

NYU Law – Audio Visual Instructions

Furman Hall Classrooms
Room #s 210, 212, 214, 216, 326, 334



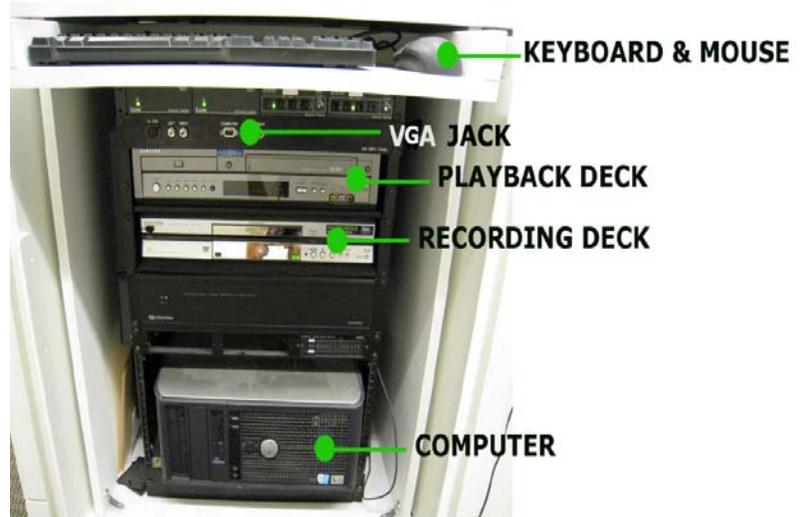
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Smart Sympodium Screen:



Deck/Computer Rack (under podium):



For all devices *other than mics*:

To adjust the volume, touch the + and – buttons next to “Program Volume” at the bottom of the menu.



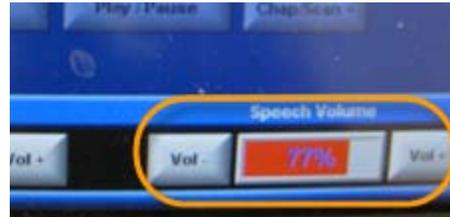
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To turn the system **ON**, use the Stylus and touch the Smart Sympodium screen to “wake” it up. A menu will appear.

1. Using the microphones

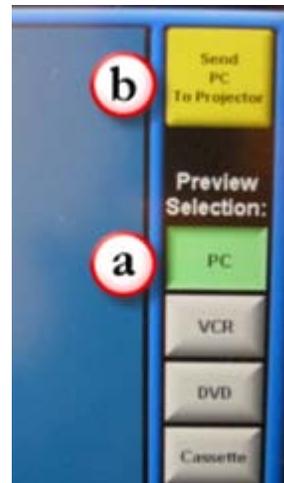
- a. Turn on the desktop microphone by pressing the button on its base (it will light up).

To adjust the volume, touch the **Vol +** and **Vol –** buttons next to “**Speech Volume**” at the bottom of the menu.



2. Projecting the Computer

- a. Touch the *PC* button on the right side of the menu to show the computer on the touchscreen. *
- b. Touch the *Send PC to Projector* button on the top right corner of the main menu. This automatically lowers a screen, lowers the window shades, and dims the lights.



* If the computer doesn't show up, check to make sure it is turned **ON**. To turn it on, press the button on the hard drive.

3. Projecting a Portable Laptop:

- a. Plug one end of a VGA cable into your laptop and the other end into the VGA jack underneath the podium.



- b. Touch the *Podium Laptop* button on the right side of the main menu.
- c. Touch *Send Podium Laptop to Projector* on the top right corner of the main menu. You may need to simultaneously press *Function + F7* on your laptop to “send” it to the projector.



4. Projecting the DVD/VCR deck

- a. Insert your media into the DVD/VHS deck (labeled “Playback”) underneath the podium. On the deck, select “DVD” or “VCR” – whichever you are using.
- b. Go to the Crestron touchscreen. If you are playing a DVD, touch the *DVD* button on the right side of the menu to show the DVD player on the touchscreen. If you are playing a VHS tape, touch the *VCR* button.
- c. Touch the *Send DVD to Projector* or *Send VCR to Projector* button on the touchscreen. This automatically lowers a screen, lowers the window shades, and dims the lights. Use the onscreen controls.



ENVIRONMENT CONTROLS:

Touch *Room Controls* at the bottom of the screen. You can adjust the lighting, raise and lower the window shades, and turn off the projector using these controls.

SHUTTING THE SYSTEM OFF (PLEASE DO THIS AT THE END OF CLASS):

1. Touch *Exit* on the bottom right corner of the screen.
2. Touch *Yes* when it asks if you’re sure. If the projector has been on, it will turn off and the lights will return to full brightness.

Call the A/V Dept. at: (212) 998-6317 if you need assistance.