Theatre A/V Control

Audiovisual equipment and automation provided by your Library-Media Services

Press here to begin.

Media Services, Library  (204) 632-2231

Do Not Remove from Theatre
<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Adjusting the height of the theatre podium</td>
</tr>
<tr>
<td>4</td>
<td>Introducing the touch screen panel controller</td>
</tr>
<tr>
<td>5</td>
<td>Starting the system</td>
</tr>
<tr>
<td>6</td>
<td>Starting the system (continued)</td>
</tr>
<tr>
<td>7</td>
<td>Help information</td>
</tr>
<tr>
<td>8</td>
<td>Using the room's computer</td>
</tr>
<tr>
<td>9</td>
<td>Using a laptop or other device</td>
</tr>
<tr>
<td>10</td>
<td>Help information for using a laptop</td>
</tr>
<tr>
<td>11</td>
<td>Freezing displayed content</td>
</tr>
<tr>
<td>12</td>
<td>Using the document camera (visual presenter)</td>
</tr>
<tr>
<td>13</td>
<td>Adjusting volume levels</td>
</tr>
<tr>
<td>14</td>
<td>Adjusting volume levels (continued)</td>
</tr>
<tr>
<td>15</td>
<td>Hiding your display</td>
</tr>
<tr>
<td>16</td>
<td>Hiding your display (continued)</td>
</tr>
<tr>
<td>17</td>
<td>DVD player</td>
</tr>
<tr>
<td>18</td>
<td>DVD full screen preview</td>
</tr>
<tr>
<td>19</td>
<td>VHS player</td>
</tr>
<tr>
<td>20</td>
<td>VHS full screen preview</td>
</tr>
<tr>
<td>21</td>
<td>Shutting down the system</td>
</tr>
<tr>
<td>22</td>
<td>Shutting down the system (continued)</td>
</tr>
<tr>
<td>23</td>
<td>Shutting down the system (continued)</td>
</tr>
<tr>
<td>24</td>
<td>Theatre Orientation &amp; Training</td>
</tr>
<tr>
<td>25</td>
<td>Computer monitor / Smart podium</td>
</tr>
</tbody>
</table>
Adjusting the height of the theatre podium

Press and hold down the up/down arrows to adjust podium height. Release when the desired height is achieved.

(Podium stops automatically when maximum/minimum height is reached).

Ensure there are no items on the surface underneath before lowering the podium.
The control system:

- Turns on Data projector and switches displays between:
  - Installed computer or an external computer
  - Document Camera (Visual Presenter)
  - DVD & VHS Player
- Adjusts audio levels for all a/v equipment including in-house microphone

The control system does not:

- Start up / log on to any computer or laptop
- Adjust lighting levels
Press the start button to begin

System shuts down after 2 hours and 10 minutes when the control panel has not been touched.
Touch a function on the control panel or side button (e.g. Help) to prevent this.
Pressing the start button turns on the data projector and other equipment.

The start up process takes approximately **1 minute** to complete.

*There is a 4 second delay after any control is pressed. Functions are locked during this time; please wait before pressing again.*
Help

Pressing the Help button on the side provides basic contact, assistance and log on information.
Using the room’s computer

Press PC/Sympodium on the touch panel to use the room’s computer.

You still have to log on to the computer (*Log on information is posted on the computer*)

For computer related problems:

*RRC Staff & Students* - Contact IT Solutions by going to the college website, logging on, and submitting a case log.

*Guests* - Call Media Services, 632-2231 (8:00am–6:00pm Mon.-Thurs. & 8:00am-4:00pm Fri.)
Bringing in a Laptop or other device

Make sure to connect the laptop to the VGA and audio cables provided at the podium *before* starting your device.

*After* starting your device Press Laptop on the touch panel to use a laptop or other display device.

Users are expected to provide their own adapters for devices without a standard VGA port.
Using a laptop computer with a data projector

What to do if you experience problems

Do **NOT** attempt to change the room’s cabling or equipment settings; these are pre-set, changes must be addressed by the Media Technician. Leaving your computer in stand-by or hibernate mode may require you to restart if problems are experienced.

<table>
<thead>
<tr>
<th>No image is projected  <strong>or</strong>  Projector states there is no signal</th>
</tr>
</thead>
</table>
| Make sure the laptop is connected to projector using the cables provided at the podium.  
*You may have to reboot the computer.* |
| Make sure Laptop is selected on the touch control panel. |
| Make sure settings enable dual monitors.  
(See instructions below) |
| If necessary change the laptop screen resolution to: **1024 x 768** |
| **Image does not display on both devices** |
| Enable dual monitors  
(See instructions below) |

<table>
<thead>
<tr>
<th>Problems with the image  <strong>if the image displays well on one device but not the other</strong></th>
</tr>
</thead>
</table>
| As a quick fix, select single display.  
(See instructions below) |

**If the image appears distorted**  
Change the laptop screen resolution to: **1024 x 768**

**If the image appears too large.**  
Change the laptop screen resolution to: **1024 x 768**  
Make sure settings enable dual monitors.  
(See instructions below)

<table>
<thead>
<tr>
<th>If the image appears too small</th>
</tr>
</thead>
</table>
| Make sure the laptop screen resolution is set to: **1024 x 768**  
Check “scale image to panel size” under Display Properties>Advanced |

**If embedded video clips or pictures do not display on the projector**  
Your computer may not have the capability to display these on both devices.  
Select single display.  
(See instructions below)

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### Changing the settings on your Laptop Computer

Changes should only be made when the laptop is connected to the projector.

