Room 527 AV Manual

For help contact the Gallatin Helpdesk at (212)-998-9157
## Introduction

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Introduction

The Crestron touch panel is located on the credenza and is either blank or will 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 will power up. The Home page will then appear.

From the Home page you can: Select the equipment you wish to use, control the volume, mute the picture or microphone, and exit. Press the icon of the device you would like 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 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 screen, press the Presentation icon and the Presentation page will appear:

![Presentation Controls Image]

Table (Wired Connection)

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

![Table Connection Image]

The laptop will then be displayed to the screen. To request a cable or adapter for connecting your laptop, please visit the 8th floor reception desk.
Mac (Wired Connection)

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.
Rack HDMI (Wired Connection)

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 then 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 Connection (Solstice)

The Wireless option allows for devices to connect 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:

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, then 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:

![AirPlay Mirroring](image)

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.
Rack VGA (Wired Connection)

On the Presentation page, press the Rack VGA icon and connect your laptop to the VGA connection on the front of the rack. The laptop will be displayed to the screen.

Blu-ray Player

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. The Blu-Ray page gives full control of the player. Touch the Blu-Ray icon on the Home page and the following page will appear:
Audio Call

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:

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.
**DVD Combo**

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. The DVD Combo page gives full control of the player. Press the DVD Combo icon on the Home page and the following page will appear:

**Exit & Power Down**

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