

Academic Hall Auditorium Guide



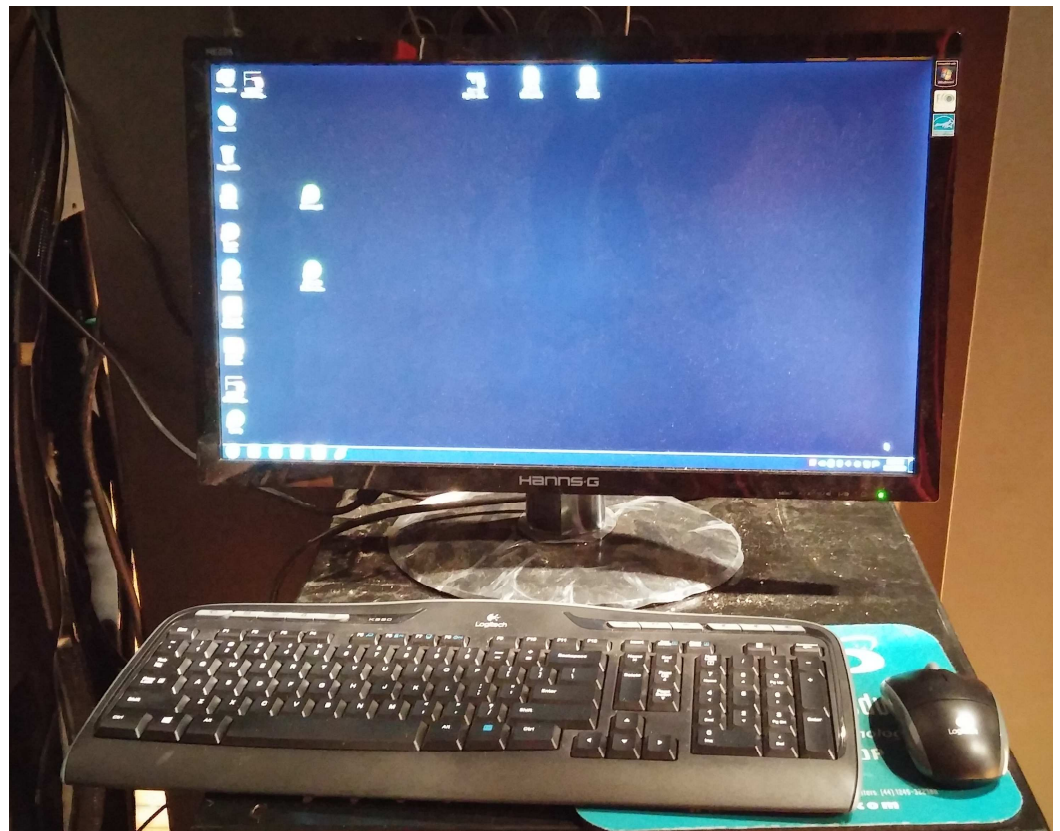


IMPORTANT:

This is the equipment case. **Do not touch anything in here.** All these settings have to remain correct or the system will not work properly.



