

Georgian Rooms

You need to use the touch screen control panel to deploy the screens and turn on the data projectors. If you are using a Macintosh notebook computer you should check out a video adapter from the Reservations desk.

1. Connect your video and/or audio source to the nearest wall plates using the supplied cables. Contact the SUB reservations desk for additional cables. Most plates should be 48 inches from the floor. An XLR wall plate (for wired microphones) is 16 inches from the floor.

2. Approach the touch screen and lightly tap the blank screen until the instruction page appears. This should guide you through the setup process.

3. Press the projector button (upper left hand corner).

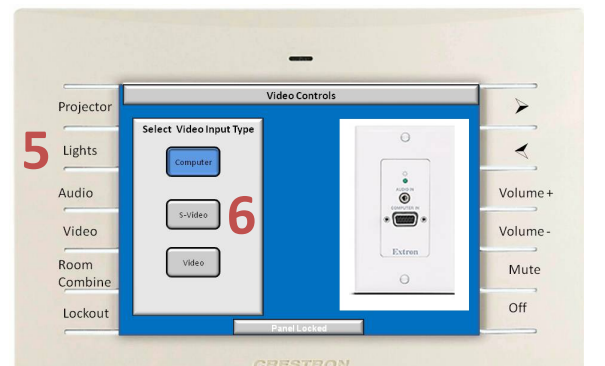
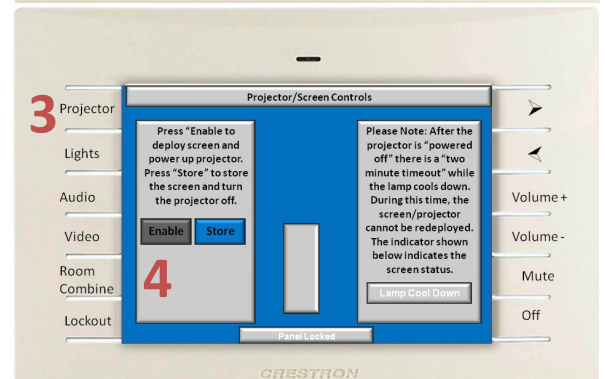
4. Now press the enable button on the screen. This will bring down the projection screens in the room section you are in, to bring down screens in other sections repeat steps 1-4.

5. To select your video source press the video button on the edge of the touch screen.

6. Press the touch screen button for your desired source. The image on the right will change as you select different sources.

You can choose from three video sources:

Computer  , S-Video  , & Video 



7. When using a laptop, a combination of function keys will enable/disable the external display. Usually, the combination of the 'Fn' key along with one of the 12 function keys gets the external display to come on or off. For example, Dell laptops use Fn + F8 key combinations to toggle through external display selections. Hold down Fn and then press and release F8 twice to display on the notebook screen and the data projector.



8. To select your audio source press the audio button on the edge of the touch screen.

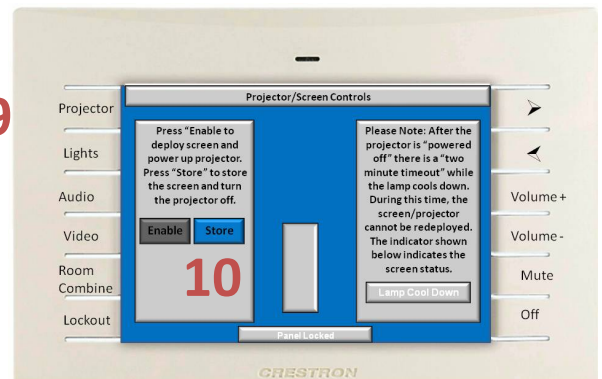
You can choose from four audio sources:



Press the touch screen button for your desired source. The image on the right will change as you select different sources. **Note: You must select the same source for the video as for the audio even if you do not have a video source. Go to Step 5 for information on selecting a video source.**

