

Student Centers
VANDERBILT
AV
TUTORIALS



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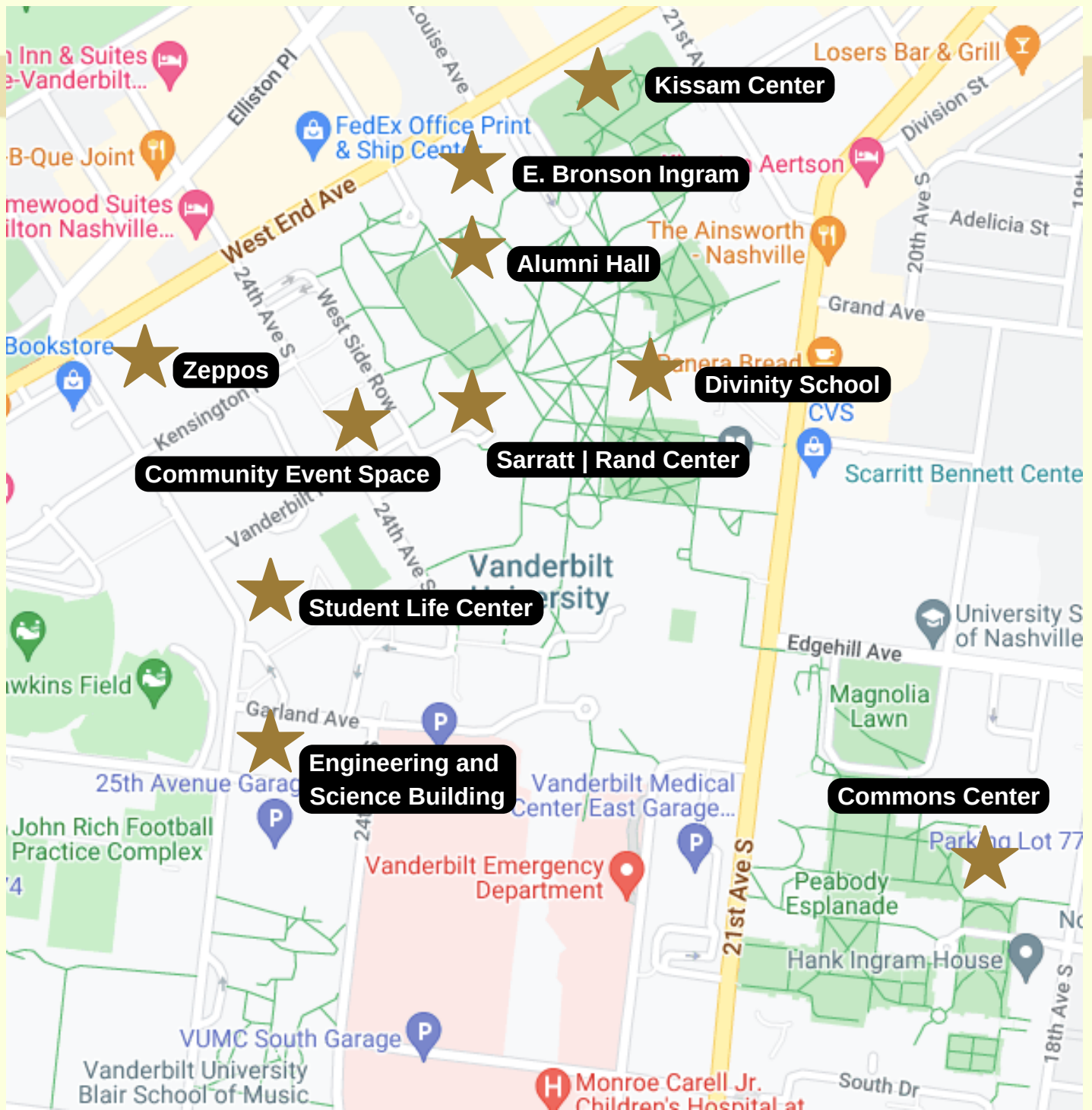
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MAP OF EVENT SPACES



VANDERBILT



ALUMNI HALL

VANDERBILT

Memorial Hall Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the touchscreen on the lectern to wake it up.
- The status of the room will be shown in the upper right corner of the display. If the room is “off” press the power button to turn the room “on.” This may take a moment. The room status will switch to “on” when the room is ready for use.
- **To connect a laptop** plug your computer into the HDMI cable located on the lectern using the appropriate adapter. Then navigate to “Home” on the touchscreen. Select “Laptop/Tablet” from the input section. Then select “Left Display” and then “Right Display” from the bottom of the screen. Your laptop should display on the TVs shortly. If you want the audio from your laptop to be played through the room’s speakers, make sure that “Program Audio” (located next to display selection) shows “laptop.” If it does not, tap it until it indicates “Laptop.”