1. Turn the computer on. The tower is located on top of the locked equipment case.

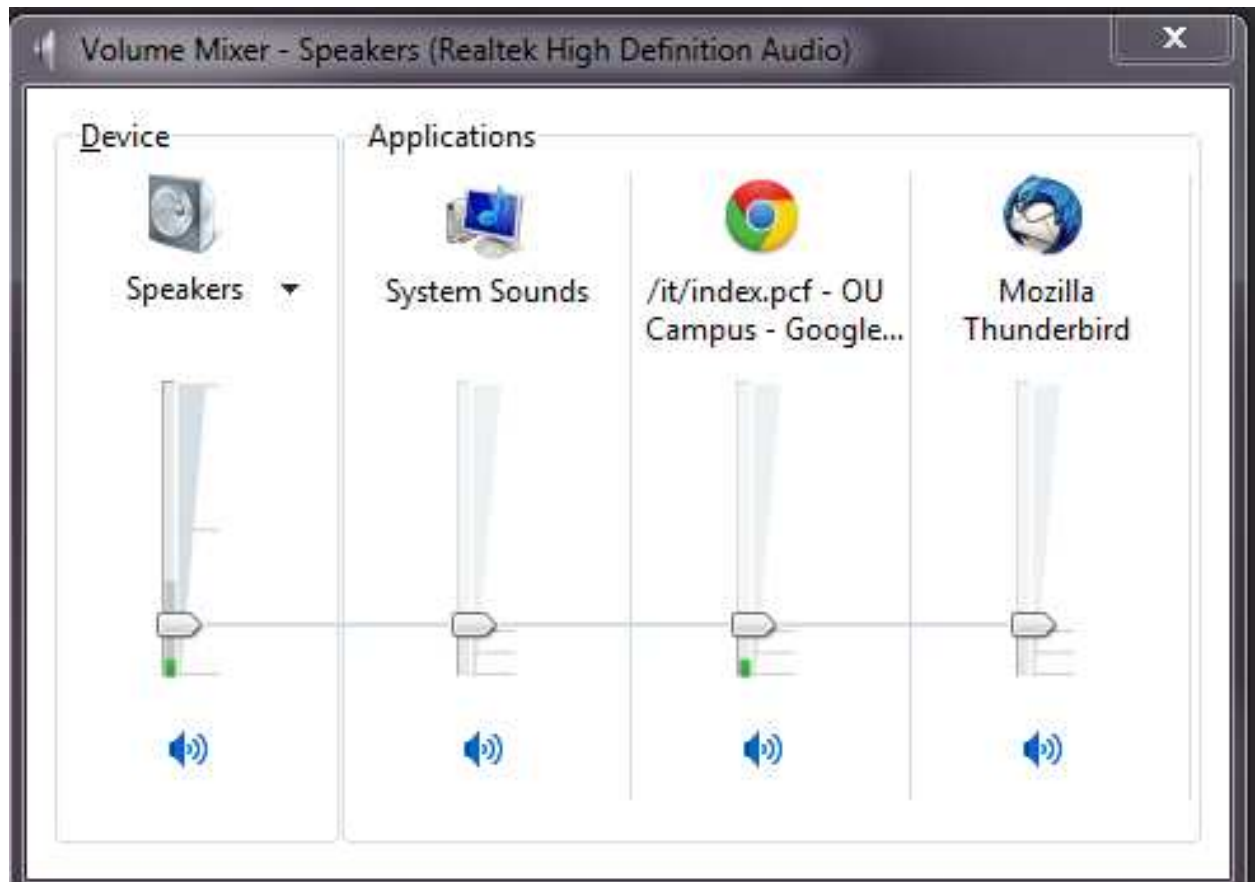
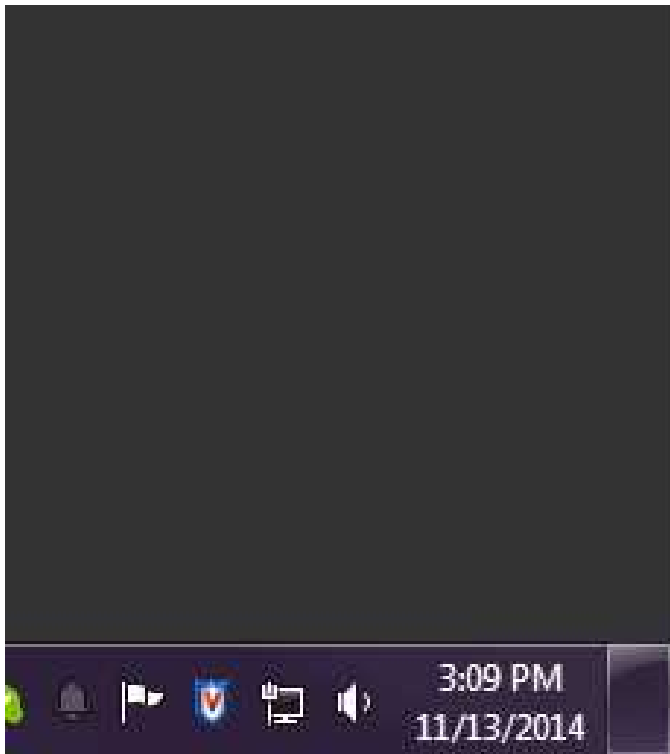


