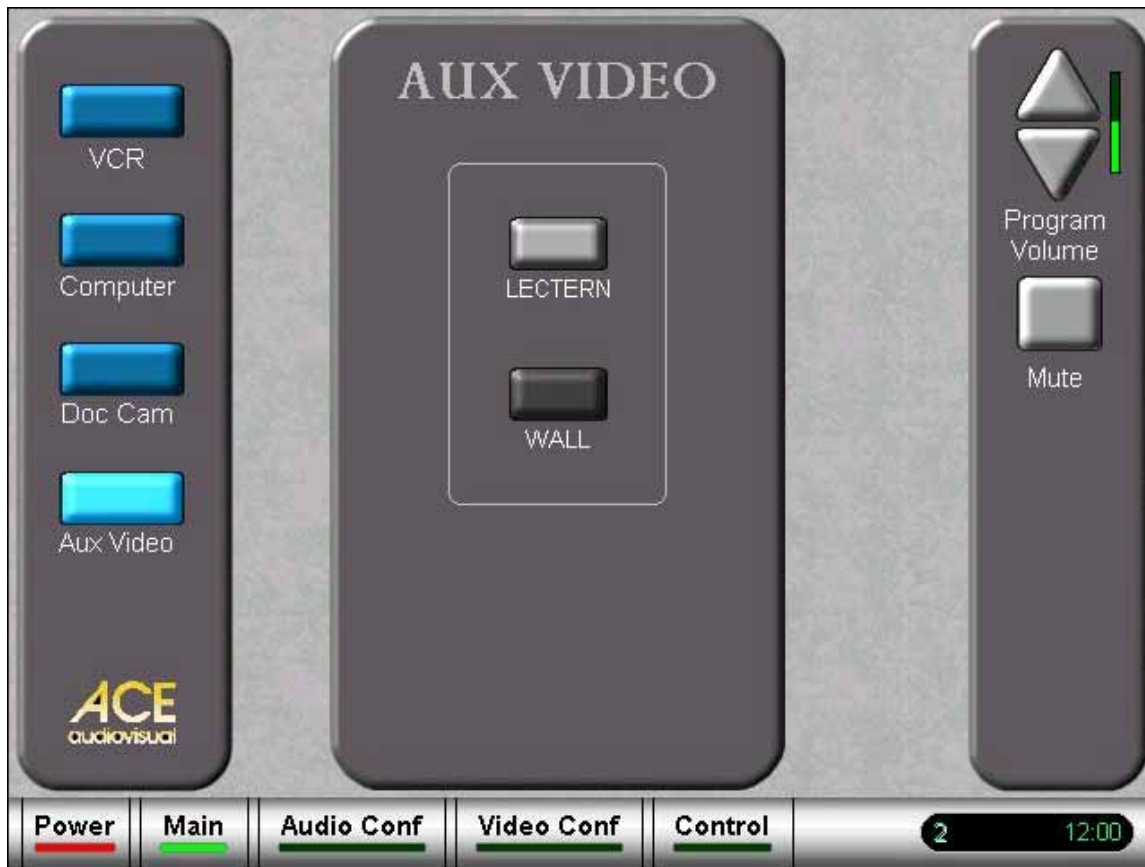
Doc Cam



To Control the Doc Cam:

- Press the **Doc Cam** button on the Source Bar.
- Please use the controls on the Document Camera.

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.

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**.

Conference Controls



Video Conference Controls:

- To use your Video Conference Equipment, press **Video Conf** on the Navigation Bar. The system will enter Conference Mode and the video conference controls will appear.

View Control:

- Press **FAR END** to view the video from the other party in your conference.
- Press **SELF** to view the video that you are currently sending to the other party.
- Press **PREVIEW** to view the selected source before sending it.

Volume Control:

- The **Program Volume** controls are used when you are sending a source with audio, such as a VCR presentation. These controls adjust the volume of that source in your room.
- The **Conference Volume** controls adjust the volume of the party at the other end of the line (including any presentation source they may be sending to you).
- The **PRIVACY** button temporarily mutes your mics so that the other party can't hear you.

