Gallatin Classroom AV Manual
1 Washington Place 527
Classroom

For help contact the Gallatin Helpdesk: 212-998-9157
## Table of Contents - p1

- **Introduction-Turning the System On**                         - p2
- **Presentation**                                              - p3
  - Table (Wired Connection)                                      - p4
  - Mac (Wired Connection)                                         - p5
  - Rack HDMI (Wired Connection)                                    - p6
  - Doc Cam                                                      - p7
  - Wireless Connection (Solstice)                                 - p8
  - Rack VGA (Wired Connection)                                    - p12
- **Audio Call**                                                - p13
- **Blu-ray Player**                                             - p14
- **DVD Combo**                                                 - p14
- **Exit & Power Down**                                          - p15
- **Getting Help**                                               - p16
INTRODUCTION – TURNING THE SYSTEM ON

The Crestron touch panel is located in the east wall to the left and will be blank or show the image below:

If it is blank, touch the screen and the above image will appear. Touch the screen again and the system will turn on and the equipment powers up. The **Home page** will appear.

The **Home page** enables you to select the equipment you wish to use, access the volume, mute the picture or microphone, and exit. Press the icon of the device you will use and the page for that device will appear. Press the **Home** icon in the bottom left at any time to return to this page. Press the volume mute or press and hold volume +/- to change the volume. Press the projector icon to mute or unmute the picture on the projection screen. Press the microphone icon to mute or unmute the microphone array above the table.
PRESENTATION CONTROLS

On the Home page, press the Presentation icon and the Presentation page will appear:
PERSONAL LAPTOP CONTROLS - TABLE

On the **Home page**, press the **Table** icon and connect your laptop via VGA or HDMI to the table box under the conference table:

The laptop will be displayed to the screen.

*To request a cable or adapter for connecting your laptop please visit the 8<sup>th</sup> floor reception desk.*
On the **Presentation page**, press the **Mac** icon:

The classroom Mac will be displayed to the screen. If the Mac is powered off, press the power button on the back of the computer, in the lower left corner. When it finishes powering on click the Classroom account to login.
PERSONAL LAPTOP CONTROLS – RACK HDMI

On the Presentation page, press the Rack HDMI icon and connect your laptop to the HDMI connection on the front of the rack:

The laptop will be displayed to the screen.

To request a cable or adapter for connecting your laptop please visit the 8th floor reception desk.
DOCUMENT CAMERA CONTROLS

Press the power switch on the back of the document camera to turn it on.

On the **Presentation page**, touch the **Doc Cam** icon and the Document Camera will display on the screen.

Use the **Zoom** buttons to move closer to or farther from your presentation material. Use the **Brightness** buttons to adjust brightness of presentation material. Hold down the button to activate the control.

When finished, power off the document camera using the power switch on the document camera itself.
WIRELESS CONTROLS - SOLSTICE

The Wireless option allows for the connection of devices to the projection screen without the use of cables or adapters. On the Presentation page, press the Wireless icon. The following will display on the projected screen:

(Continue to next page.)
On your laptop, tablet, smartphone, or other personal device make sure to be connected to the nyu wireless network then open a web browser and go to the web address https://128.122.132.44 to download the Solstice app that allows you to connect to the projected screen:

Open the Solstice app on your device and tap the Enter IP tab then enter 128.122.132.44 and click Go:
Enter the Key from the projected image into the Enter Screen Key field on your device and press Ok:

Once connected, you can choose to share a photo, a video, or mirror your device’s screen to the projected screen:
For Mac iOS devices including iPads and iPhones, please note that AirPlay Mirroring must be turned on in order for the device to display to the screen:

When finished sharing your device’s screen be sure to choose **Turn Off AirPlay Mirroring**.

Please also note, Apple’s DMCA Protection prevents the playback of video on iOS devices from web browsers or apps (including iTunes, Netflix, and Hulu) to the projected screen. **Download the Video Tube app from the Apple App Store in order to play videos to the projected screen.**
PERSONAL LAPTOP CONTROLS – RACK VGA

On the Presentation page, press the Rack VGA icon and connect your laptop to the VGA connection on the front of the:

The laptop will be displayed to the screen.
**AUDIO CALL CONTROLS**

You can make an audio call to one other number or to a meeting bridge. Press the Audio Call icon on the Home page and the Audio Call page will appear:

![Audio Call Page](image)

Dial the desired number. For NYU calls dial the 5-digit extension, or 9 then the full number to dial calls outside of NYU, including country code and area code.

Please note: You cannot add additional numbers/callers to the audio call. If you require additional callers please use a meeting bridge such as Webex, a videoconferencing tool such as Google Hangouts or Skype, or the Polycom conference phone. Please contact the Gallatin Helpdesk for assistance with these methods at 212-998-9157.

There is also a standard NYU desk phone in this room which may be used for conference calling.
**BLU-RAY PLAYER CONTROLS**

The Blu-ray player has to be turned on manually. Power on the Blu-ray player by pressing the power switch on the front of the player. Touch the **Blu-Ray** icon on the **Home page** and the following page will appear:

The **Blu-Ray page** gives full control of the player.

**DVD COMBO CONTROLS**

The DVD Combo player has to be turned on manually. Power on the DVD Combo player by pressing the power switch on the front of the player. Press the **DVD Combo** icon on the **Home page** and the following page will appear:

The **DVD Combo page** gives full control of the player.
EXIT AND POWER DOWN CONTROLS

On any page, touch the icon to exit the system. The following page will appear:

This is your second chance page to go back and continue to use the equipment.

Press the icon if you want to go back to the Home page.

Press the icon if you are ready to shut down the system.

Before powering down, be sure all materials are removed from equipment and DVD/Blu-Ray discs are removed from the Blu-Ray player. The following page will appear:
GETTING HELP

For assistance with any classroom technology in this room:
- Call the Gallatin Helpdesk at 212-998-9157
- Visit the 5th floor reception desk

Email gallatin.helpdesk@nyu.edu if requesting help or training for a future date/time