Connecting to Projection - AirMedia

- Navigate to the “Home” screen on the touchscreen.
- Select “AirMedia” from the input section. Then select “Left Display” and then “Right Display” from the bottom of the screen.
- The AirMedia screen should display on the TVs shortly
- To adjust the volume of the lectern microphone or program audio navigate to the “Audio” menu by selecting “Audio” from the left side of the touchscreen. This will open the audio mixer.
- The lectern microphone will either be plugged into “Input 1” or “Input 2” which are located on the top of the lectern and labeled as such. The audio mixer on the touchscreen can be used to raise, lower, or mute whichever input the microphone is plugged into. Program Audio (Laptop, or Aux input) is controlled by the volume slider on the right of the touchscreen.
- Please Turn Off The Room When Finished
- **Note:** Our A/V system automatically adjusts the volume of the microphone to prevent feedback. If you’re having trouble reaching your desired volume with the lectern mic, try moving further away and speaking louder, or moving closer and speaking more softly.

Alumni Classroom A/V Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

The touchscreen used to control the room is in the drawer to the right of the A/V rack labeled

"A/V and Lighting Controls"

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system. You can check the room status in the upper right corner of the touchscreen. If the room is "off", select your source (Podium PC, Laptop/Tablet, Blu-ray, Cable TV). After your source is selected the room will turn "On."
- **If the system is already "On"** or to switch your source, select "Home" in the upper left of the touchscreen. You may then select your input.
- If you are using a laptop, connect it to the HDMI cable on the desk.
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select "Laptop/Tablet" from the "Home" menu of the touchscreen, then "HDMI."
 - The sound from your laptop should come out of the system, and is controlled by the volume fader in the bottom right corner of the touchscreen.
 - If you are unable to get sound from your laptop, try plugging in the 1/8" cable (Headphone jack) on the desk and selecting "Select 1/8" Audio Input" located next to the "HDMI" button on the touchscreen. The laptop audio from the 1/8" input is controlled using the same volume fader.
- If using the A/V Bridge system for Zoom or Teams, please make sure to plug in the USB cable labeled "Blackmagic Web Presenter" as well as the HDMI.
- To lower or raise the shades or projection screen, navigate to the "Screen and Shades" menu on the button of the touchscreen.
- To close the menu, press the "Home" button in the upper left corner of the touchscreen.

How to Use the Microphones

Wireless Microphones

- **Wireless Microphones** are located in the drawer below the "A/V and Lighting Controls." Only two wireless microphones may be used at once.
 - "Wireless 1" may be either the handheld or lavalier labeled as such. "Wireless 2" may be either the handheld or lavalier labeled as such.
- To adjust the volume of the microphones or mute them, tap the "Microphone" button on the bottom of the touchscreen.
- "Wireless 1" and "Wireless 2" will appear as the first two options on the left. "Wired Mics 1-4" only work when external microphones are added, and DO NOT control the puck microphones around the room.

Lavalier Microphones

- **To operate the lavalier microphones**, press and hold the power button on top to power them on.
- The button may be pressed again once on to mute or unmute the microphone. Please clip the microphone on a garment as close as possible to your mouth for the best results.

Handheld Microphones

- To operate the **handheld microphones**, press and hold the power button beneath the screen to power them on.
- The button may be pressed again once on to mute or unmute the microphone. Please speak directly into the top of the microphone and angle it towards your mouth for the best results.

How to use Zoom Conferencing

- **To use the A/V Bridge** (room mics and camera) for Zoom/Teams or virtual components, please select the following in your streaming application.

Microphone: Microphone (Black Magic Web Presenter)

Speaker: Crestron

Camera: Black Magic Web Presenter

- **To control the camera**, use the Vaddio remote labeled “PTZ Camera” located in the drawer labeled “Microphones and Remotes.” Aim the remote directly at the camera to control it.
 - The four red arrow buttons around the “home” button will control the pan and tilt of the camera. The “T” and “W” buttons in the center of the remote will control the zoom. There is one set for Fast Zoom, and one set for Slow Zoom.

Reading Room A/V Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the touchscreen on the wall at the front of the room to wake it up. The status of the room will be shown in the upper right corner of the display. If the room is “off” press the power button to turn the room “on.” The projection screen will come down and the projector will power on. This may take a moment. The room status will switch to “on” when the room is ready for use.
- Plug your computer into the HDMI cable located on the lectern using the appropriate adapter.
 - If not using the lectern, you may plug your laptop into the HDMI input on the wall below the touchscreen.
- Navigate to “**Home**” on the touchscreen. Select “**Laptop/Tablet**” from the input section. Your laptop should display on the projector shortly.
 - If it does not, try unplugging your laptop from the display cable and plugging it back in.
 - If this still does not work, please try leaving your laptop plugged into the display, and then turning the room “Off” and then back “On” again. You may need to adjust the display settings on your laptop if the issue is not resolved.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the touchscreen on the wall at the front of the room to wake it up.
- Navigate to the “Home” screen on the touchscreen.
- Select “AirMedia” from the input section. The AirMedia screen should display on the projector shortly.
- To adjust the volume of the lectern microphone or program audio:
 - Navigate to the “Audio” menu by selecting “Audio” from the left side of the touchscreen. This will open the audio mixer.
 - The lectern microphone should be plugged into “Input 1”. The audio mixer on the touchscreen can be used to raise, lower, or mute the microphone. If it does not, please try using the controls for “Input 2”.
 - **Program Audio (Laptop, or Aux input)** is controlled by the volume slider on the right of the touchscreen.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.



