# A/V INSTRUCTIONS – VAN METRE HALL ROOM 111 and 113

1. **START AUDIOVISUAL EQUIPMENT IMMEDIATELY UPON ENTERING ROOM**
   a. Tap gray screen of Crestron control panel on table top
   b. Tap "Touch Anywhere to Begin"

2. **LOG INTO COMPUTER (PC)** (don't delay – if reboot is required, this takes at least 15 minutes)
   a. PC gives access to Internet, thumb drive, PowerPoint, pointer/clicker, etc.
   b. Verify PC monitors are on by moving mouse (if off, press square power button on lower right)
   c. If log in screen does not appear, press control/alt/delete simultaneously on keyboard
   d. Log in following instructions on computer screen (username and password provided on the screen)

> USERNAME:
> **GMUCLASS**
> PASSWORD:
> **GMUspring2024**

3. **DARKEN THE PROJECTOR SCREEN** (unless you want the class avidly watching your progress)
   a. The projection screens should remain blank until the instructor's material is prepared for display
   b. Tap "Blank Screens" on control panel; projector light is temporarily dimmed
   c. Tap "Blank Screens" to enable video projection when ready to project to the class what is on the computer screen (do not leave this step to the last minute in case of projection issues)

4. **TO ACCESS INTERNET** (the computer can be slow to process this, don't delay)
   a. Select the specific web browser you prefer (e.g., Chrome, Internet Explorer, Mozilla) from those icons displayed on the computer desktop
   b. Type your desired website (e.g., Youtube.com) into browser bar at top and press Enter on keyboard

5. **TO SHOW POWERPOINT PRESENTATION**
   a. If instructor provides his/her file on a thumb drive:
      i. Plug thumb drive into a USB port in the freestanding PC below the table
      ii. Ignore the small popup that appears on the computer screen
      iii. Right-click the Windows icon at the bottom left corner of the computer screen, select File Explorer, then choose your thumb drive, then choose desired file within your drive
   b. Click on SLIDE SHOW tab; then click on the first slide to be displayed
   c. If Presenter View is projected to the classroom, click on DISPLAY SETTINGS option at the top of the screen and select "Swap Presenter View and Slide Show" or "Duplicate Slide Show" until the classroom screen shows the full slide. ***Please note that for the Instructor to see the 'Presenter View' the displays need to be adjusted. The monitor that has the slides can be selected to project on both screens, while one monitor has the presenter notes. Staff can assist with this setup and ensure Class Aides know the setup if needed.***
   d. Use the left/right arrow keys on the keyboard or the Encore Learning pointer/clicker to move through the slides; hit the escape key at end of presentation

6. **SET UP POINTER/CLICKER**
   a. If using Encore Learning pointer/clicker for PowerPoint control, open back panel to remove drive and plug drive into a USB port in the equipment rack below the table (be patient: it takes time for the computer to connect to the pointer)
   b. Flick the clicker's switch button to ON, using center triangle button for laser pointer and arrow buttons (left and right) for PowerPoint control
   c. If the Powerpoint is already open when the pointer/clicker is connected you may need to close and reopen Powerpoint for the connection to be established.

7. **TO USE INSTRUCTOR LAPTOP** *\*MAC users must provide converter; alert instructor before first session*
   a. Select AUX from the Source choices on control panel
   b. Connect HDMI cable from table top to laptop   \*\*Mason provides only HDMI cable

**Call 3-8226 from classroom telephone if equipment is not operating as indicated in these instructions**

    c. Plug laptop into power strip on the equipment rack below the table
    d. If screens appear solid blue, call Mason tech at 3-8226 to reset the AV system

8. **TO USE DOCUMENT CAMERA**
   a. Unfold document camera if not in upright position with lights and camera lens facing down
   b. Select DOC CAM from the Source choices on control panel
   c. Use yellow LAMP button to toggle between settings for transparency or opaque projection
   d. Rotate camera head on axis as needed to center on the white tray; adjust side lights as needed
   e. Place item on white tray (paper, transparency, book, figurine, etc.) but NEVER write on it
   f. Use yellow ZOOM +/- triangle buttons on document camera base for appropriate image size

9. **TO SHOW DVD VIDEO**
   a. Select PC from the Source choices on control panel
   b. In the equipment rack below the table, press the small rectangular black button on the vertical Dell computer DVD/CD tray (avoid the round power button near it)
   c. Place the DVD into the tray (careful! it is oriented vertically) and gently press tray closed
   d. Use DVD controls displayed on control panel screen to play, FF, eject, etc.

10. **PLACE LAVALIERE MICROPHONE ON INSTRUCTOR**
    a. Tap "Mics" on control panel
    b. Remove lavaliere mic from drawer below table
    c. Clip the lavaliere mic head on instructor's shirt near their lower throat, flick the switch on mic base to ON, then ask them to test the sound level by speaking normally
    d. If mic volume is not appropriate, raise/lower mic input on control panel screen – avoid max level
    e. Ask instructor to wear the mic base in a pocket or clip it to their belt/waist band
    f. If the mic base display shows a low battery icon, replace batteries with fresh ones in mic drawer

11. **CONTROL BASIC SOUND VOLUME** (all but microphone volume)
    a. Tap "Volume" on the right side control panel
    b. Use up/down arrows to raise or lower general volume level
    c. To mute sound, tap "Mute"; to unmute, tap "Mute"

12. **TO END CLASS**
    a. Remove lavaliere mic from instructor, flick switch to OFF on mic body, and **put back into drawer**
    b. Turn off Encore Learning pointer/clicker and replace thumb drive inside; **return to drawer**
    c. Return instructor's materials (thumb drive, DVD/CD, etc.) before instructor exits
    d. On the control panel, tap the Power icon (upper right corner) then tap **SHUT DOWN** – projection screen automatically retracts and all A/V devices eventually turn off.
    e. Check the room for trash, forgotten items, and turn lights off as exiting