2. Make sure the keyboard and mouse are on before using the computer. Log on to the computer with the following credentials:

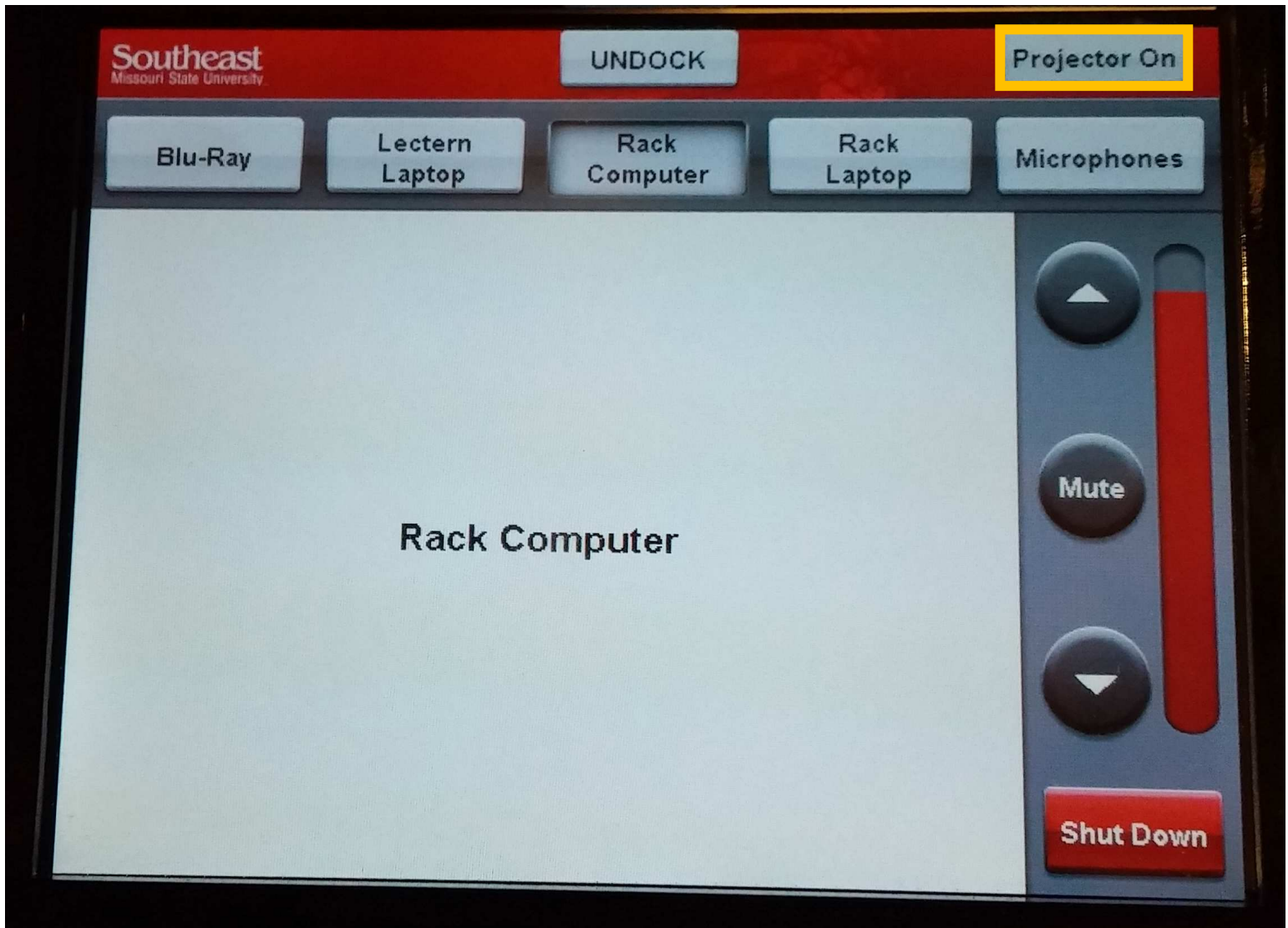
Username: ac125tp

Password: ac125tp

Tip: if you are attempting to play a video but cannot hear sound, click the speaker button on the lower right side of the screen. Click the mixer link in the window.



Tip: Make sure none of the window volumes are muted.



This is the control panel. You can take this off the dock by pressing the undock button and entering the code. The view shown currently is