COMMUNITY EVENT SPACE

VAN DER BILT

CES 008 MPR

Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Audio only - Aux(1/8") Cable

- Tap the Crestron panel to power up the system;
- Plug one end of the aux cable into the wall plate input labeled "AUDIO INPUT" and the other end into the media source.
- Select the "Volume Mixer" icon;
- Select the red mute button under the "Main Volume" option.
- Audio control for the media is controlled under the "Wall Jack" volume option.
 - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.

Adjusting volume level - Wired Microphone

- Tap the Crestron panel to power up the system;
- Select the "Volume Mixer" icon;
- Select the red mute button under the "Main Volume" option so that it turns to black.
- Audio control for the microphone is determined by the utilized wall plate input.
 - "Mic 1" on the wall plate correlates to the "Handheld 1" option on the Crestron Panel
 - "Mic 2" on the wall plate correlates to the "Handheld 2" option on the Crestron Panel
 - The XLR input on the "AUDIO INPUT" wall plate correlates to the "Podium" option on the Crestron Panel
- Adjustments are controlled under the designated volume option.
 - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.

CES 108 MPR Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the “Laptop” option;
 - The projection system will automatically turn on and a screen will descend.
- The connected media source will automatically display on the screen.
- Audio control for the media is controlled under the “Presentation” volume option.
 - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Audio only - Aux(1/8”) Cable

- Tap the Crestron panel to power up the system;
- Plug one end of the aux cable into the wall plate input labeled “AUDIO INPUT” and the other end into the media source.
- Select the “Volume Mixer” icon;
- Select the red mute button under the “Main Volume” option.
- Audio control for the media is controlled under the “Wall Jack” volume option.
 - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.

Adjusting volume level - Wired Microphone

- Tap the Crestron panel to power up the system;
- Select the “Volume Mixer” icon;
- Select the red mute button under the “Main Volume” option so that it turns to black.
- Audio control for the microphone is determined by the utilized wall plate input.
 - “Mic 1” on the wall plate correlates to the “Handheld 1” option on the Crestron Panel
 - “Mic 2” on the wall plate correlates to the “Handheld 2” option on the Crestron Panel
 - The XLR input on the “AUDIO INPUT” wall plate correlates to the “Podium” option on the Crestron Panel
- Adjustments are controlled under the designated volume option.
 - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.



E. BRONSON INGRAM

VANDERBILT

E. Bronson Ingram 1004 Great Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

NOTE: This panel requires a 6 digit passcode and should only be used when the code has been given to you by your event manager.

How To Use The Panel To Control Audio

- The touch pad is located on the wall to the right of the fireplace. Tap anywhere on the screen to wake it up.
- Type in the passcode.
- There is no projection here, so this panel is controlling audio in the room. Microphone controls are on the main menu. Find the corresponding channel on the Crestron panel that matches your mic, and adjust volume up, down, or mute.
- You can also pipe in music (the same music that plays in the Dining Hall) by turning up the volume on the channel called "Music."
- If you have arranged the lav mic pack with the red Aux cable on it to play your own music, you can connect the aux cable to your device and press play. Then, find the corresponding channel (Lav 1 or 2, depending on how the mic pack is labeled) and turn up the volume on the screen. You will get the best sound quality if your volume is all the way up on your device before turning up the volume on the screen.

After Using Equipment (Very Important!)

- **At the end of the event make sure all microphones are powered off on their devices and that you lock the screen back.**
- **Microphones may be left on the windowsill next to the Crestron panel for your event manager to collect and lock back up.**

E. Bronson Ingram 1003 Multi-Purpose Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

This room is equipped with 2 built-in projectors/screens and an HDMI hookup (with common adapters) on the podium. There is not a built-in computer, so please provide your own laptop to connect at the podium. Slide advancers and microphones are available upon request - please ask your Student Centers event manager or av technician for more information (contact: eventservices@vanderbilt.edu or 615-322-2448)

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system.
- Press to begin, and the system will fire up.
- There is no built-in computer in this space, so you will need to bring your own laptop to connect at the podium.
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- To hook up the laptop to the system, use the HDMI cord from the lectern.
- Select the corresponding HDMI option on the touch panel.
- Test out your audio and video prior to the start of your meeting, if possible, to ensure everything is working properly.
- At the end of the event make sure all projectors, microphones and advancers are turned off.

Connecting to Projection - AirMedia

- Tap the Crestron panel to power up the system.
- Press here to begin, and the system will fire up.
- There is no built-in computer in this space, so you will need to bring your own laptop to connect at the podium.
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- To hook up the laptop to the system, use AirMedia.
- Microphone volume can be controlled on the touch panel as well. If you have pre-arranged microphones for your event, you will be able to adjust volume and mute your microphones here.
- Please power down the microphone when you are finished with your program and leave it (them) in the cubby in the podium for Student Centers staff to lock up after your meeting.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.