#### Accessing the control Panel
1. Right click the mouse anywhere on the desktop then Select “Properties” or “Graphic Options”  
OR
2. Select Start> Control Panel>Display  
Select Settings > Display Properties

#### To change the laptop screen resolution
Open “Display Properties” > Settings  
Using the sliding guide to change the screen resolution

#### To enable dual monitors or select single display
1. Simultaneously hold down the **Fn** and **F4** keys (Function, F4).  
Repeat to select the appropriate display option  
1= laptop only: 2= projector only: 3=both  
OR
2. Open “Graphics Options” > output to >Intel Dual Display Clone  
Select Notebook + Monitor  
OR
3. Open “Display Properties” > Advanced Properties  
Select Advanced > Monitor > Dual images

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**Don’t forget to “apply” the changes made to the settings**

**Note:** It may be necessary to restart your computer before changes to the settings will be recognized.

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If you are still experiencing problems press the Help button for log on and contact information
Press the Freeze button to freeze the image displayed on the data projector. This enables you to continue to work at the computer without the current display being projected. (Press freeze again when you want the projector to resume showing the current display).
**Document Camera** (Visual Presenter)

Press Doc Cam to use the room’s document camera. The data projector will now display images from the camera.

Focusing, adjusting brightness levels and zooming in and out can be controlled by pressing *and releasing* controls on the touch panel.
Adjusting Audio Levels

Press Audio controls on the touch panel to adjust audio levels for computer or video.
Adjusting audio levels

Press and hold down the up/down arrows to adjust audio levels. You can silence audio by pressing the Mute control.

(Press exit when you need to hear audio again).

Use the Back control to return to the previous screen or for other options.
Hide your display from the audience (Display Mute)

Press the Display Mute Button on the side to hide the display from your audience. *(You may have to press twice for this to start)*

The image projected on the screen is switched to a display of the projector’s or college’s logo until you close this feature.
Hide your display from the audience (Display Mute or AV Mute ON)

Press Exit on the touch panel to resume showing your display for the audience.
DVD Playback

Press DVD to use the room’s DVD player. After loading the DVD into the player playback can be controlled using the touch screen panel.

A preview screen displays the video on the panel. Press Full Screen Video for a larger preview image.
Press the Back control to return to the previous display or to select other options.

DVD Playback – Full screen
VHS Playback

Press VCR to use the room’s VHS player. After loading the VHS into the player playback can be controlled using the touch screen panel.

A preview screen displays the video on the panel. Press Full Screen Video for a larger preview image.
VHS Playback – Full screen

Press the Back control to return to the previous display or to select other options.
Shutting down

You must shut the system down when you are finished using the equipment in the room.

Press the System off control on the touch panel when you are finished.
Shutting down

You will be prompted to press Power Down to continue shutting down or to press Cancel to continue using the equipment.
Shutting down

The system takes approximately 2-3 minutes to complete the shutdown process.

During this time you will be unable to restart the system.
The monitor / Smart podium:

- The computer monitor in this theatre also acts as an interactive pen display or Smart podium. When used with the Smart Notebook software you can:
  - Interact with digital content
  - Write over digital content
  - Display what you write on the large screen or a remote location
  - Save the changes you made

Learning how to use the Smart Podium:

- TLTC (Teaching Learning Technology Centre) offers training sessions for groups or departments on using the Smart podium and its capabilities
  - Go to http://blogs.rrc.ca/tltc/technology-training/ to make arrangements for training and orientation on the Smart Podium
Theatre Orientation & Training:

- The Library offers various library instruction classes, including: computer Interact with digital content
  - Introduction to the Library
  - Creating effective searches & choosing the most effective search tools
  - Searching the Library’s Online Catalogue (OPAC), Online Databases for journal articles, searching and evaluating suitable internet resources

Contact Library staff in person or by phone to make arrangements. For instruction at Notre Dame Campus, call 632-2233. For instruction at Exchange District Campus, call 949-8371. For instruction at all other locations, call 949-8372.

- The Library, Media Services
  - Group training sessions and troubleshooting on equipment operation/use may be arranged by calling Media Services at 632-2157 for Notre Dame Campus or 949-8370 for Exchange District Campus.
  - Go to [http://library.rrc.ca/Equipment-Videos/default.aspx](http://library.rrc.ca/Equipment-Videos/default.aspx) to access operation and troubleshooting information online.