

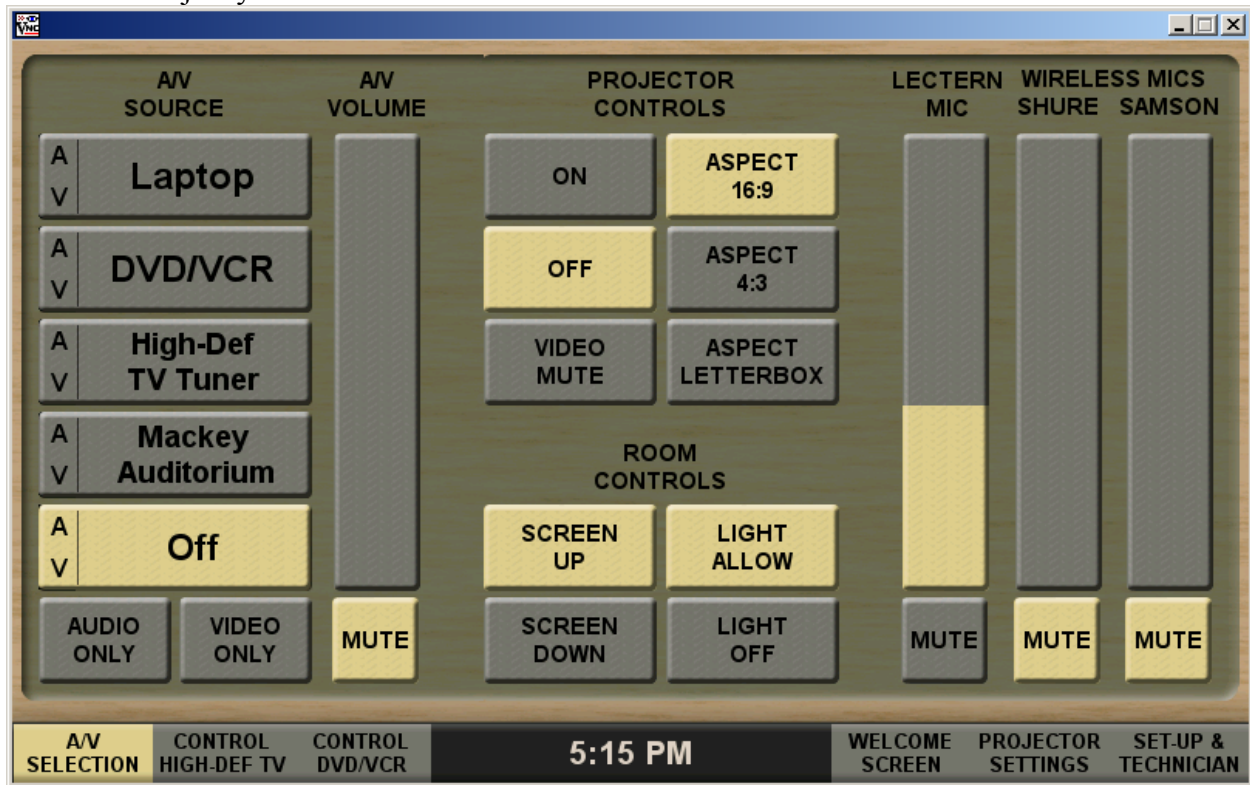
OLLI AUDIO VISUAL EQUIPMENT GUIDE

USING A LAPTOP

Activate the touch screen by touching it. In general tap on the screen at the appropriate controls. Slide your finger to control the volume on the appropriate volume control.

Select the **A/V Selection** screen from first button on the lower left or from the touch-screen button labeled A/V Selection. A/V is shorthand for audio/video.

Figure 1: Screen for **A/V Selection**. Most likely, this will be the only screen you will need to use for the majority of AV control.