the Rack Computer view. You can switch the projector input by tapping the different buttons across the top of the screen. You can also change the volume using the arrow buttons on the right side of the screen.

To turn the projector on, tap the Projector On button.

Note: Lectern Laptop, Rack Computer, and Rack Laptop have the same options.



This is the Blu-Ray view. The control panel acts like a remote for the Blu-Ray player.



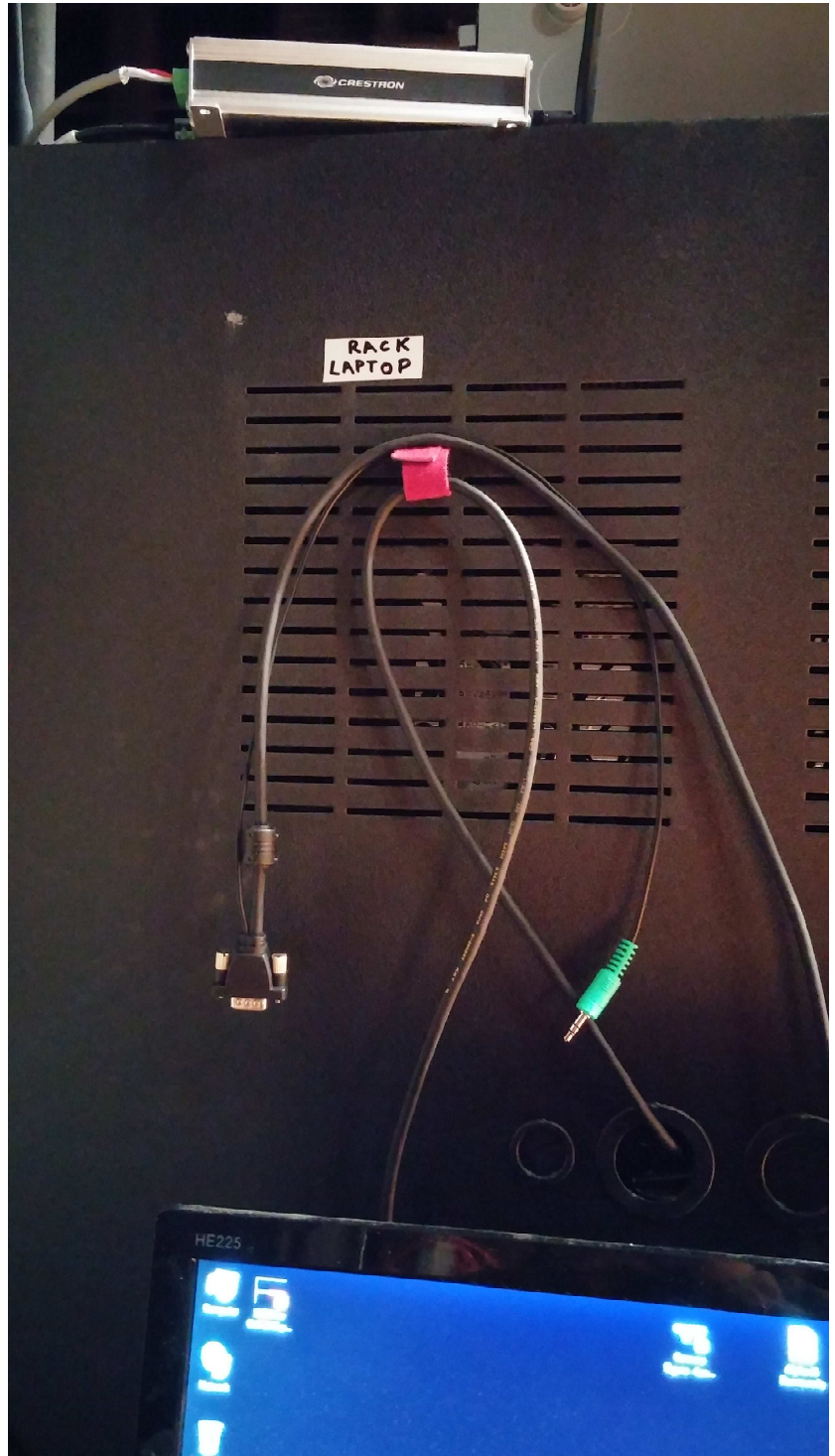
This is the Microphone view. The control panel can change the volume of each microphone.