KISSAM CENTER

VANDERBILT

Kissam C105 Meeting Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance

General Information

- This room is equipped with 1 built-in projector/screen and an HDMI hookup in the wall.
- There is no permanent HDMI cable in the room but you can check one out from the Kissam front desk 8a-4p M-F.
 - Otherwise, please contact the Sarratt Student Center Information Desk at 615-322-2425 for assistance.
- Additionally, there is not a built-in computer, so please provide your own laptop to connect to the wall.
- Slide advancers are available upon request,
- **Please ask your Student Centers event manager or av technician for more information (contact: eventservices@vanderbilt.edu or the Rand 307 Student Centers Office at 615-322-2448).**

Connecting to Projector - HDMI

- The controls are located on the wall panel. It looks like a white crestron panel in the wall with several buttons and a volume control. Below this panel is the HDMI input in a separate wall panel closer to the ground.
- Look below this panel to see the HDMI input in a separate wall panel closer to the ground.
- Connect your laptop with the HDMI cable, and once you're connected press the "system on" button on the white crestron wall panel.
- The red lights for "system on" and "system off" will blink for about a minute.
- During this time, the project will power and the screen will drop down automatically.
- If your computer is already connected, your image should appear on the screen at this point.
- The projector, hanging from the ceiling, will show all blue lights to indicate it is on.

At the end of your meeting, make sure the projector is powered off and the screen is raised. You can do this all in one step by simply pressing System Off on the panel. If you checked out an HDMI cable from the Kissam front desk or Sarratt Student Center Information Desk, please ensure it is returned.

Common Troubleshooting Tips

- If you arrive in the room and the system is already powered on, you may need to power it down to let it refresh if you run into any issues.
- Once you press System On or System Off, the red lights will blink for about 60 seconds. It is a slower system, so please be patient while it boots up or down and try not to press other buttons while the lights are blinking.

KISSAM CENTER

- There is no remote needed in this room. The project fires up automatically when you press System On.
- If your audio is not coming through right away, give the system about 30 seconds and it should come through. The Volume dial on the panel does not work, so you will have full volume control through your laptop.
- If you need an HDMI cable to connect, please check one out from the Kissam front desk (M-F 8a-4p) or Sarratt Student Center Information Desk (after hours and weekends).

Kissam C216 Classroom Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance

General Information

- This room is equipped with 1 built-in projector/screens and an HDMI hookup (with common adapters) on the podium.
- There is also a built-in computer, so you may provide your own laptop or use the existing computer.
- Video conferencing (Zoom/hybrid capabilities), Slide advancers, DVD player, and microphones are available upon request.
- **Please ask your Student Centers event manager or AV Technician for more information (contact: eventservices@vanderbilt.edu or 615-322-2448).**

Turning on the Projector

- The touch pad is located on the lectern. Tap anywhere on the screen to wake it up.
- To activate projection go to “Settings”, a labeled button located on the left side of the panel.
- It will bring up buttons for the projector power, you should see on the screen “Projector” with an off and on button and “screen” with a down and up button.

Connecting to Projector - HDMI

- Click the “sources” button on the left side of the touchpad.
- A screen will pop up on the touchpad that will say “select a source from below to start the system.”
 - If you are using a laptop connected by an HDMI cord, select Laptop HDMI.
 - If you are using the existing PC in the room, simply click PC.
 - Follow the same logic for other sources.

Connecting to Microphone

- Click the “Mics” button on the left side of the touch screen, underneath settings.
- From there, a screen should appear with “wireless mics” written at the top and “Wireless 1” and “wireless 2.”
- The Microphone volume is controlled through this touch panel as well. If you have pre-arranged microphones for your event, you will be able to adjust the volume and mute your microphones here.
- Please power down the microphone when you are finished with your program and leave it (them) on the podium for Student Centers staff to lock up after your meeting.

At the end of your event make sure all projectors, microphones, and advancers are turned off. Microphones and advancers can be left in the lectern cubby for the Student Centers staff to collect.

Kissam C210 Multipurpose Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance

General Information

- This room is equipped with 2 built-in projectors/screens and an HDMI hookup (with common adapters) on the podium.
- There is not a built-in computer, so please provide your own laptop to connect at the podium.
- Slide advancers, DVD player, and microphones are available upon request
- **Please ask your Student Centers event manager or av technician for more information (contact: eventservices@vanderbilt.edu or 615-322-2448)**

Turning on the Projector

- The white crestron touch pad at the front controls all the functions
- Tap anywhere to wake it up
- It should start off with the question “Combine Rooms or Divide Rooms”; please select desired room configuration
 - Select “combined” if you want the front and back screens/projectors to both be in use
 - Select “divided” if you want only the front screen/projector to be in use
 - If the room is divided by the airwall and a/v is being used on both sides, you will need to select “Divided” on the front panel and then go to the back panel (on the other side of the wall) and also start it up as divided. In divided mode, you can only have microphones on the back part of the room
- After that it pulls up the main menu

Connecting to Projector - HDMI

- On the main menu, to activate the projection tap “system on” on the touch pad, which will lower the screen and power up the projector upon command.
- To hook up the laptop to the system, use the HDMI cable and any necessary adapters provided at the lectern at the front of the room. Look for the laptop icon on the touch pad and click on laptop (front)
- This page will also show volume control. Volume is adjustable on the touch panel and on the laptop itself
- Always test out your audio and video prior to the start of the problem if able to troubleshoot any issues.