TO USE A LAPTOP:

1. Connecting cables to the laptop:
 - a. Connect the VGA cable to the laptop.
 - b. If you will need to use the sound from your laptop, connect the audio cable to the headphone output jack on the laptop.
2. On the podium touch-screen, select the “AV SELECTION” window (the first button on the lower left).
3. Select/press the “LAPTOP” button on the touch panel. The lights in the front of the projection screen will dim, the projection screen will lower automatically, and the projector will turn on.

- a. The “A/V VOLUME” slider controls the loudness of the sound emanating from the laptop. You can touch the slider at the level you want (e.g., 1/3 of the way up) or slide your finger, whichever you prefer.
 - b. Pressing the “MUTE” button directly below the slider mutes the sound. Pressing the “Mute” button a second time will restore the volume to the previous level.
 - c. Set your laptop volume high and control the volume from the touch panel. If you set your laptop volume too low, you will have to set the touch panel volume high and the next person is likely to blast the sound.
 - d. The projector video can be temporarily “muted” (a black screen) by pressing the “VIDEO MUTE” button. This will allow you to darken the screen for other activities without turning off the projector and having to endure the lengthy startup cycle.
 - e. If you need to control the room lights manually, click on the “LIGHT ALLOW” button. The wall switch actually controls the light. The “LIGHT ALLOW” button returns control to the wall switch setting. If the switch is off, there will be no light. If the wall switch is “ON”, “LIGHT ALLOW” will turn on the lights in front of the screen. “LIGHT OFF” will interrupt the switch and turn off the lights in front of the projection screen.
4. If your presentation is set for a standard projector, set the laptop display to 1024 x 768 and select ASPECT 16:9 on the touch-screen (Fig. 1). **THIS IS THE MOST COMMON SETTING.** You can use higher projector resolutions (up to 1920 X 1080), but your slides must be sized for this resolution.
 5. Use the “OFF” button in the left most column of the touch panel to turn off all the equipment when your presentations are over. The system will automatically restore the lights, raise the screen and turn off the projector and related equipment.

TO CONTROL THE VARIOUS SOURCES OF MICROPHONE AUDIO:LECTERN MICROPHONE

1. Set the lectern microphone so that it is comfortably aimed at your mouth. No need to get too close to it.
2. Select the Touch Panel volume control in the “LECTERN MIC” column by sliding your finger on the column or touching the column at the level you want.
3. To temporarily mute the lectern mic, touch the “MUTE” button located under the “LECTERN MIC” slider column. Pressing the “MUTE” button a second time will restore the volume to the previous level.
4. Note that the AB and CD lectern microphones have a switch at the back of the base of the microphone.

WIRELESS LAPEL MICROPHONE

1. Use the appropriate lapel microphone of the room (located in the locked podium cabinet). Turn on the power and use the Mic on/off switch on the microphone unit as appropriate. Be a good citizen and replace the battery (9V battery that can be obtained from the OLLI office) if needed.
2. Use the “WIRELESS SHURE” slider button to control the volume or the “MUTE” button to temporarily mute the lapel microphone.
3. Optimize the position of the microphone—usually clip it on ~6” from the speaker’s mouth.

