Room 801 AV Manual

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

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:

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 main page, touch the Document Camera icon and the Document Camera page will appear:

![Document Camera Controls](image)

Press the Power button to power ON the document camera. You can also use the power button on the document camera itself.

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 button to activate control.

When finished, Power Off Document camera by pressing Power button. You can also power off using the power button on the document camera itself. Lower lamp arm, rotate camera head backward, then lower camera head arm.
Auxiliary HDMI

On the main page, touch the Aux HDMI icon to display an auxiliary HDMI device, such as an iPad. The following page will appear:

This control only enables display of the connected device.

Display Controls

On the main page, touch the Display Control icon. The following page will appear:

The Display Controls manually turn the projector on and off.
Screen Controls

On the main page, touch the Screen Control icon. The following page will appear:

The Screen Controls manually bring the screen up and down.

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:
Exit and Power Down Controls

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

Before powering down, be sure all materials are removed from equipment and DVD/BluRay 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