 **Amphitheater Instructions**

Getting Started

1. Touch anywhere on the touch panel to wake it up.
2. Touch anywhere on the Lesley page to bring you to the main screen

**Connecting Devices to the A/V system**

Connecting your computer

1. On the left-hand side, under **Program Source,** press ***Laptop***.

***This will automatically dim the lights and turn the projector on***

1. Connect your laptop either the VGA or HDMI cables in the cable cubby on top of the podium
   1. If using VGA, connect the aux cable portion into your headphone port on your device for audio
2. If using a MAC computer, please connect the cable to your adaptor *first.* Then plug the cable and adaptor together into your computer.

Document Camera

1. On the left-hand side, under **Program Source,** press ***Document Camera***.

***This will automatically dim the lights and turn the projector on***

1. Pull out the document camera drawer on the right side of the podium.
2. Carefully lift of the camera and light arms and press the power button on the lower left of the device to turn it on.
3. The camera will automatically re-focus and adjust the light. If you need further focusing or light adjustment
   1. Press auto tune for both light and focus

Blu-Ray

1. On the left-hand side, under **Program Source,** press ***Blu-Ray***.

***This will automatically dim the lights and turn the projector on***

1. Open the cabinet door below you to find the Blu-Ray player.
   1. If it is not on already, press the power button on the left side of the unit
2. You can use the control on the touch panel to play, pause, for to the menu etc.

**Adjusting the Volume, Lights and Displays**

Audio

Program Volume- computers and Blu-Rays

1. The audio controls can be found on the ***right-hand side*** of the touch panel.
2. To adjust the volume of your computer audio or Blu-Ray use the **program volume** *up and down arrows* to adjust the volume

Speech Volume- microphones

1. The master audio control for all microphones can be found on the ***right-hand side*** of the touch panel called ***Speech Volume***.
   1. To adjust, use the *up and down arrows*
2. To adjust microphones individually, for the **Audio Settings** tab found on the ***lower*** ***left-hand side*** of the touch panel
3. On this page, you can see: all 4 wireless microphones, the podium mic and the 4-XLR inputs found in the floor box. **the podium mic is always on unless muted**
   1. To adjust the volume of *each individual channel,* use the *up and down arrows to the corresponding mic you want to change the volume on.*
   2. You can also mute individual channels by press the **mute** icon on the corresponding channel

Lights/Displays

From this page you can control: the lighting of the room, the projector, both displays on the columns as well as the screen

1. To adjust the lighting select either: off, full on, presentation or lecture
2. To bring the screen up or down from the arrows below **Screen**
3. To turn the projector: on, off or mute the image, press the buttons below **Projector**
4. If you want to turn the displays on or off: press ***power on*** or ***power off*** underneath the corresponding display you want to adjust

Closing up

1. In the lower left corner of the touch panel press ***System Shutdown***
2. A second screen will appear says “are you sure you want to shut down the system? This will turn off the displays, raise the screen, and reset the room lights”
3. Press ***Yes, Shutdown*** to turn the AV system off.

Information Technology

815 Somerville Ave, 2nd Floor | Cambridge, MA 02138 | it@lesley.edu |617-349-8770