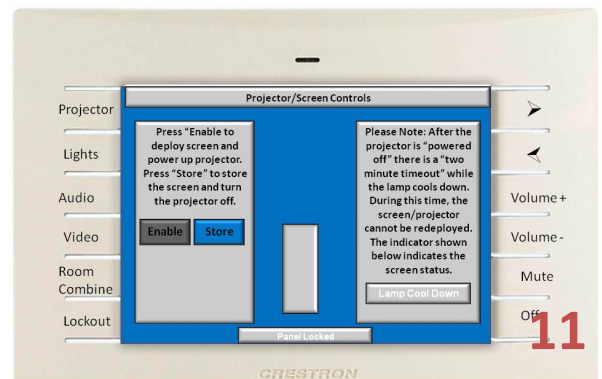
9

9. Once finished store the screens and turn off the projector. Press the projector button (upper left hand corner).



10. Now press the store button. This will store the projection screens in the room section you are in, to store screens in other sections repeat steps 11-12.

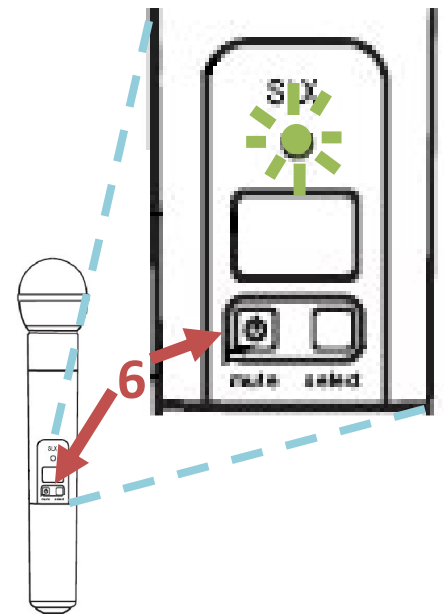
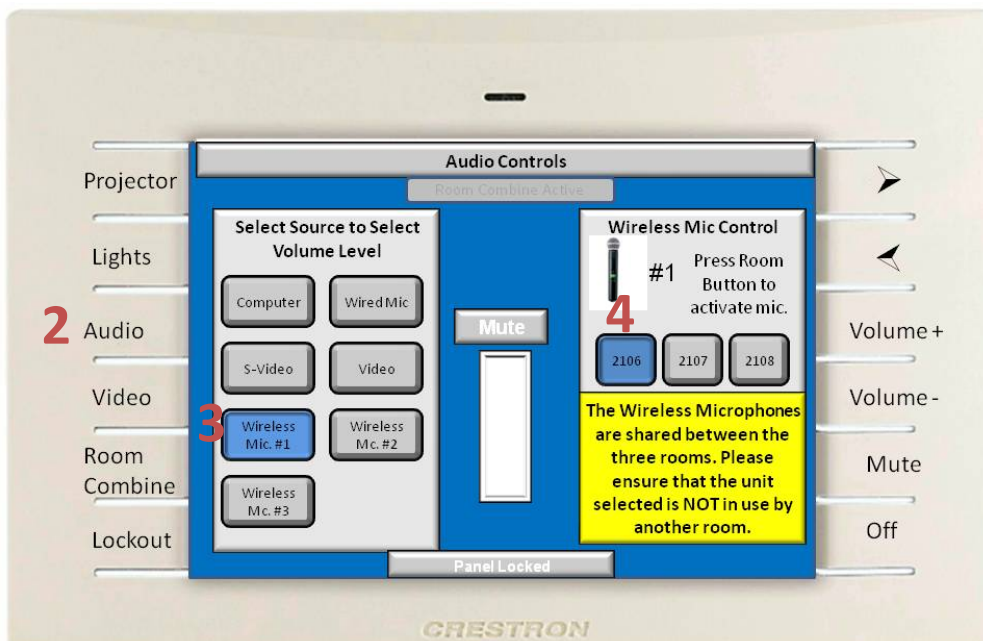
11. Now press the Off button on the edge of the touch screen. The screen will ask if you want to turn the system off and reset everything to default. Press Yes and the system will shut down and reset for the next user.