WIRELESS HAND-HELD MICROPHONE

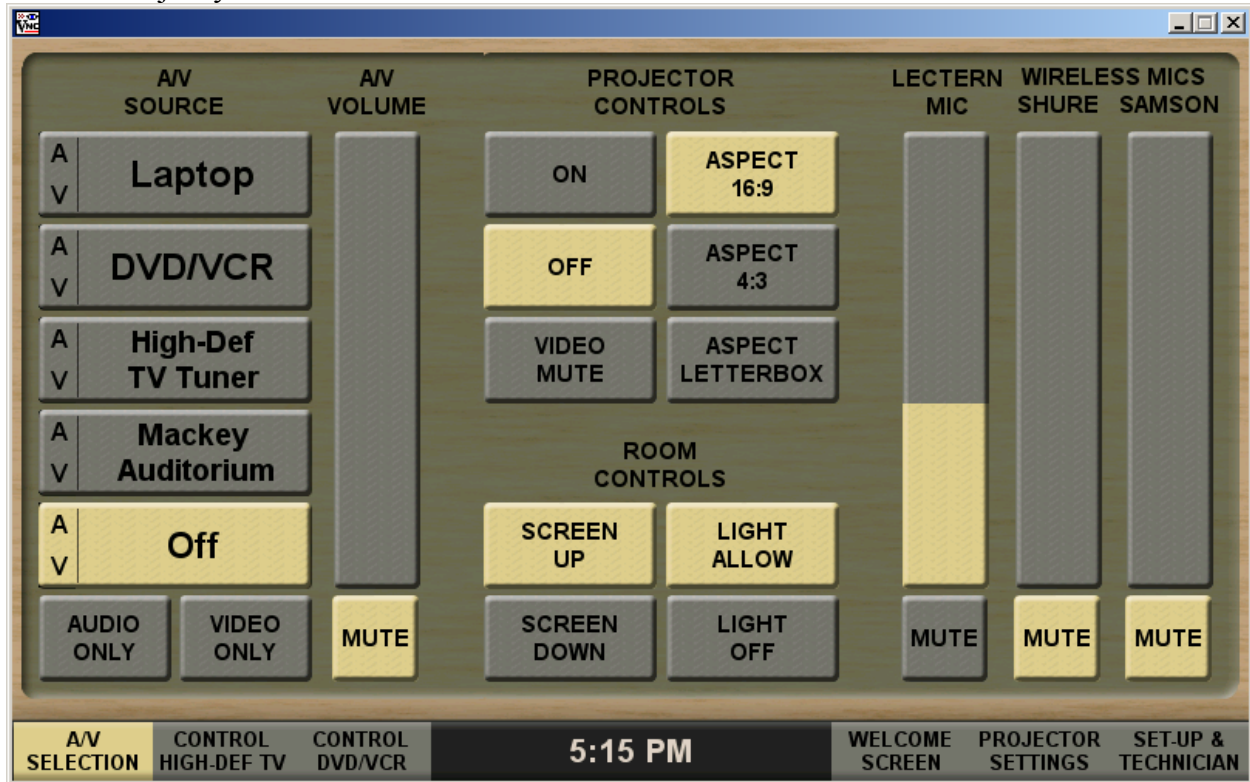
1. Use the Sampson hand-held microphone appropriate for the room. Note that the main on/off switch is accessed by sliding off the cover on the handle.
2. Controls for temporarily muting the microphone are located at the base of the microphone.
3. Select “MICS SAMPSON” on the touch screen to control the volume of the microphone and to “MUTE” it.

USING A DVD OR VCR

Activate the touch screen by touching it. In general tap on the screen at the appropriate controls. Slide your finger to control the volume on the appropriate volume control.

Select the A/V Selection screen from first button on the left or from the touch-screen button labeled A/V Selection.