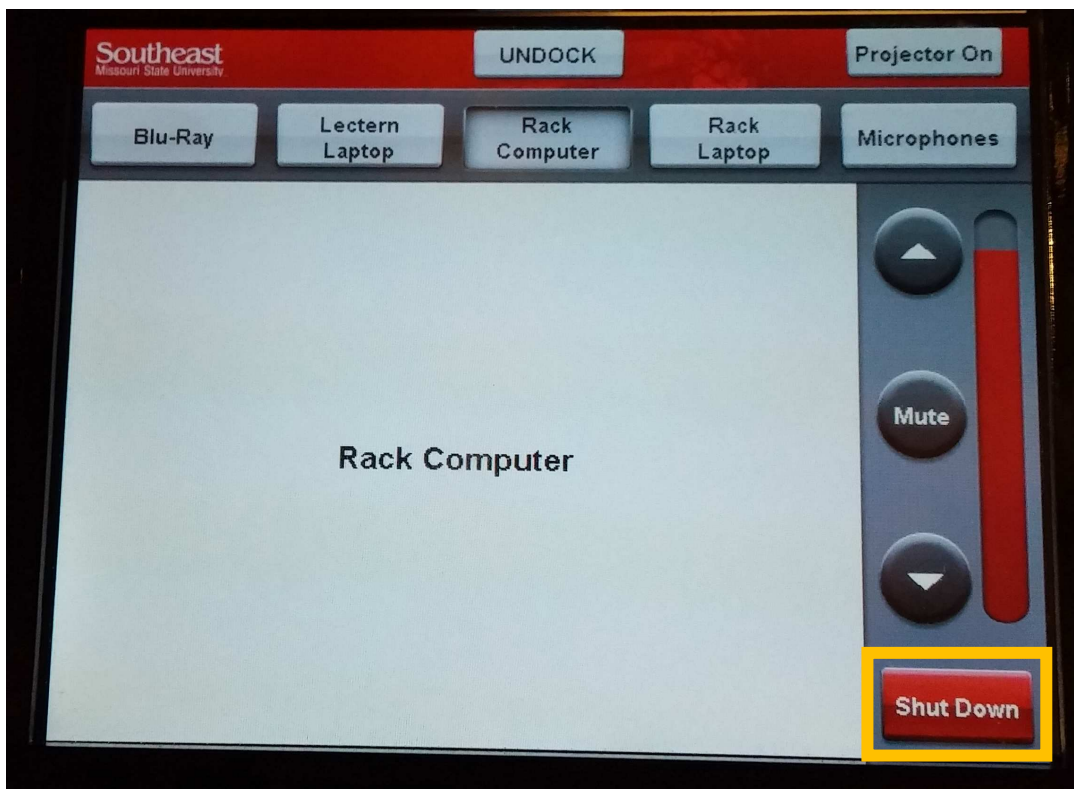
A presentation remote is also provided. Since the antenna is next to the monitor, it has a limited range and only works when you are on the stage.