Connecting to Microphone

- Microphone volume can be controlled on the touchpad
- You will see a microphone option on the main menu, similar to where you found system on
- If you have pre-arranged microphones for your event, you will be able to adjust volume and mute your microphones here.

KISSAM CENTER

- Please power down the microphone when you are finished with your program and leave it (them) in the cubby in the podium for Student Centers staff to lock up after your meeting.
- **At the end of the event make sure all projectors, microphones and advancers are turned off.**
- **Microphones and advancers can be left in the lectern cubby for Student Centers staff to collect.**

Common Troubleshooting Tips

- **If you would like to use the microphones without the projector/screen in use:**
Power down everything and when you go back to the main screen and hit "Combined", the mics should work automatically without having to hit "Start Up"
- **If you would like to use the room Combined, but you don't want the back projector/screen in use:**
While both front/back systems are powered up, go to the back screen and hit 'Combined Mode' and then look for the 'Screen Up' button. Raise the screen up. Then hit the red projector off button and the back projector will shut off.
- The blinds in this room are controlled by a white switch plate on the far wall. It is labeled with buttons for sun shades or blackout shades. There are two light switch panels (front and back) that have a few different settings. The av is easier to view when the room is darkest.
- If the room is divided and you have a separate presentation in the back of the room, you will need to get an extra HDMI cable from the Kissam front desk. If it is after hours and staff are not present to assist, please call the Sarratt Box Office - 615-322-2425 - and one of our student staff can come assist.

Moore A109 Meeting Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance

General Information

- The room is equipped with 1 built-in projector/screen and an HDMI hookup in the wall.
- There is no permanent HDMI cable in the room but you can check one out from the Kissam front desk 8am-4pm M-F.
 - Otherwise, please contact the Sarratt Student Center Information Desk at 615-322-225 for assistance.
- Additionally, there is not a built-in computer, so please provide your own laptop to connect to the wall.
- Slide advancers are available upon request
- **Please ask your Student Centers event manager or AV technician for more information (contact: eventservices@vanderbilt.edu or 615-322-2448**

Connecting to Projector - HDMI

- The controls are located on the wall panel. It looks like a white crestron panel in the wall with several buttons and a volume control. Below this panel is the HDMI input in a separate wall panel closer to the ground.
- Connect your laptop with the HDMI cable, and once you are connected press “system on” on the white crestron wall panel
- The red lights for system on and system off will blink for about a minute
- During this time, the screen will drop down.
- If the projector does not start automatically, you will also need to use the remote in the room to turn on the projector.
- Point the remote at the projector and click “On” in the top left corner.
- Now that the projector is on, make sure you are on the correct input (HDMI).
 - If the screen shows this error about your input, click 6 on the remote for HDM and it will adjust your input.
- Then, if your laptop is already connected via HDMI, you will see your image on the screen

At the end of your meeting, make sure the projector is powered off and the screen is raised. You can do this by clicking Off in the top left corner of the remote and hitting System Off on the panel. If you checked out an HDMI cable from the Kissam front desk or Sarratt Student Center Information Desk, please ensure it is returned.

Common Troubleshooting Tips

- If you arrive in the room and the system is already powered on, you may need to power it down to let it refresh if you run into any issues

KISSAM CENTER

- Once you press System On or System Off, the red lights will blink for about 60 seconds. It is a slower system, so please be patient while it boots up or down and try not to press other buttons while the lights are blinking
- If you need an HDMI cable to connect, please check one out from the Kissam front desk (M-F 8a-4p) or Sarratt Student Center Information Desk (after hours and weekends)

Moore A117 Seminar Classroom Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2425 for Urgent Assistance

General Information

- The room is equipped with 1 built-in projector/screen and an HDMI hookup (with common adapters) on the podium.
- There is not a built-in computer, so please provide your own laptop to connect at the podium.
- Video conferencing (zoom/hybrid capabilities) and slide advancers are available upon request
- **Please ask your Student Centers event manager or AV technician for more information (contact: eventservices@vanderbilt.edu or 615-322-2448**

Turning on the Projector

- The touch pad is located to the right of the lectern. To wake it up, tap it anywhere.
- While you are waking up the panel, you can connect your laptop via HDMI cable using the HDMI cable and adapters (if needed) found already hooked up at the podium.
- To activate projection, click on “settings” on the touchpad, which will bring up buttons for projector power, and will also lower the screen.

Connecting to Projector - HDMI

- Click the “sources” button on the left side of the touchpad.
- A screen will pop up on the touchpad that will say “select a source from below to start the system.”
 - If you are using a laptop connected by an HDMI cord, select Laptop HDMI.
 - If you are using the existing PC in the room, simply click PC.
 - Follow the same logic for other sources.