Cameras



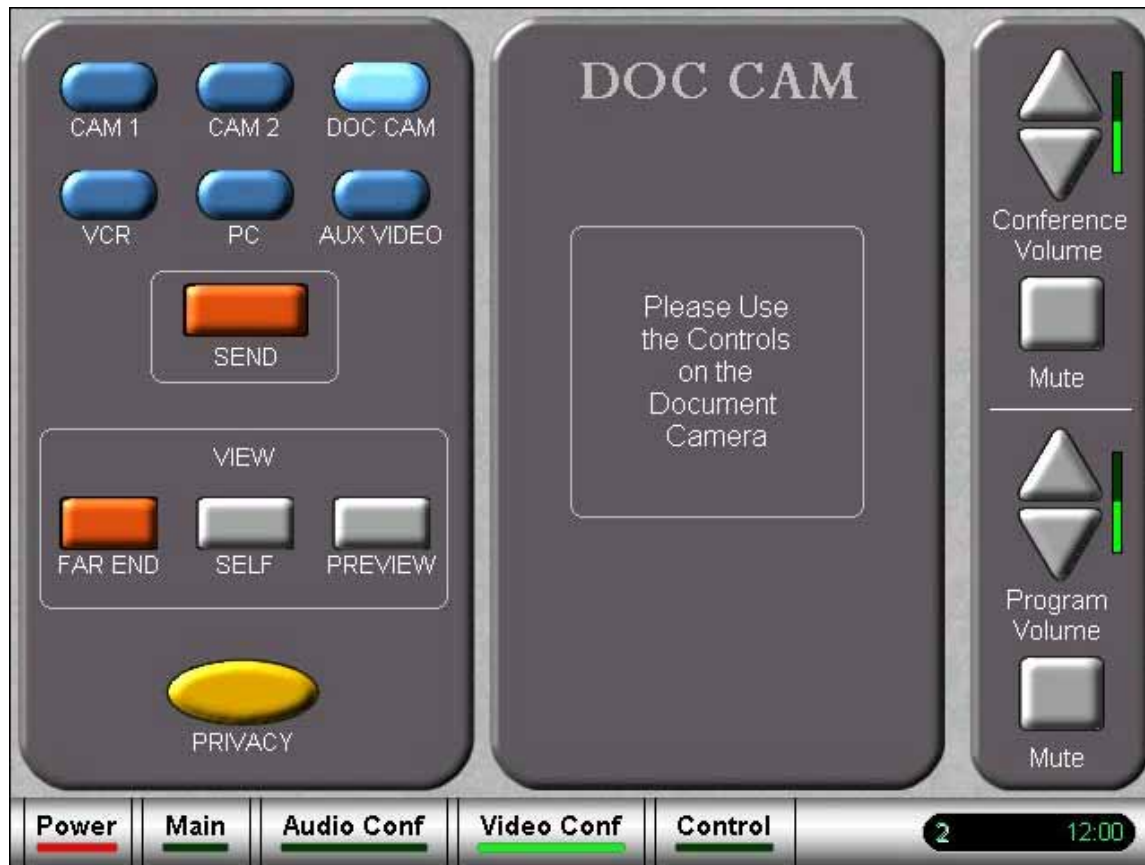
To Send a Camera Image:

- Select the desired camera, and the camera controls will appear on the touch panel.
- To view the camera before sending it, select **PREVIEW** mode.
- Use the arrow keys to aim the camera where you want it.
- Use the zoom buttons to zoom in or out.
- Each camera has its own presets available so that you can store frequently used shots. To store a preset, first aim and zoom the camera as desired. Then press **STORE** and desired preset button (while the STORE button is illuminated). To recall that camera shot in the future, simply press the preset button.
- Finally, press the **SEND** button to transmit the camera video to the other party.