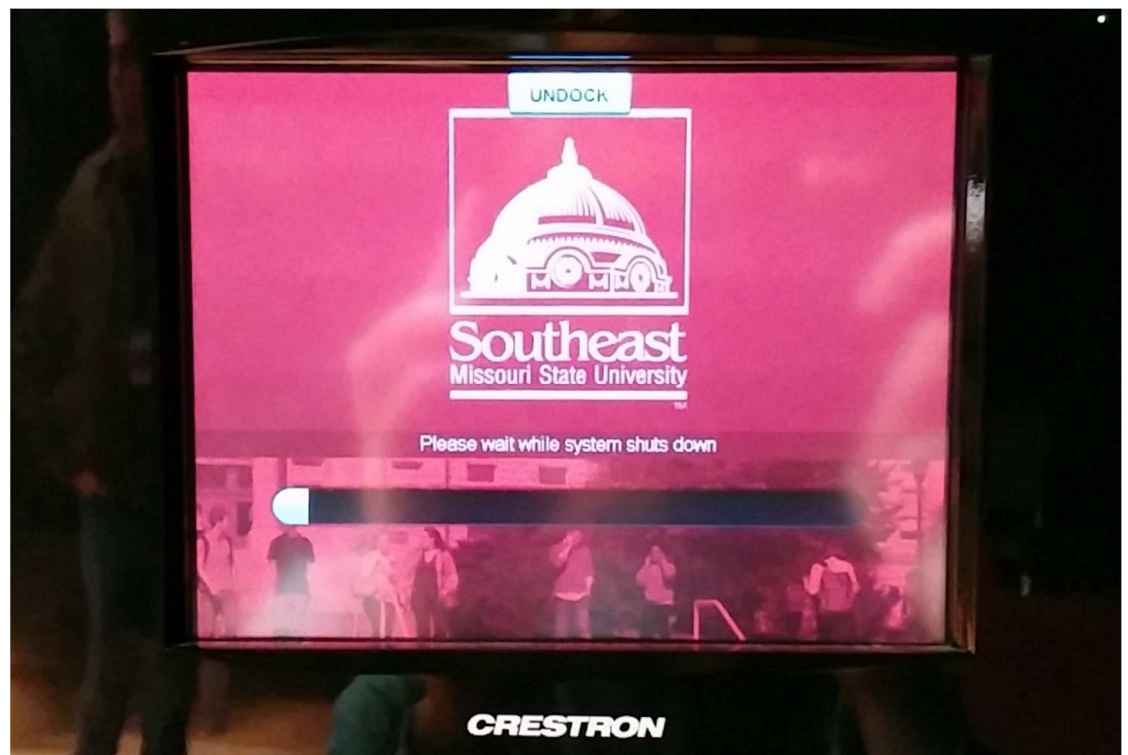
If you want to use your personal laptop on the system, connect it using the cords provided under the Rack Laptop sticker. You would use the Rack Laptop setting the control panel on Rack Laptop.

Note: If you wish to use a tablet or any other device that does not use a VGA cord, please let Telecommunications know **3 working days** prior to the event.





To shut down the system, tap the shut down button.



IMPORTANT: Because of the large projector, the system takes 5-15 minutes to shut down completely. The system cannot be restarted until the system is completely turned off. Make sure you really intend to shut the system down before tapping the shut down button.

The computer must be turned off separately. Make sure to turn the keyboard and mouse off after use, too.

Contact University Scheduling For:

- Academic Hall Auditorium reservations
- Wireless microphones
- Keyboard or mouse replacement batteries
- Support

University Scheduling

(573) 651-2280

unischeduling@semo.edu

(573) 651-2839 (fax)

University Center 414

