



### This document applies to:

Hewitt	301	PCAC	A218
Horton	210	Pettee	G10, 114
MUB	TH1, TH2	Spaulding	120
Parsons	NB22		

### Installed AV Equipment:

- Blu-Ray player
- Control system with touch panel
- Ethernet connection with cable
- HDMI, RCA & VGA device connections
- Mac & Windows computers
- Sound system w/ Microphone
- Video/Data projector

## AV System Operation

Locate the touch panel in the classroom. It will be located in the front of the room or mounted on the wall near the teaching location. The touch panel casing may be black or white colored.

Touch the **START** button on the touch panel to begin using the AV system. You may need to press the panel twice if the panel is in sleep mode (blank screen)



You will now see the **Main Page**. This is where you select the source you want to view by pressing the corresponding button. Sources available in this room are: **Installed PC, Installed Mac, Blu-Ray, VGA, HDMI and RCA.**



- Source with a **GRAY** background = No video signal detected
- Source with a **WHITE** background = Video signal detected, can be selected and projected
- Source with a **GREEN** background = Currently projecting source

If the Installed PC or Installed Mac buttons have a gray background, the computers are probably asleep. After selecting PC or Mac, press a key on the keyboard to wake up the machine. If this does not activate the computer, they may need to be powered on using the labeled Power buttons.



## AV System Operation

Depending on your source selection, you may see the **Mode Selection** and/or the **Audience Selection** pages.

On the Mode Selection page, choose **Just Audio** if you do not need to project video, and **Audiovisual** if you require audio and video projection.

On the Audience Selection page, you can choose to use only the podium monitor (**Instructor**), or use the podium monitor and video/data projector (**Everyone**).

If you chose to use the video/data projector, the touch panel will display the Projector Warming Up page. Your image will begin to project after about 60 seconds.

If you see this “No signal detected” page, it means that the system is not detecting active video signal from the selected source. Make sure the source device is turned on, awake and securely connected on both ends of the cable (if Applicable).

Still seeing this page? Visit the next section of this document for tips for connecting your device.





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## Using your device with the AV system

If you are using a device that does not have VGA or HDMI output, you will need to bring your display adapter. The type of adapter you will need is determined by your device and the type of cable you wish to connect with.

### Supported connection types:



**VGA**



**HDMI**

Common adapter types include Apple Thunderbolt to VGA or HDMI and DisplayPort to VGA or HDMI. Contact the UNH Computer Store (603-862-1328) with information about your device and they will help you find the adapter you need to connect to a classroom AV system.

**To begin:** Connect your device to the supplied VGA or HDMI cable. After ensuring a solid connection with the cable and/or adapter, wake up or turn on your device. Select **VGA** or **HDMI** as the input source on the Main page on the touch panel.

If projector does not turn on, or the video signal is not detected by the system (GRAY source background on touch panel), make sure your laptop is sending out a video signal within your display settings.

### To check your display settings:



**Mac Laptops:** System Preferences > Displays > Arrangement. Enable **Mirror Displays**. Set screen resolution to 1280x800 (or 1280x768)

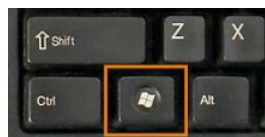


**Windows Laptops:** Press and hold the WINDOWS key and tap the P key. Select DUPLICATE. Within Control Panel, set screen resolution to 1280x800

For older versions of Windows, press the "Fn" key along with either the key labeled CRT/LCD or this icon:



Windows Key location:



If none of the above solutions are successful in projecting your device, disconnect the cable or adapter from your device, reconnect after 5 seconds, ensure a solid connection. Re-select source on the touch panel if necessary. Still not working? Restart the device and reconnect to the system.



## Using the Controls page

At any time you can touch the **CONTROLS** button.  
This will bring you to the CONTROLS Menu.

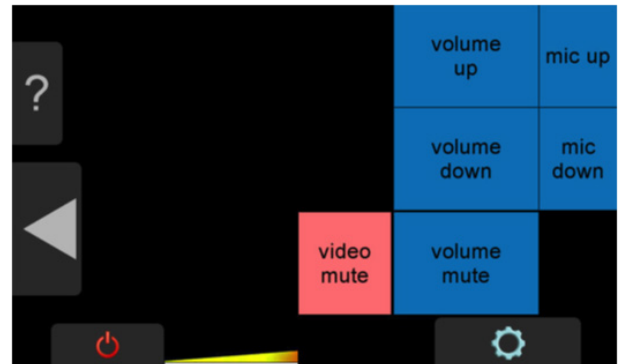


There are two horizontal status bars on the bottom of the touch panel. The colored (yellow to red) bar will show the volume output of the system. The white bar will show microphone volume output (if equipped).



To change the volume of sources, use the blue buttons labeled **VOLUME UP**, **VOLUME DOWN**, and **VOLUME MUTE**.

You can also mute the display of the video/data projector by pressing the red **VIDEO MUTE** button. The projector will power off if muted for longer than 10 minutes.



If this classroom is equipped with a wireless microphone, change the volume of the microphone using the blue buttons labeled **MIC UP** and **MIC DOWN**.

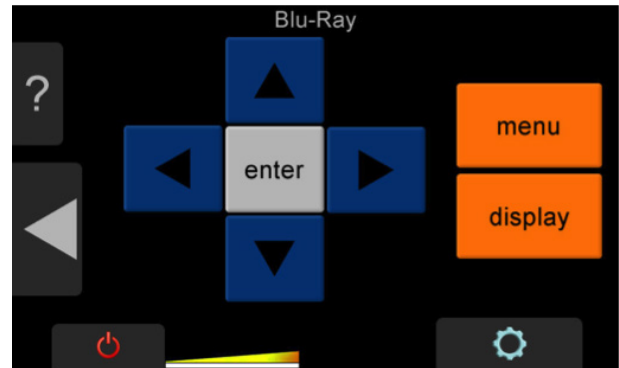
To use the microphone, simply remove it from the charging cradle and clip on your lapel. For best results, place the microphone as close as you can to your mouth, without being directly in the wind stream.

Press the **LEFT ARROW** button at any time to go back to the Main Page.



## Using the Blu-Ray Player

After selecting Blu-Ray as your source on the Main Page, the Blu-Ray controls page will appear.



From the Blu-Ray controls page, you can press the **More Controls** button for additional control of Blu-Ray player functionality.

Press the **LEFT ARROW** once to go back to the Blu-Ray menu, or twice to return to the Main Page.

## Shutting down the AV system

When you are ready to shut down the audiovisual system, press the **SHUTDOWN** button on the Main Page.



The Shutdown page will appear. To shut down the audiovisual system, press the blue **SHUTDOWN AV SYSTEM** button.

To cancel shutdown, press the **LEFT ARROW** button to return to the Main Page.

After confirming system shutdown, the touch panel will display the Projector Cooling Down page and the projector will cool down and turn off within 60 seconds.