Far End Camera Control:

- This feature will only work if the other party has enabled far end control of their camera.
- Press the **Far End Camera** button on your touch panel.
- Use the controls and presets just as you would for your local camera. They will control the other party's camera.

Cameras — continued



Document Camera:

- Use the controls on the Document Camera to prepare the image.
- To view the image before sending it, select **PREVIEW** mode.
- Finally, press the **SEND** button to transmit the camera video to the other party.

VCR



To Send a VCR Image:

- Press the **VCR** button.
- To view the videotape before sending it, select **PREVIEW** mode.
- Control the VCR as in Presentation Mode.
- Finally, press the **SEND** button to transmit the VCR signal to the other party.
- Use the Program Volume controls to adjust the volume of the VCR in your room.

PC



To Send a Computer Image:

- Press the **PC** button.
- To view the computer before sending it, select **PREVIEW** mode.
- Select the button that corresponds to the location of the computer input you are using.
- Finally, press the **SEND** button to transmit the computer signal to the other party.
- Use the Program Volume controls to adjust the volume of the computer in your room.

Aux Video



To Send an Aux Video Image:

- Press the **Aux Video** button.
- To view the aux video before sending it, select **PREVIEW** mode.
- Select the button that corresponds to the location of the aux video input you are using.
- Finally, press the **SEND** button to transmit the aux video signal to the other party.
- Use the Program Volume controls to adjust the volume of the aux video in your room.

