

# Audio Visual Operating Instructions

## 1<sup>st</sup> Floor Lounge AV Instructions

### Introduction:

There are four audio visual components that make up the conference room electronics system.

1. The Panasonic Display is only used for displaying a picture on the plasma screen. The unit does not have speakers. The volume control on the Panasonic Remote Control has no function.
2. The Sony Audio Video System is used to switch video signals to the Panasonic display and produce sound information that is played on six overhead speakers in the conference room.
3. The Toshiba unit is a DVD player and a Video Cassette recorder and player.
4. The Dish Satellite receiver is licensed to view Dish's Business package of channels.

### Detailed Operating Instructions:

1. If the indicator light on the Panasonic Display is green then go to step 3.
2. If the indicator light on the Panasonic Display is red then use the Panasonic remote control and push the Red "ON" button located in the upper left hand corner, The light on the plasma display unit will turn green and the display is ready to be used.
3. Using the Panasonic Remote control:
  - a. Select the **PC** Input Button if a laptop computer is going to be used.
  - b. Select the **Input 2** Input Button if a DVD, VHS tape, or Satellite TV is to be watched..
4. Use the Sony remote control to turn on the Sony Audio Visual system. Use the green button on the right side.
5. Using the Sony remote control:
  - a. Select **Video 1** to play sound and watch Dish TV.
  - b. Select **Video 2** when replaying DVD's or VHS tape
  - c. Select **Video 3** to play sound from a laptop computer.
6. To use a laptop computer connect the following cables:
  - a. Connect the light blue Ethernet cable which is stored by the Sony AV system amplifier. Connect the other end of the cable to Ethernet jack **D** on the east wall of the lounge.
  - b. Connect the black VGA cable to your computer. The cable is stored by the Sony AV system amplifier.
  - c. Connect the dark purple audio cable to your computer. The cable is stored by the Sony AV system amplifier.

7. Boot-Up the computer. **Do not boot-up the computer prior to this step.** Also note that many laptop computers have a special Function key in the subset of F keys that is used to switch the video signal to the external monitor. That special key may have to be pushed one or more times before the computer display shows up on the wall mounted display.
8. To play a DVD or VHS tape:
  - a. Use the Toshiba remote control to turn on the DVD/VHS Player Recorder.
  - b. Insert the DVD or VHS tape into the Toshiba unit.
  - c. Use the Toshiba remote to control the playing of the disc or tape.
  - d. If there is a problem, ensure that the Sony unit is switched to **DVD** as outlined in step 6.b. above. Ensure that the Panasonic Display is switched to **Input 2** as outlines in step 4.b. above.
9. To watch Dish TV:
  - a. Use the Dish TV controller to turn on the satellite receiver, Press the SAT button first and then push the left unmarked red button. A green light should turn on on the right side of the Dish receiver.
  - b. Then press the Guide button. Either the TV guide will be displayed or a screen will be shown indicating that the TV guide information is being downloaded from the satellite. This may take a minute or two. Once the guide has finished loading a channel can be selected using the blue up and down buttons.
  - c. If there are problems, ensure that the Sony AV system is switched to **Video 1** as outlined in step 5.a. above. Ensure that the Panasonic Display is switched to input 2 as outlined in step 3.b. above.

When through with the system, turn off all of the equipment, close the cabinet doors, and leave the remote controls on the counter top.