Connecting to Microphone

- Click the “Mics” button on the left side of the touch screen, underneath settings.
- From there, a screen should appear with “wireless mics” written at the top and “Wireless 1” and “wireless 2.”
- The Microphone volume is controlled through this touch panel as well. If you have pre-arranged microphones for your event, you will be able to adjust the volume and mute your microphones here.

Common Troubleshooting Tips

- If you arrive in the room and the system is already powered on, you may need to power it down to let it refresh if you run into any issues.



STUDENT LIFE CENTER

VANDERBILT

Board of Trust Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

General Information:

- The microphone is always live.
- Audio from your device can be controlled on the touch screen.

Connecting to the Projection - HDMI

- Plug in your device using the appropriate cord
- Touch the touch screen on the lectern to activate the display
- Press the "Power" button on the left side of the display
- Touch "System On" to turn on the projector and lower the screen
- The system will automatically detect whether the device is connected via the HDMI cable or the VGA cable

Disconnecting your Device

- Unplug your device
- Touch the touch screen on the lectern to activate the display
- Press the "Power" button on the left side of the display
- Touch "System Off" to turn on the projector and lower the screen

Please visit the front desk if you need any troubleshooting assistance.

Meeting Rooms 1 & 2 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

General Information:

- The microphone is always live. Please see the front desk if you need the mic volume to be adjusted.
- Audio from your device can be controlled on the lectern panel (for HDMI and VGA).
- The lectern has an aux cable for playing music without needing to connect to the projector. Volume has to be controlled by the device playing the music.

Connecting to Projection - HDMI

- Push the down arrow button on the wall panel directly behind the lectern
- Push "On" button of lectern panel (projector should beep and "on" button light up red)
- Connect device using appropriate cable
- Push button on lectern panel for corresponding input (HDMI or VGA)

Disconnecting your Device

- Unplug your device
- Push "Off" button on lectern control panel
- Push the up arrow button on the wall panel directly behind the lectern

Please visit the front desk if you need any troubleshooting assistance.

Meeting Room 3 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

General Information:

- Audio from your device can be controlled on the lectern panel (volume up on left and volume down on right).

Connecting to Projection - HDMI

- Push the down arrow button on the wall panel to the left of the closet door
- Push "On" button of lectern panel (projector should beep and "on" button light up red)
- Connect device using appropriate cable
- Push button on lectern panel for corresponding input (HDMI or VGA)

Disconnecting your Device

- Unplug your device
- Push "Off" button on lectern control panel
- Push the up arrow button on the wall panel to the left of the closet door

Please visit the front desk if you need any troubleshooting assistance.



SARRATT | RAND CENTER

VANDERBILT

Sarratt 112 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the Crestron to awaken the panel;
- Open a web browser and enter the AirMedia device's IP address displayed at the lower left corner of the screen;
- Download the appropriate application for AirMedia software;
- Open the AirMedia application;
- Input the receiver address (i.e. the IP address shown at the bottom left of the screen,) and then click CONNECT;
- When prompted, enter the 4 digit login code shown on the connected display.
- Screen-mirroring will begin automatically once the process is complete.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.

Sarratt 114 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the Crestron to awaken the panel;
- Open a web browser and enter the AirMedia device's IP address displayed at the lower left corner of the screen;
- Download the appropriate application for AirMedia software;
- Open the AirMedia application;
- Input the receiver address (i.e. the IP address shown at the bottom left of the screen,) and then click CONNECT;
- When prompted, enter the 4 digit login code shown on the connected display.
- Screen-mirroring will begin automatically once the process is complete.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.

Sarratt 189 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the Crestron to awaken the panel;
- Open a web browser and enter the AirMedia device's IP address displayed at the lower left corner of the screen;
- Download the appropriate application for AirMedia software;
- Open the AirMedia application;
- Input the receiver address (i.e. the IP address shown at the bottom left of the screen,) and then click CONNECT;
- When prompted, enter the 4 digit login code shown on the connected display.
- Screen-mirroring will begin automatically once the process is complete.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.

Sarratt 208 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the Crestron to awaken the panel;
- Open a web browser and enter the AirMedia device's IP address displayed at the lower left corner of the screen;
- Download the appropriate application for AirMedia software;tu
- Open the AirMedia application;
- Input the receiver address (i.e. the IP address shown at the bottom left of the screen,) and then click CONNECT;
- When prompted, enter the 4 digit login code shown on the connected display.
- Screen-mirroring will begin automatically once the process is complete.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.

How to use Zoom Conferencing

Setting Up:

1. Tap the Crestron to awaken the screen and turn the TV on.
2. Connect to the TV through AirMedia or by connecting the available HDMI cord. (include link to previous instructions)
3. Connect to the Logitech Camera by plugging in the gray USB cable, located underneath.
4. Place the gray circular microphone in a central location.
5. Open and log into the Zoom app or open a meeting link from your computer.

When in Zoom, ensure that your settings are setup according to below:

1. Click on the '^' icon in the bottom left corner near the video camera icon.
2. Select "Logitech MeetUp" as the camera to use, instead of the computer's default camera.
3. Click on the '^' icon in the bottom left corner near the microphone icon.
4. Select "Echo Canceling Speakerphone [Logitech Meetup Speakerphone]" instead of the computer's default microphone.

