A/V INSTRUCTIONS - VAN METRE HALL – ALL ROOMS ABOVE FIRST FLOOR

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

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 monitor is on by moving mouse (if off, press power button on lower right frame of computer monitor) and that the PC is on (PC power button should be lit – see image for location)
   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 screen)

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

3. **DARKEN THE PROJECTOR SCREEN** (optional, if you don't mind your progress being viewed)
   a. The projection screen should remain blank until the instructor's material is prepared for display
   b. Tap "Video Enabled" on control panel (bar turns red); projector light is temporarily dimmed
   c. Tap "Video Disabled" on control panel 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 the 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 PC in the equipment rack 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 the Instructor no longer has the option to 'see the 'Presenter View' while the full slide show is displayed to the classroom***. If the instructor wishes to have 'Presenter View' they should bring their own laptop.
   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 pointer/clicker is installed after Powerpoint is open may need to close and reopen Powerpoint for it to connect

7. **TO USE INSTRUCTOR'S OWN 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
- 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 Dell computer DVD/CD tray **(avoid the round power button near it)**
- c. Place the DVD into the tray and gently press tray closed
- d. The video will open automatically in VLC media player; use icons at bottom of VLC window to play/pause, toggle to full-screen, etc. Controls disappear in full-screen until you move the mouse
- e. After closing VLC program (X in upper right corner), eject DVD using button on the DVD/CD tray

10. USING PORTABLE BLUETOOTH VOICE AMPLIFICATION (Ask Staff if needed)
- a. Place headset atop instructor's head with bent ends of crown resting atop ears and microphone arm extending from left side of face
- b. Place speaker, facing toward the students, on a table far enough away from the instructor to avoid feedback and plug into wall outlet
- c. Turn on speaker (adjust volume as needed)
- d. Turn on microphone headset

11. CONTROL SOUND VOLUME OF VIDEOS, MUSIC, ETC.
- a. Tap "Volume" on control panel
- b. Use up/down arrows to raise or lower general volume level
- c. To mute sound, tap "Audio Enabled"; to unmute, tap "Audio Disabled"

12. TO END CLASS
- a. Retrieve Encore Learning headset microphone equipment; turn off and place in box below instructor's desk
- b. Turn off Encore Learning pointer/clicker and replace thumb drive inside; place in box below instructor's desk
- 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 automatically. Do not SHUT DOWN if another Encore Learning class is using the room right after this class
- e. Check the room for trash, forgotten items, and turn lights off as exiting

13. ADJUST ROOM LIGHTS
- a. Controls are located by classroom door and instructor's table; 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.

At right: equipment rack below table. Note proximity of the PC's power button to the DVD tray. AVOID hitting power button.

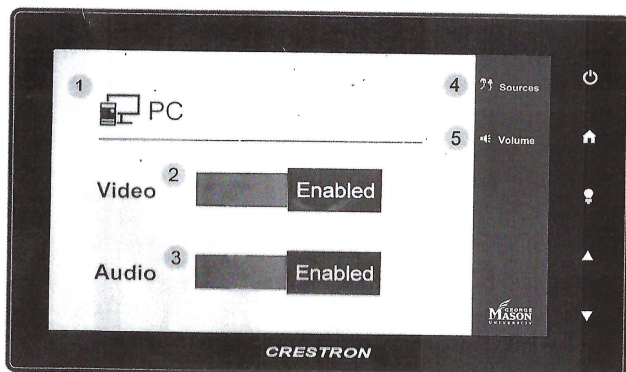Note: There are no microphones in rooms on the 3rd and 4th floor.

See Quick Reference sheets below which are in each classroom.

