 **L-030 Screening Room**

Getting Started

***This room has 2 touch panels that operate the same***

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 **Video Source,** press either ***Podium*** if you are at the podium or ***Left Wall Plate*** if you are plugged in stage left.

**Either button will automatically turn the projector on**

1. ***IF AT THE PODIUM*** Connect your laptop either the VGA or HDMI cables in the cable cubby on top of the podium

***IF AT THE LEFT WALLPLATE*** you will need to bring your own cables and will need to plug them into the inputs below the stage left touch panel

* 1. If using VGA, connect the aux cable portion into your headphone port on your device for audio

1. If using a MAC computer, please connect the cable to your adaptor *first.* Then plug the cable and adaptor together into your computer.

Blu-Ray

1. On the left-hand side, under **Video 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.

Powering Down

1. In the upper right corner of the touch panel press ***the POWER ICON***
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.

**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, look under **Audio Control** for either ***Microphones, Wireless Microphones or Assisted Listening***
3. Under ***Microphones***, you can see the **PODIUM** microphone as well as the other 4 wired microphone inputs **Mic #1-#4**. These inputs are located stage left by the left wall plate.

Under ***Wireless Microphones*** you can see **Wireless Mic #1-#5**

* 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

These are controlled by the **nLight** panels by entrance.

1. There are 5 presets to choose from: All Lts, ARH Class, Film, Film 2 and Q&A
2. To change lighting zone individually:
   1. Press the left and right arrows to move pages
   2. Use the sliders at each zone to bring up or down
   3. Turn an entire zone off by pressing “**ON**” or “**OFF**”

Powering Down

1. In the upper right corner of the touch panel press ***the POWER ICON***
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

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