Georgian Rooms – Wireless Microphone Use

Each of the Georgian Rooms 2106, 2107, & 2108 (A,B,&C) utilize up to three wireless microphones in any and all rooms. The SUB has three wireless handheld microphones and one wireless lapel microphone. Users can reserve this equipment when making reservations or by stopping by the Reservation's desk. To insure that your wireless microphone will operate for an extended period of time, users are responsible for bringing two fresh AA batteries for each microphone.

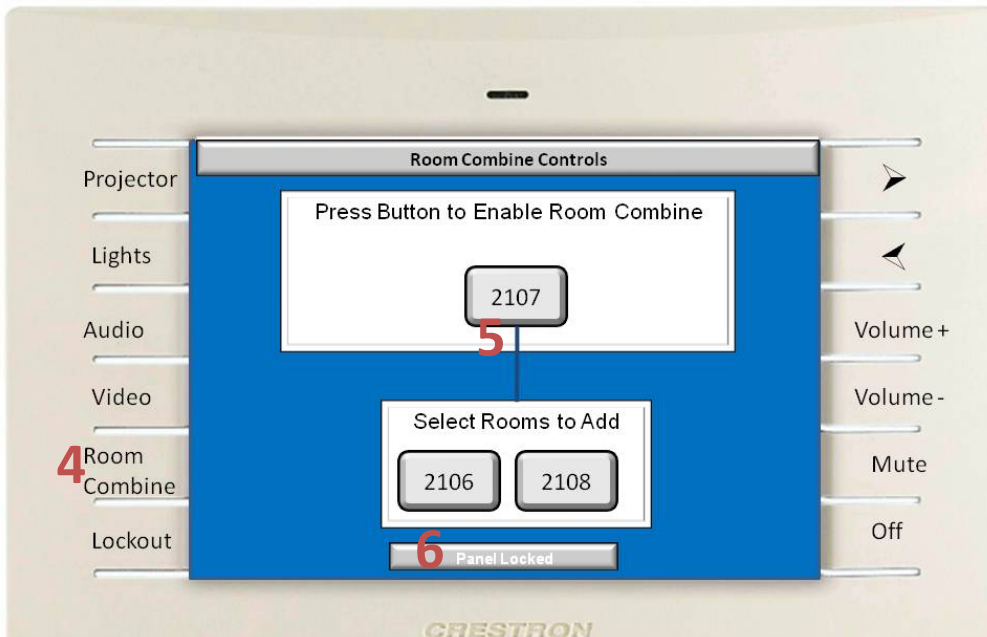
1. If not already powered on, tap the black touch screen and then the Truman State University Logo if it appears.
2. Hit the Audio button.
3. Now, select a wireless microphone (labeled may be found on microphone) by tapping the corresponding button.
4. Now, select the room for which you want the wireless microphone to be active by pressing the corresponding room number button.
5. Repeat steps 3 and 4 to add additional microphones.
6. Power on the microphones by pressing and holding the microphone's "mute/power" button. The power light will be green when on and ready, glowing red when the battery power is low, and flashing red when the battery is dead.



Georgian Rooms – Room Combine Feature

Each of the Georgian Rooms 2106, 2107, & 2108 (A,B,&C) can be operated as separate rooms or combinations of two or three rooms. Possible room combinations are: 2106 & 2107 (A&B); 2107 & 2108 (B&C); and 2106 & 2107 & 2108 (A&B&C).

1. Follow the Georgian room instruction steps 1-10 from the previous page.
2. Turn on the projectors and deploy the screens describe in steps 2-4 in each room you want to include in the room combination.
3. Select which room you would like to be the “master room.” Then, connect your video and/or audio source to the nearest wall plates using the supplied cables. Contact the SUB reservations desk for additional cables. Most plates should be 48 inches from the floor. An XLR wall plate (for wired microphones) is 16 inches from the floor.
4. Now press the Room Combine Button:



5. Press the room number of the room you are in currently.
6. Then, press the room number for the rooms you would like to add to the combination. This will display what is currently being displayed in the room you are in the rooms you choose.

NOTE: The master room will control the video and audio sources as well as the volume level for the entire room combination. If you are using a wireless microphone only the master room’s wireless microphone will work throughout the room combination.