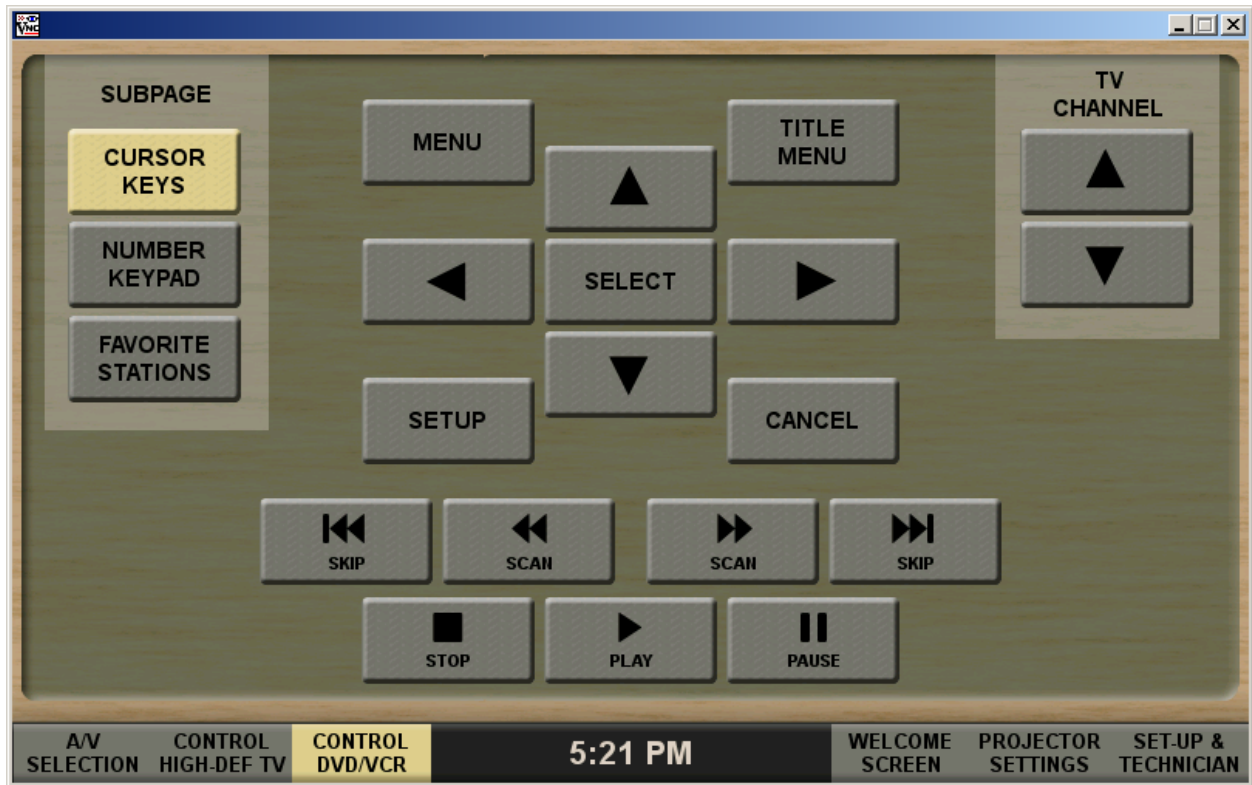
Figure 1: Screen for AV Selection. Most likely, this will be the only screen you will need to use to do the majority of AV controls.



TO USE THE DVD PLAYER:

6. From the touch-screen (see Figure 1) Select “DVD/VCR”—the lights in the front of the room will dim, the screen will lower automatically, and the LCD projector will turn on.
 - a. The “AV VOLUME” controls the loudness of the sound and can also be muted by touching the “MUTE” icon.
 - b. The projector can be temporarily “muted” (not projecting) by pressing the “VIDEO MUTE” button. This will allow you to darken the screen for other activities without turning off the projector.
 - c. If you need to control the room lights manually, click on the “LIGHT ALLOW” button.
 - d. Use the “AV OFF” button to turn off all the equipment when you are done.

Figure 2. View of the screen to control DVD and VCR functions.



TO CONTROL THE DVD OR VCR:

1. Select the DVD/VCR menu screen by tapping on MENU on the touch-screen.
2. To navigate the menu items use the arrows and touch SELECT to make a choice.
3. Touch the PLAY button to play, PAUSE, or STOP the DVD/VCR.
4. If you need to move quickly forward or backward, touch the appropriate icon to either SKIP to the beginning or SCAN backwards toward the beginning, or SCAN forward or SKP to the end.
5. To control the sound volume, go to the AV SELECTION screen (Fig. 1) and slide the AV VOLUME control to the appropriate sound volume from the DVD or VCR.
6. To temporarily block the LCD projection, use VIDEO MUTE in the AV SELECTION screen (Fig. 1).
7. To have manual control of the room lights, select LIGHT ALLOW from the AV SELECTION screen (Fig. 1).