Sarratt 325/327 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the Crestron to awaken the panel;
- Open a web browser and enter the AirMedia device's IP address displayed at the lower left corner of the screen;
- Download the appropriate application for AirMedia software;tu
- Open the AirMedia application;
- Input the receiver address (i.e. the IP address shown at the bottom left of the screen,) and then click CONNECT;
- When prompted, enter the 4 digit login code shown on the connected display.
- Screen-mirroring will begin automatically once the process is complete.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.

Sarratt 363

Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug one end of the HDMI cable into the wall plate and the other into the media source;
 - If needed, use the nearby adapters to connect your source to the HDMI cable.
- Select the HDMI option and the TV will automatically display the media source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Sarratt 308 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - HDMI

- Tap the Crestron panel to power up the system;
- Plug the HDMI cable found on the lectern, into the computer or media source
 - various adapters may be found attached to the HDMI cord if an alternate connection needs to be used.
- Select "On/Off" from the left-side selection, followed by the "On" button found underneath "Complete System"
- Remember to disconnect cabling and shut down the Crestron unit after use.

Connecting to Projection - AirMedia

- Tap the Crestron to awaken the panel;
- Open a web browser and enter the AirMedia device's IP address displayed at the lower left corner of the screen;
- Download the appropriate application for AirMedia software;tu
- Open the AirMedia application;
- Input the receiver address (i.e. the IP address shown at the bottom left of the screen,) and then click CONNECT;
- When prompted, enter the 4 digit login code shown on the connected display.
- Screen-mirroring will begin automatically once the process is complete.
- Remember to disconnect from AirMedia and shut down the Crestron unit after use.

How to use Zoom Conferencing

Setting Up:

1. Connect to the Logitech Camera by plugging in the gray USB cable, located from the lectern.
2. Turn on the PTZ camera using Vaddio Remote. The camera will swivel towards the screen when on.
3. Open the Zoom app or meeting link.
4. Log in and join a Zoom meeting as usual.

When in Zoom, ensure that your settings are setup according to below:

1. Click on the '^' icon in the bottom left corner near the video camera icon.
2. Select the AV Bridge 2x1 to use instead of an integrated webcam.
3. Click on the '^' icon in the bottom left corner near the microphone icon.
4. Select the Echo Canceling Speakerphone (AV Bridge 2x1) to use instead of integrated webcam. Crestron (Intel(R) Display Audio)



**NICHOLAS S. ZEPPPOS
COLLEGE**

VANDERBILT

Nicholas S. Zeppos College 1002 Great Room Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

NOTE: This panel requires a 6 digit passcode and should only be used when the code has been given to you by your event manager.

To Connect to Audio / Microphone

- The touch pad is located on the wall to the right of the piano. Tap anywhere on the screen to wake it up.
- Type in the passcode.
- There is no projection here, so this panel is controlling audio in the room. Microphone controls are on the main menu. Find the corresponding channel on the Crestron panel that matches your mic, and adjust volume up, down, or mute.
- To play your own music from your own device using the room's Bluetooth, follow these steps:
 - Select the button on the right that says "Room Devices" on the touch pad
 - Pull out your personal device you want to connect to the speakers. Make sure your Bluetooth is on.
 - Below the touch panel, you'll see a black wall plate on the wall (closer to the ground). Look for the Bluetooth symbol on the left and press the PAIR little black button once.
 - On your personal device, you should now see GreatRoomWallplate pop up as an option to connect to via Bluetooth. Select GreatRoomWallplate.
 - You should now be connected. Try playing music. You should be able to adjust the volume on your personal device or by using the up and down arrows on the touchscreen labeled "Wallplate."

At the end of the event make sure all microphones are powered off on their devices and that you Lock this screen back. Microphones may be left on the piano next to the Crestron panel for your event manager to collect and lock back up.



2404 VANDERBILT PL.

VANDERBILT

2402 Vanderbilt Place Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Projection - Mounted Televisions

- Retrieve the HDMI cable from cabinets underneath the mounted TVs;
- Plug one end of the HDMI cable into the wall plate and the other into your media source;
 - HDMI 1 correlates to the bottom TV & HDMI 2 correlates to the upper TV. Additional cabling can be found in the cabinet.
- Turn the TVs on by pressing the red power button;
 - Note that the remote works for all TV's in the space and may require multiple attempts to achieve your intended result.
- The connected media source will automatically display on the screen.
- Audio control for the media is controlled using the volume buttons on the remote.
 - Note that the remote works for all TV's in the space and may require multiple attempts to achieve your intended result. We recommend muting one of the televisions, if you are displaying two different sets of media.
- Remember to disconnect cabling, return it to the cabinet and turn off TVs after use.

Connecting to Audio - Aux(1/8") Cable

- Plug one end of the aux cable into the wall plate input labeled "AUDIO INPUT" and the other end into the media source.
- Audio control for the media is controlled from your media device.
- Remember to disconnect cabling and return it to the cabinet after use.

