Gallatin Classroom AV Manual
1 Washington Place 432
Art Studio

For help contact the Gallatin Helpdesk:
212-998-9157
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**Turning on the system**

Locate the **Furman** system. If the lights pictured to the right are not on, open the **protective latch** covering the power button to the right. If you don’t see this system, open the cabinet directly beneath the iMac computer.

Flip the blue **Power** button to the right.

Locate the wall mounted control panel. In rooms 401, 501, and 527 the panel is directly above the AV rack. In 430 and 432 the panel is near the projection screen.
Press any button **besides Off** to turn the system on.

The display will turn on. The display settings should never be changed or adjusted. If the projected image is incorrectly displayed please refer to the **Getting Help** section at the end of this document.
<table>
<thead>
<tr>
<th><strong>Blu-Ray Player: use Blu-Ray for DVDs and Blu-Ray</strong></th>
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<tbody>
<tr>
<td>Press the <strong>Blu-Ray</strong> button on the control panel.</td>
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<tr>
<td>Press the <strong>Power button and then the Eject</strong> button on the DVD player.</td>
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<tr>
<td>Place your Blu-Ray or DVD disk in the tray and press the <strong>Eject</strong> button once more.</td>
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<tr>
<td>The Blu-Ray menu will automatically load.</td>
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<tr>
<td>Find the DVD/BLU-RAY remote next to the Blu-Ray Player. Press Play to begin.</td>
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<tr>
<td>Use the Volume Dial on the control panel to control sound level.</td>
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### VCR

Press the **VCR** button on the control panel.

Insert your VHS tape into the slot. The tape will automatically start playing.

Find the **DVD & VCR Control** on the bottom of the wall mounted control panel. Use this just as you would a remote control. The VCR controls are on the bottom row.
**Gallatin laptop computer**

If using the [Gallatin laptop](#) provided in the room, make sure the computer is turned on by clicking tapping any key. If the laptop does not turn on, press the Power button located on the top right of the keyboard.

<table>
<thead>
<tr>
<th><img src="image" alt="Power Button" /></th>
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Click on the Art Studio account name to log into the computer.

<table>
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<tr>
<th><img src="image" alt="Art Studio Icon" /></th>
<th><img src="image" alt="Applications Folder" /></th>
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Click a program icon in the dock to open it. If you don’t see a program you need, click on the Applications folder to view the available programs.
### Laptop

If using a **Mac laptop** and an adapter is needed, please visit the 8th floor reception desk for assistance.

Plug the HDMI cable from the **Gallatin laptop** into your **laptop**. The other end of the cable is already plugged into the system.

Press the **Mac** button on the control panel to project to the room’s display, even if using a PC.
**Document Camera**

Pull out the document camera drawer. To use the document camera, raise camera head arm, next rotate the camera head until it clicks, then raise lamp arm. Make sure the document camera power is on. Find the switch on the back of the camera and switch it to the on position. The lights on the side of the device will turn on.
Press the **DOC CAM** button on the control panel.

Place your document face up on the bed. An image of the document will project onto the screen.
Press **AUTO FOCUS** button if your document is out of focus. Press the **TELE** button to zoom and the **WIDE** button to pan.

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**Using Skype for video conferencing**

As soon as you know that you will require Skype video conferencing in your meeting please contact Gallatin.Helpdesk@nyu.edu or call 212-998-9157 to arrange for a member of Gallatin Technology and Operations to assist you.

If this is an urgent request please visit the room floor reception desk to report your request and a support staff member will help to locate a member of Gallatin Technology and Operations to assist you.
Turning off the projector

Press the **Off** button located on the wall mounted control panel.

As a courtesy to others, please leave the **Power** to the **Furman** system **turned on** when you are finished, unless it is inside of a closed cabinet that traps the heat of the system.

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Getting help
If you require immediate assistance with any of the steps included in this document please visit the room floor’s reception desk. To schedule one-to-one assistance please email Gallatin.Helpdesk@nyu.edu or call 212-998-9157.