

## Using the projector

1. The equipment rack with a Crestron touch panel and other equipment (PC, Blu-Ray and microphones) are located behind the door on stage.



Equipment rack with touch panel, PC, blu-ray and microphones

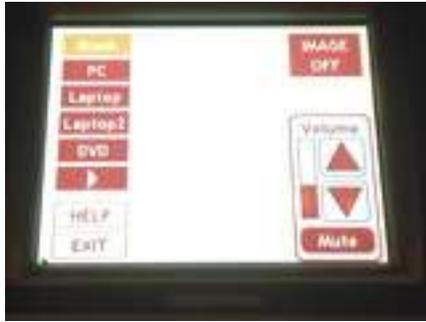
2. A Crestron touch panel is also located on the roll top desk and the podium (located backstage) for laptop connections. VGA Only – Mac users must provide own display port to VGA adapter.



3. At either location (stage or desk), tap the Crestron touch panel to power on all the equipment



4. Once the equipment is ready to use, you will see the following screen. Choose the source you want to use.



**Blank** – turns off the projector

**PC** – using the built in PC located on stage (instructions below)

**Laptop** – connections at the podium (instructions below)

**Laptop2** – connections at the roll top desk (instructions below)

**DVD** – Blu-Ray player located on stage

**Image Off**- will allow you to play sound from any source w/o video

## Using the built in PC or Blu-Ray player to project image

1. There is a PC and Blu-Ray player located in the rack behind the door on stage.

Equipment rack with touch panel, PC, blu-ray and microphones



Built in PC: *Login with your IU username and password*

Hit "PC" button on Crestron touch panel



Blu-Ray player

Hit "DVD" button on Crestron touch panel

## Using the laptop connection located at the roll top desk



Connect your laptop to the provided VGA and sound cable. One end will plug to the connectors provided and the other end to your laptop.

Choose **Laptop2** on the touch panel for your source. The resolution should be set to 1280x768.

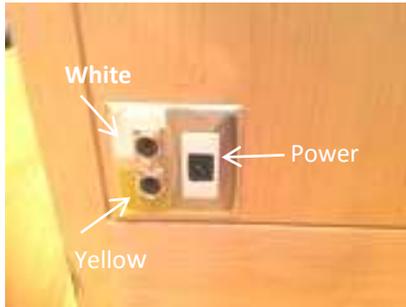
VGA Only – Mac users must provide own display port to VGA adapter.

**For Mac users:** *If the image is not displaying on the projector screen, unplug the display port adapter and plug it back in to your laptop.*

**To adjust resolution:** *Choose Apple menu > System Preferences, click Displays, then click Display tab. Press the Option key while you click Scaled to see additional resolutions for the second display. Then select a scaled resolution option for the second display.*

## Using the podium to project an image from a laptop

1. The podium is located backstage. VGA Only – Mac users must provide own display port to VGA adapter.
2. Plug in the provided cable (located inside the podium) into the side of the podium and the other end on stage. Make sure that white is plugged into the white connection and yellow is plugged into yellow. You should hear a click when plugging in the cable to the podium and the floor box.



White end of cable (top)

Yellow end of cable (bottom)



*To unhook cables,  
press clip at each  
connection to  
release*



VGA connector and  
sound cable located on  
the podium

3. Choose **Laptop** as your source on the touch panel to project to the screen. *If you do not see an image, just remove the cable from the side of the podium and plug it back in.*

**For Mac users:** *If the image is not displaying on the projector screen, unplug the display port adapter and plug it back in to your laptop.*

**Adjusting Resolution:** *After the display is connected, choose Apple menu > System Preferences, click Displays, then click Display tab. Press the Option key while you click Scaled to see additional resolutions for the second display. Then select a scaled resolution option for the second display.*

## Using the microphones:

1. Tap the Crestron touch panel located behind the door on stage to turn on the equipment



2. If you only want to use the microphones and not project any image, choose "Blank" as the source and "Mute" on the touch panel.



3. You will find a handheld and lavalier microphone located in the accessories drawer on the rack located on stage.

Handheld Microphone

Lavalier Microphone



4. Make sure that the microphone you will not be using is turned OFF.

# Auer Hall Technology Instructions

5. Turn ON the microphone you will be using.
6. Check to make sure the battery is fully charged (3 bars). Two bars may be acceptable. If not, replace the battery.



7. The volume of the microphone should be set to the blue arrow mark point on the Shure mixer. Turn the Master knob on the right side of the mixer clockwise to the blue arrow point.



8. Hold the handheld microphone an inch away from the mouth for ideal speech amplification. Clip the lavalier close to the mouth, approximately 2-3 inches away on the shirt collar.



9. When you are finished, turn OFF the microphone and turn the Master knob on the right side of the mixer fully counter-clockwise.