Room 432 AV Manual

For help contact the Gallatin Helpdesk at (212)-998-9157
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Turning on the system

Locate the Furman system. If the lights pictured below 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 BUT 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.
Blu-Ray Player (also used for DVDs)

Press the Blu-Ray button on the control panel

Press the Power button and then the Eject button on the DVD player. Then place your Blu-Ray or DVD disk in the tray and press the Eject button once more. The Blu-Ray menu will automatically load.

Find the DVD/BLU-RAY remote next to the Blu-Ray Player. Press Play to begin.
Use the Volume Dial on the control panel to control sound level.

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 connection

If using the Gallatin laptop provided in the room, make sure the computer is turned on by clicking any key. If the laptop does not turn on, press the Power button located on the top right of the keyboard. Then click on the Art Studio account name to log into the computer.

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.
Personal laptop

If using a Mac laptop and an adapter is needed, please visit the 8th floor reception desk for assistance. Remove the HDMI cable from the Gallatin laptop and plug 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 the camera arm, next rotate the camera head until it clicks, then raise the 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 the AUTO FOCUS button if your document is out of focus. Press the TELE button to zoom and the WIDE button to pan.

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