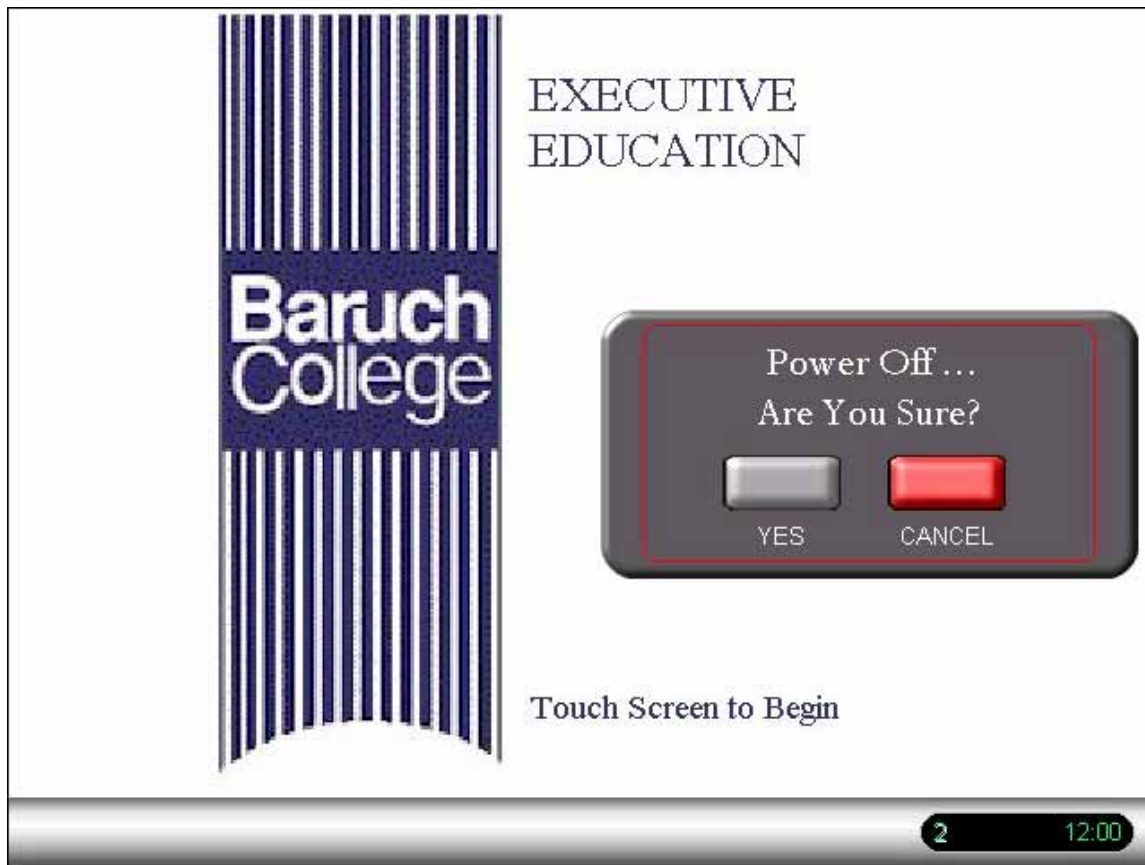
Control Panel



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.

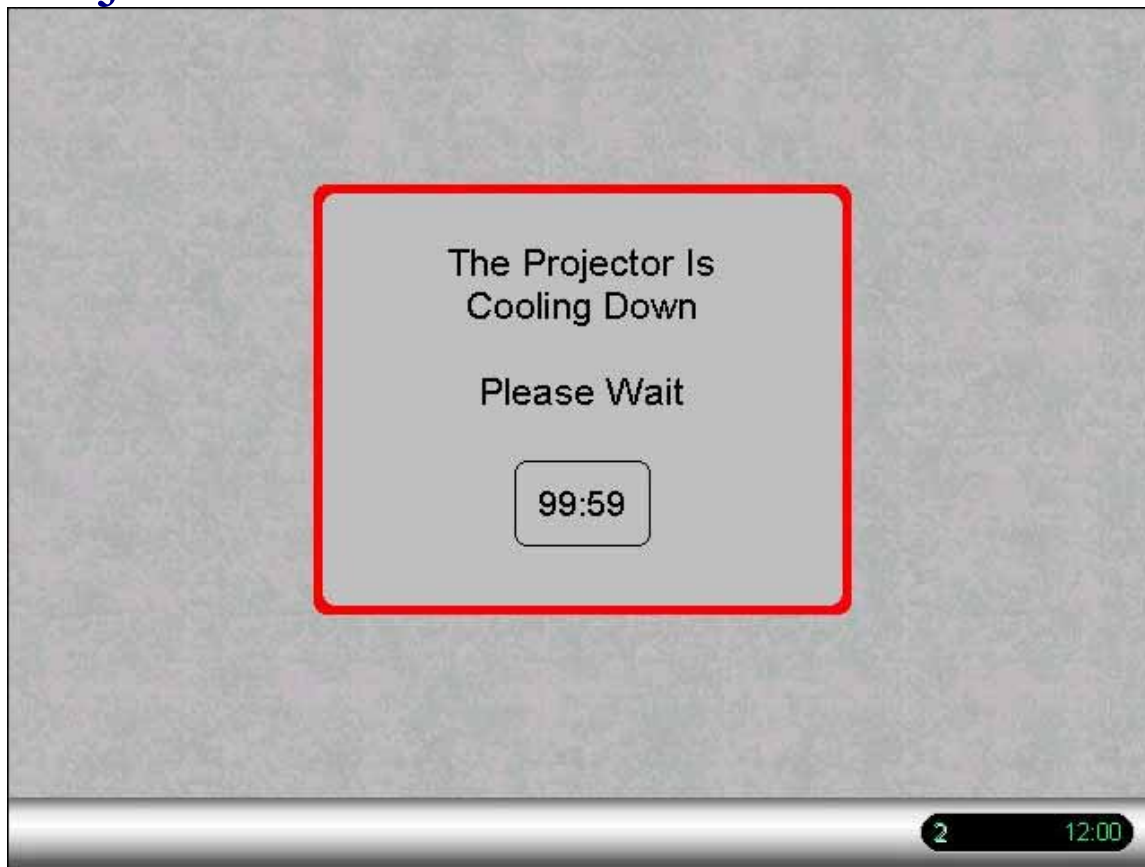
Power Off



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.