

Conference Room AV Equipment Quick Reference Guide

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Purpose

This guide is written with the intent not to cover all of the AV equipment's many features but to enable the user to quickly grasp a few of the more common features. This is a companion manual to the New Employee Technology Training Guide provided by SCOE's Information Technology department.

Using the AV Equipment in the Conference Rooms

We are fortunate to have many of our conference rooms outfitted with wonderful AV gear. The Professional Development Center (PDC) conference rooms as well as the Board and Aspen Rooms at 1644 Magnolia have iPad Integrated AV gear. The other conference rooms at Magnolia have different levels of AV equipment available.

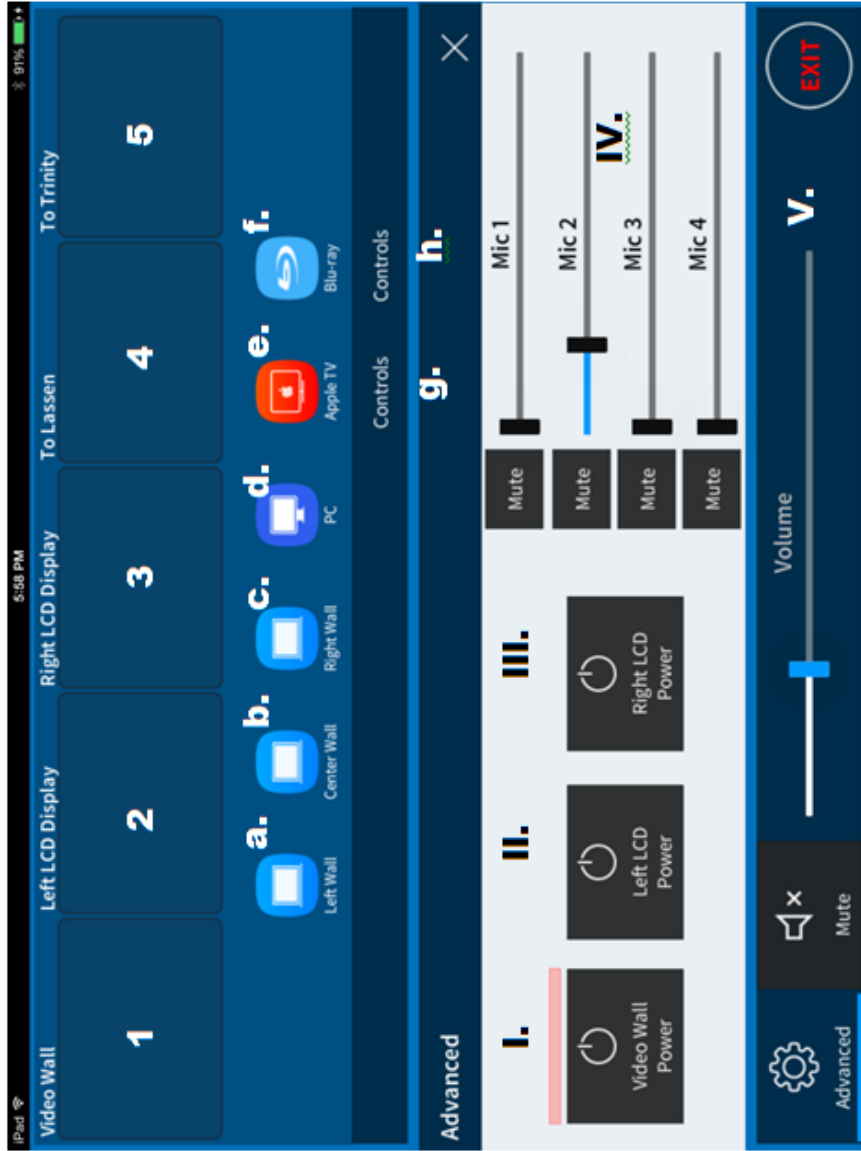
Below is a sampling of the gear that is available. There is help documentation located in each room for its particular set up.

IPad Integrated AV Gear

Included is the cheat sheet for the gear located in the PDC Shasta Room and the Aspen room at 1644. Similar documentation is located at the site in all three classrooms, a cheat sheet as well as a more in-depth manual.

Shasta Room Set up at the Professional Development Center (PDC)

Shasta Room



1-5 Output Selections

- 1.) Video Wall
- 2.) Left LCD Display
- 3.) Right LCD Display
- 4.) To Lassen Room
- 5.) To Trinity Room

a-f Input Selections

- a.) Left wall Plate (HDMI or VGA)
- b.) Center Wall Plate (HDMI or VGA)
- c.) Right Wall Plate (HDMI or VGA)
- d.) PC (Resident PC in rack)
- e.) Apple TV
- f.) Blue Ray Player

- g.) Remote Control for the Apple TV
- h.) Remote Control for the Blue Ray Player

Advanced Controls

- I.) Video wall power (only tap iPad one time you will hear the Video Wall power up)
- II.) Left LCD power (tap iPad once light will appear in the bottom center of the TV showing on)
- III.) Right LCD power (tap iPad once light will appear in the bottom center of the TV showing on)
- IV.) Microphone Controls (a **black mute** button means the mic is on) if the **blue** button in blue the mic is Muted. The vertical bar on the mic line adjusts the volume of the microphones.

You may use up to three different sources (inputs) to display your presentation on up to three different displays. Below are example configurations as a guide.

Example: Utilizing the Resident PC, the presentation will appear on all three screens



- Using your finger, slide the PC icon into the video wall section.
- Repeat for the other two displays.

Example: Utilizing the Resident PC for the main display and plugging in a different device (i.e. laptop) into the jack located in the Center Wall to appear on both side displays.