13. **ADJUST ROOM LIGHTS**
    a. Controls are located by classroom doors; four buttons control room lights:
       ● Preset 1 (top) = all lights on
       ● Preset 2 = front can lights off (okay for projecting and using white board)
       ● Preset 3 = front cans and whiteboard overheads off (best for projection/note taking)
       ● Preset 4 = all lights off (not recommended due to safety issues)
    b. If instructor prefers all lights off during any part of the session, please advise students to remain in their seats or bring a pen light if they must move about while lights are off

Refresher videos on how to operate A/V equipment are on the Encore Learning website. See QUICK LINKS, FAQ, GMU-Arlington campus audiovisual equipment.
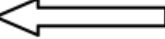
**Call 3-8226 from classroom telephone if equipment is not operating as indicated in these instructions**
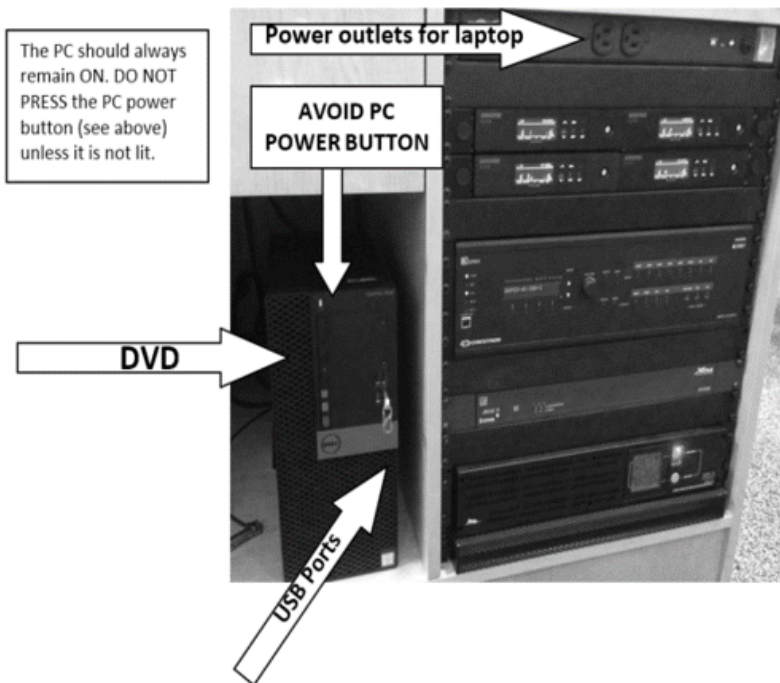
**TWO COMPUTER MONITORS ARE ON THE TABLE TOP BUT OPERATE IN TANDEM**

(Note: the Username and Password change each semester and may be located in a different area on the screen itself.)
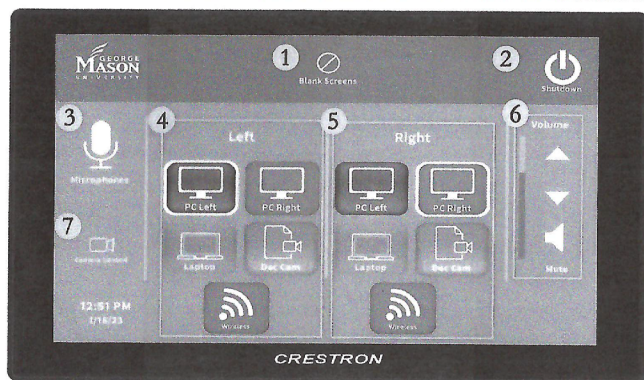
CRESTRON CONTROL PANEL WITH SOURCES SET TO **PC** (ALWAYS USE MIRRORED SETTING)

EQUIPMENT RACK WITH SEPARATE **PC** TOWER BELOW INSTRUCTOR'S TABLE



The PC should always remain ON. DO NOT PRESS the PC power button (see above) unless it is not lit.

Power outlets for laptop

AVOID PC POWER BUTTON

DVD

USB Ports

111 /113

## Dual Projection Classroom

**GEORGE MASON UNIVERSITY**

## Quick Start Guide



## System Touch Panel

1. Blank Screens - Black out the main system
2. Shutdown - Access the shut down menu to end class
3. Microphones - Mircophone volume controls
4. Left - Left Projector sources
5. Right - Right Projector sources
6. Volume - Volume control slider
7. Camera Control - Camera selection and controls

> Source Description
> PC Left - LEFT monitor Installed Computer content
> PC Right - RIGHT monitor Installed Computer content
> Laptop- Content from laptop/tablet
>      connected with HDMI cable
> Doc Cam - Document Camera content
> Wiresless - Wireless presentation content

## Turn on System

Tap anywhere on the main standby screen

## Select a Source

Tap the desired source icon underneath the desired projector
    *Note: the desired Audio Souce must be selected on the left Projector

## Adjust Volume

Press the "up" and "down" arrows to adjust the system volume
Tap the speaker button below to mute and unmute the system

## Turn off System

Tap Shutdown ⏻ icon in upper right corner of interface
Tap "YES" when prompted to power off system

## Room System Features

- Two projection screens
- Installed computer
- Document Camera
- Computer monitor with annotation capability
- Ink2Go (screen annotation software see additional instructions)
- Lavalier and Handheld microphone

For more information, visit the GMU Stearns Center website:
**https://stearnscenter.gmu.edu**