Connecting Microphones - Wired Microphone

- Retrieve the XLR cable and microphone(s) from cabinets underneath the mounted TVs;
- Plug one end of the XLR cable into the wall plate and the other into the microphone;
 - You may connect up to 2 microphones at any time.
- The microphones will automatically begin amplifying.
 - There are no options to increase the max volume.

Connecting to Audio - Bluetooth Connection

- Open the cabinets underneath the mounted TVs and locate the AV rack (rightmost cabinet.)
- Press the blue square, bluetooth button mounted to the front of the AV rack;
- From your media device, go to your bluetooth settings and located the "Logitech BT Adapter" option;
- Connect to this option and begin playing your desired audio.
- Volume control for the media is controlled using the volume options on your media device.



COMMONS CENTER

VANDERBILT

Commons MPR Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Connecting to Power

- If the touchpad is dark, lightly tap the screen.
- An image of a Vanderbilt star will appear stating “Touch screen to begin”, then tap again
- Next, an image should appear of a blue screen with icons at the top that start with “systems on” on the left hand corner and “system off” in the right hand corner. **This is your home screen.**
- Tap the “system on” icon to complete the power up
- The screen should now say “system initializing please wait” let the system finish

Connecting to Projection - HDMI

- If using HDMI, tap the “Laptop-HDMI” Icon which is located on the left hand side next to “system on” on the home screen.
- Plug in HDMI cable at the lectern into laptop
- Once you click, you should see the on screen “laptop” - HDMI has been selected
- You can control laptop sound at the bottom of the screen where it says volume down and volume up as well as mute
- Audio control for the media is controlled under the “Presentation” volume option.
 - Use the top button to make audio louder, the middle button to make audio quieter, and the bottom button to mute the source.
- Remember to disconnect cabling and shut down the Crestron unit after use.

Adjusting Volume Level - Microphone

- The microphone attached to the lectern should be on.
- To control volume, tap the “microphone” icon (upper right hand side) next to “system off” on the home screen.

Blu-Ray / DVD player

- Tap “Blu-Ray” icon (top center on the screen) on the home screen.
- Control the player from this screen
- To insert a DVD, go to the player on the rack below the lectern
- Press “insert/eject” button on the right side of the player, the disc holder should eject, and you can properly place your disc into the player
- Go to the touch pad to controls

Turning Power Off

- Please power off the system when your presentation is complete
- Return to the home screen, and tap the red “system off” icon in the top right hand corner
- The screen should now appear with the Vanderbilt star logo, with a big red and green button prompting you to either hit yes or no
- Tap the red button that says “yes turn system off”
- The screen should then say “system shutting down”

Faculty Commons #200 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Powering on the System

- If the touchpad is dark, lightly tap the screen. Touch either the “HDMI” or the “Air Media” icon, depending on which you will be using, to turn the system on.
- Whichever input you decide to click will then turn blue and the power dot in the top right hand corner will turn green
- You are now ready to project.

Connecting to Projection - HDMI

- If you are using HDMI for projection make sure the HDMI cable is plugged into the wall port
- To adjust the volume, touch the “power” icons on the lower right of the touchpad.
- The bottom icon is for muting the volume.

Turning Power Off

- Once the presentation is complete please power off the system
- Touch the screen on the “power” icon at the top right
- Your screen should then appear asking you “are you sure you would like to power the room off”, click the green “yes” icon
- The screen will then show “room is off” with a red button in the top right corner.

Faculty Commons #210 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Powering on the System

- If the touchpad is dark, lightly tap the screen
- The image should appear of two blue icons, one of an A and one of a computer. If you are looking to connect through HDMI press the computer icon, if you are looking to connect through Air Media, press the A icon

Connecting to Projection - HDMI

- When you press on one of these icons, the icon should highlight blue
- That means it is ready or projection
- Plug in HDMI cable or connect laptop to Air Media, depending on which icon you pressed
- If using HDMI, make sure that the cable is plugged into the wall port

Turning Power Off

- Once the presentation is complete please power off the projector
- Touch the blue "power" icon on the bottom right hand corner of the touchpad

Commons Conference Room #233 Audiovisual Instructions

Call the Sarratt Information Desk at 615-322-2448 for Urgent Assistance

Lowering the Projector

- Please find the switch on the wall labeled “projector screen” that looks like a light switch
- If the screen is up, push on the down position
- The screen should lower down

Connecting to Projection - HDMI

- Locate the remote on the table or the lectern
- Aim the remote at the front of the projector and press the blue button in the top right hand corner of the remote
- The project will begin to hum and a blue light will start flashing on the projector
- Then, make sure that the HDMI cable is plugged into the wall port.
- From the HDMI core, connect it to your laptop.

Turning Power Off

- Once the presentation is complete please power the projector off
- Point the remote at the front of the project, and press/hold the blue button in the top right hand corner
- The projector will flash red as it powers down
- Then go to the wall switch labeled “projector screen” and raise the screen by pushing the button “up”

CONTACT US:

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or for more information
visit our website here

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