GEORGE MASON UNIVERSITY
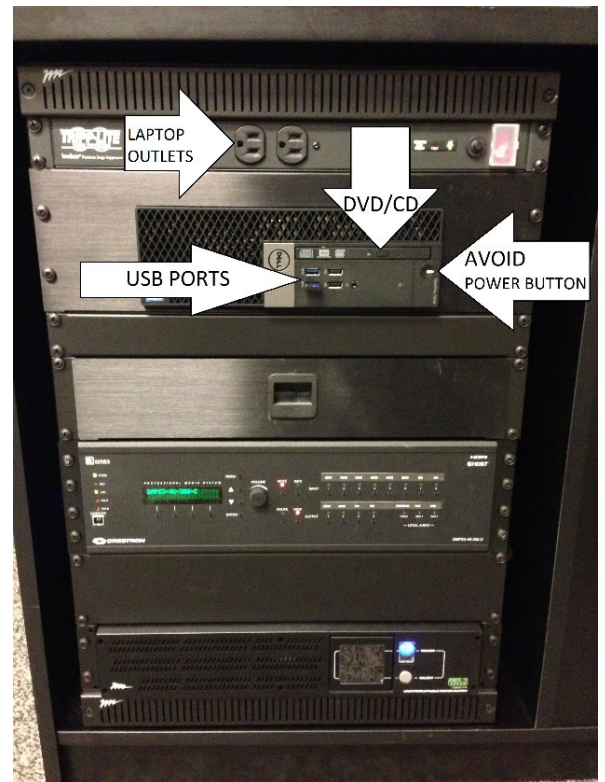
Baseline Classroom
Van Meter Hall
Quick Start Guide

CRESTRON

1. Current Selected Source
2. Video Slider - Enabled by default, tap to disable (blank screen)
3. Audio Slider - Enabled by default, tap to disable (mute audio)
4. Sources - Tap to open list of additional available sources
5. Volume - Tap to open volume level slider

🏠 Press Home to go back to main Menu.
💡 Press Help to show description of all the buttons.

Turn on System
Touch the screen and wait for projector to power on.

Select Source
The system will default to the PC source to choose another source select "Source" and choose the desired source from the list.

Adjust Volume
Use the up arrow ▲ icon and down arrow ▼ icon to adjust or mute volume level.

Turn off System
To end class, tap the power ⏻ icon on the top right corner and select Shut Down

Classroom Features

• Instructor computer
• HDMI Auxiliary Input
• Document Camera
• Computer monitor with annotation capability
• Ink2Go (screen annotation software see additional instructions)

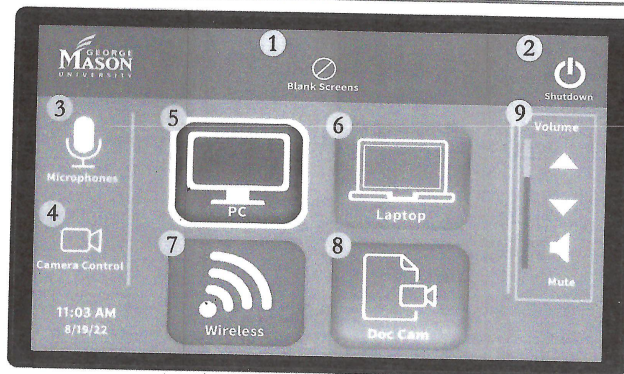For more information, visit the GMU Stearns Center website:

https://stearnscenter.gmu.edu

Arlington Classroom and Lab Support   (703) 993-8226   Van Meter Hall B117

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Speech Classroom

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 - Microphone volume controls
4. Camera Control - Camera selection and controls
5. PC - Installed Computer content
6. Laptop- Content from laptop/tablet connected with HDMI cable
7. Wireless - Wireless presentation content
8. Doc Cam - Document Camera content
9. Volume - Volume control slider

Turn on System
Select Presentation Mode from the main standby screen

Select a Source
Tap the desired source icon from the center of the interface

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

• Installed computer
• Document Camera
• Wireless presentation (see additional instructions)
• Computer monitor with annotation capability
• Ink2Go (screen annotation software see additional instructions)
• Lavalier and Handheld wireless microphones
• Camera for web conferencing

For more information, visit the GMU Stearns center website:

https://stearnscenter.gmu.edu