- Using your finger, slide the PC icon into the video wall section.
- Slide the Center Wall icon into the Left LCD display.
- Slide the Center Wall icon into the Right LCD display.

Example: Utilizing the Center Wall jack (i.e. laptop #1) for the main display, plug a device (i.e. laptop #2) into the Left Wall jack, and plug a device (i.e. laptop #3) into the Right Wall jack for three different presentations on each of the displays.



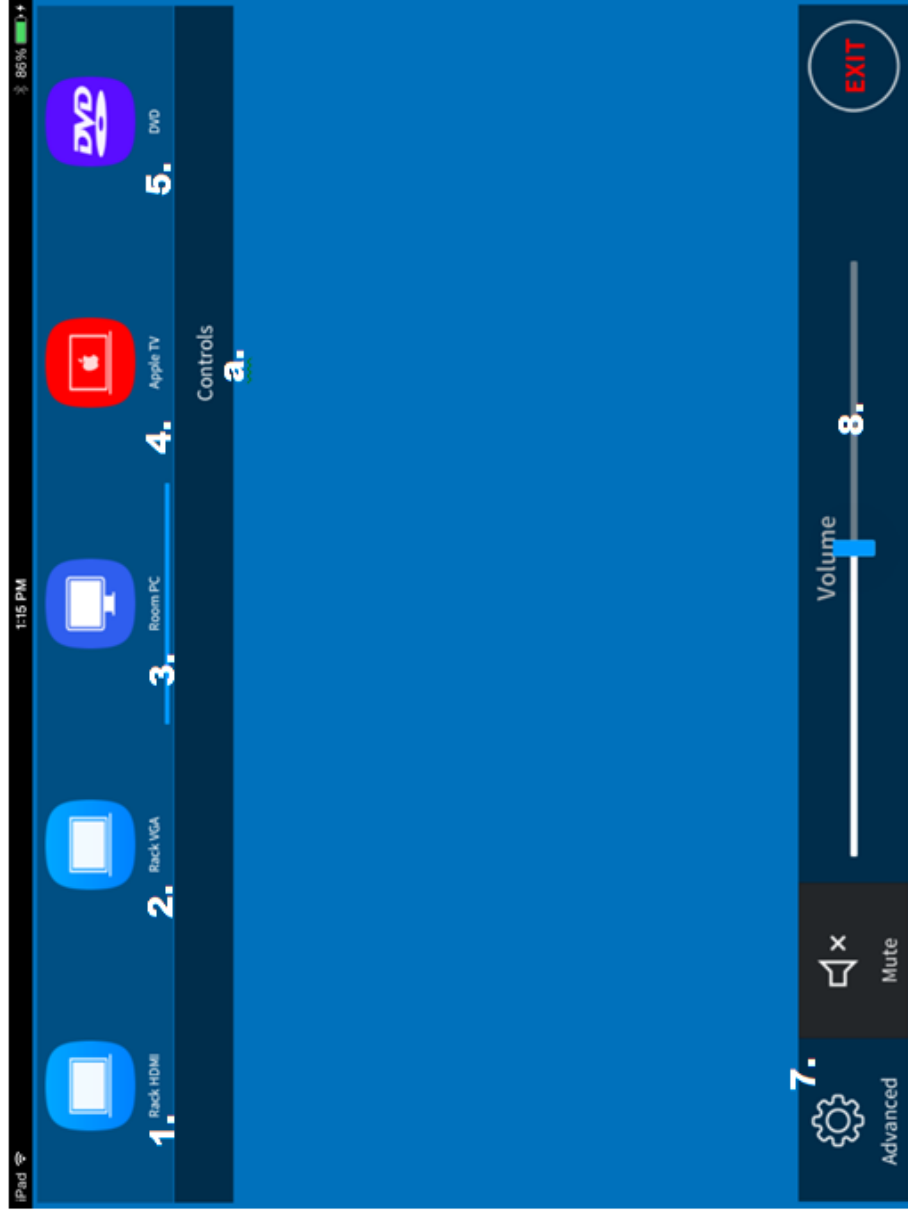
- Using your finger, slide the Center Wall icon into the video wall section.
- Slide the Left Wall icon into the Left LCD display.
- Slide the Right Wall icon into the Right LCD display.

Example: Utilizing the Resident PC for the main display, plug a device (i.e. laptop #1) into the Center Wall jack, and display the Apple TV onto the right display.



- Using your finger, slide the PC icon into the video wall section.
- Slide the Center Wall icon into the Left LCD display.
- Slide the Apple TV icon into the Right LCD display.

Aspen Room



Since there is only one output in this room all you need to do is select which input to display on the LCD television. Under selected input you will see a blue line designating your selection.

- 1.) Rack HDMI
- 2.) Rack VGA
- 3.) Room PC (Resident PC in rack)
- 4.) Apple TV
 - a. Clicking on Controls will give you the Remote Control for the Apple TV
- 5.) Blue Ray
 - a. Clicking on Controls will give you the Remote Control for the Blue Ray Player
- 6.) Advanced Gear brings up the LCD power
- 7.) Volume control for the television

Integrated AV Gear

Maple Room at 1644 Magnolia Ave



- 1.) To bring the screen down select the **ON** button on the switcher.
- 2.) To bring the screen up select the **OFF** button on the switcher.
- 3.) If you want to use the **VCR/DVD** select the **VCR/DVD** button
- 4.) If you want to use the Smart board select the **Smart board Laptop** Button.
- 5.) If you want to use the resident PC select the **PC** button. You may log in as yourself or log in as a guest, the log in information is displayed at the PC.
- 6.) If you want to use the VGA connections for a laptop on the front select the **Laptop Front** button
- 7.) If you want to use the Apple TV select the **Apple TV** button
- 8.) To adjust the audio use the volume knob on the switcher