

Instructions for using Audio/Visual equipment in MITCHELL AUDITORIUM

To operate the LCD video projector:

1. Lower the projection screen with the switch located to the right of the screen area.
2. Lower the ceiling-mounted projector with the switch next to the screen switch. (the switch must be held down)
3. Turn on the LCD projector by pressing the POWER ON button located on the *hard wired remote box* labeled **INLINE** mounted in the desk. The projected image will be visible after approximately one minute.
4. Select the appropriate signal input "mode" with the *hard wired remote box* labeled **INLINE**.

To display a computer image:

1. Press **COMP** on the *small black audio/video switchbox* located above the VCR. This switches the audio to the house PA system, and the **MAIN VOLUME** control located above the VCR will control all audio selections.
2. If you are using the computer mounted in the instructor's desk, no further connections are necessary. Press **COMPUTER** on the *hard wired remote box* labeled **INLINE**.
3. If you are using a laptop computer, locate the 15 pin VGA cable on the desktop labeled **Laptop** and connect to your laptop output. Press **LAPTOP** on the *hard wired remote box* labeled **INLINE**.

To play a videotape:

1. Select **VIDEO 1** with the *hard wired remote box* labeled **INLINE** in the desk.
2. Press the button labeled **VCR** on the *small black audio/video switchbox* located above the VCR.
3. Turn on VCR, insert tape and press play.
4. Adjust the **MAIN VOLUME** control located above the VCR.

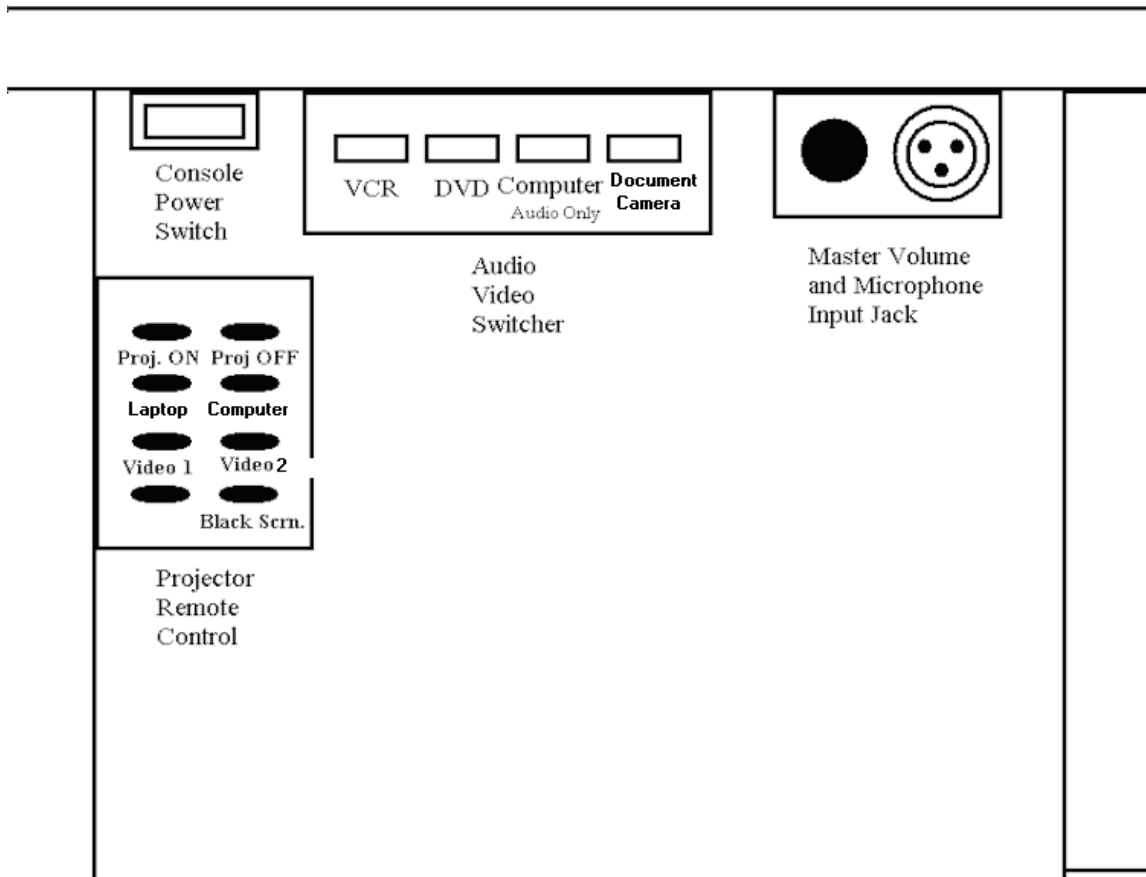
To play a DVD or CD:

1. Select **Video 1** on the *hard wired remote control box* labeled **INLINE** in the desk.
2. Press **DVD** button on the *small black audio/video switchbox* above the VCR.
3. Turn on the DVD player, insert disk and press play.
4. Adjust the **MAIN VOLUME** control with the black control knob located above the VCR.

To use the Document Camera:

1. Turn on the Document Camera with the ON/OFF switch on the left side of the Document camera.
2. Press **VIDEO 1** with the *hard wired remote box* labeled **INLINE** in the desk.
3. Select **Document Camera** on the *small black audio/video switchbox* located above the VCR.

If the document camera is not connected to the Workstation, the yellow RCA plug must be connected to the video out of the Doc Camera. If assistance is needed please contact ITS at 1838.



To adjust House Lighting level for viewing projected video or data:

1. Turn off the fluorescent lighting directly over the screen. Use switch located to *left* of screen.
2. Turn off main fluorescent lighting with the 4-gang switch to left of stage area.
3. Turn off the bright recessed lighting near stage with the single switch (**red toggle**) located in the short hallway at "*stage right*".
4. Select one of the preset lighting levels for presentation level with the *Sterner* control panel. Detailed instructions are posted above the panel.

To operate House Audio and wireless microphones:

1. A "wired" microphone located at the instructor's desk is always in standby mode and may be switched on with the switch located on the microphone. The main volume control will also adjust this microphone.
2. There are two UHF wireless systems that operate on different frequencies located in the locked either in the instructor's desk or in the control booth.
3. Each wireless system has a lapel microphone and a hand held microphone. The two wireless UHF systems (WM 307 or WM 308) may be used simultaneously; however, *only one microphone may be used at one time* with either WM 307 or WM 308. Old batteries with low voltage should not be used.
4. The wireless receiver systems are pre-adjusted and should remain *ON*. Final adjustments should be made with the main volume control in the desk. The wireless transmitter microphones **should be turned off** when not in use.

To use the slide projector:

1. Locate the slide projector in the control booth, turn power on, and load the slide projector tray. The *Crestron* remote control transmitter should be located *inside the instructor's desk*.
2. Contact ITS at ext. 1838 for special projector needs.

STERNER LIGHTING SYSTEM

This system controls the **incandescent recessed lighting** with combinations of the following lighting groups to provide a wide range of preset lighting. The panel is in the short hallway at stage right (when facing the audience).

Group 1 Perimeter lights

Group 2 Overhead stage lights

Group 3 Stage perimeter lights

Group 4 Center aisle lights

Group 5 Left and right section

Group 6 Center section lights

KEYPAD PRESETS

FULL All lights on	PRESET 1 Stage off Movie option 1	PRESET 2 Perimeter & center low Movie option 2
LOCAL Bypass all "presets" and adjust groups as needed.	PRESET 3 Perimeter & center high: Power Point type presentation.	PRESET 4 All groups low. Movie option 3
OFF All lights off.	PRESET 5 Perimeter & stage high: Lecture without LCD or OV.	PRESET 6 Stage lights high. Stage production

Note: Preset values may be bypassed by pressing LOCAL and adjusting the controls as needed. Please do not attempt to save any changes.

In addition to the *Sterner* system described above, there are three other lighting groups in the auditorium.

Note: The panel at stage left is non-operational.

1. The wall switch with the red lever (on the wall opposite the *Sterner* panel) controls a group of small recessed non-adjustable florescent lamps.
2. The "main" switches on the four gang plates control only the main florescent lighting.
3. The switch located at stage right labeled "Over Stage" controls a bank of lights over the stage and parallel to the screen.