

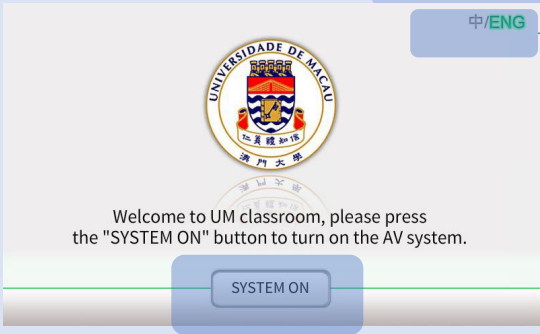


# LECTURE HALL AV CONTROL SYSTEM OPERATION MANUAL

CAMPUS SERVICES SECTION

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Switch language  
CHINESE / ENGLISH

Press the “SYSTEM ON”  
button and the system  
will turn on in 5 seconds

Extendable button



Next page

POWER OFF

Media volume bar

Navigation Tab

Navigation Tab contains 3 pages:  
SOURCE, CONTROL and ENVIRONMENT.

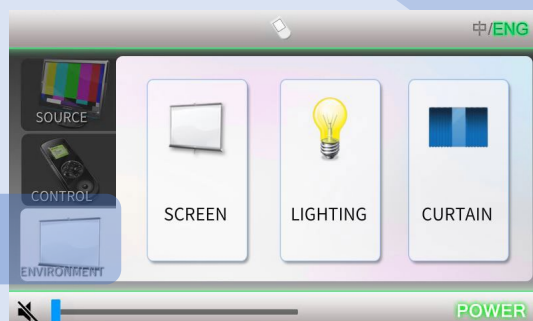
SOURCE



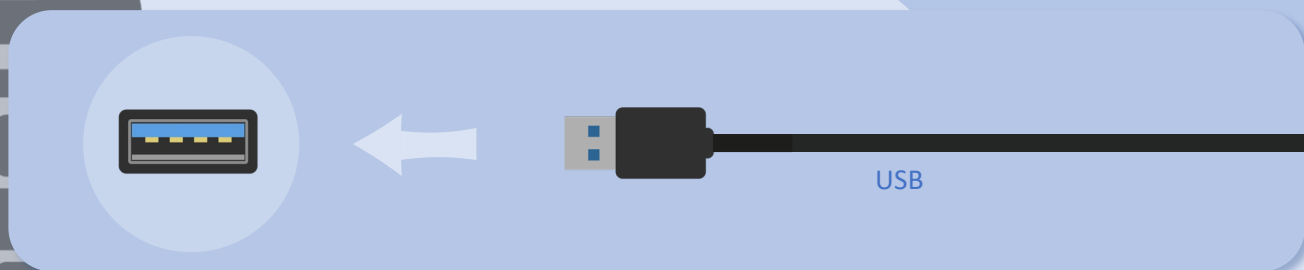
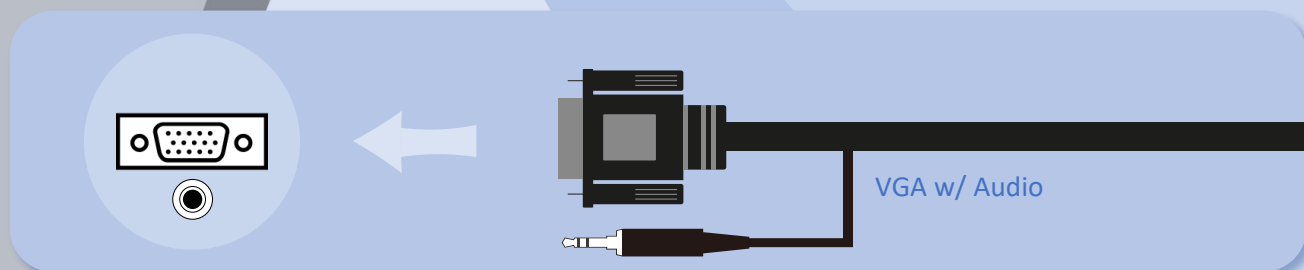
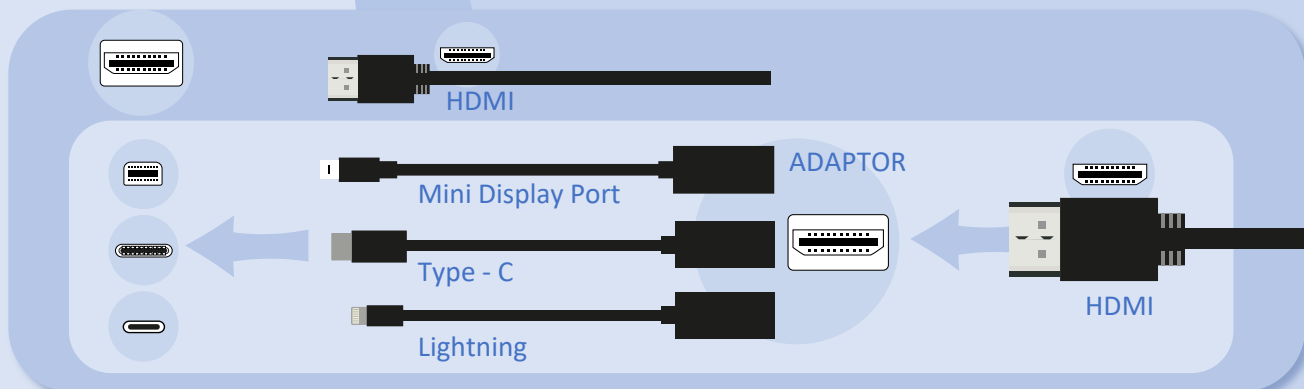
CONTROL

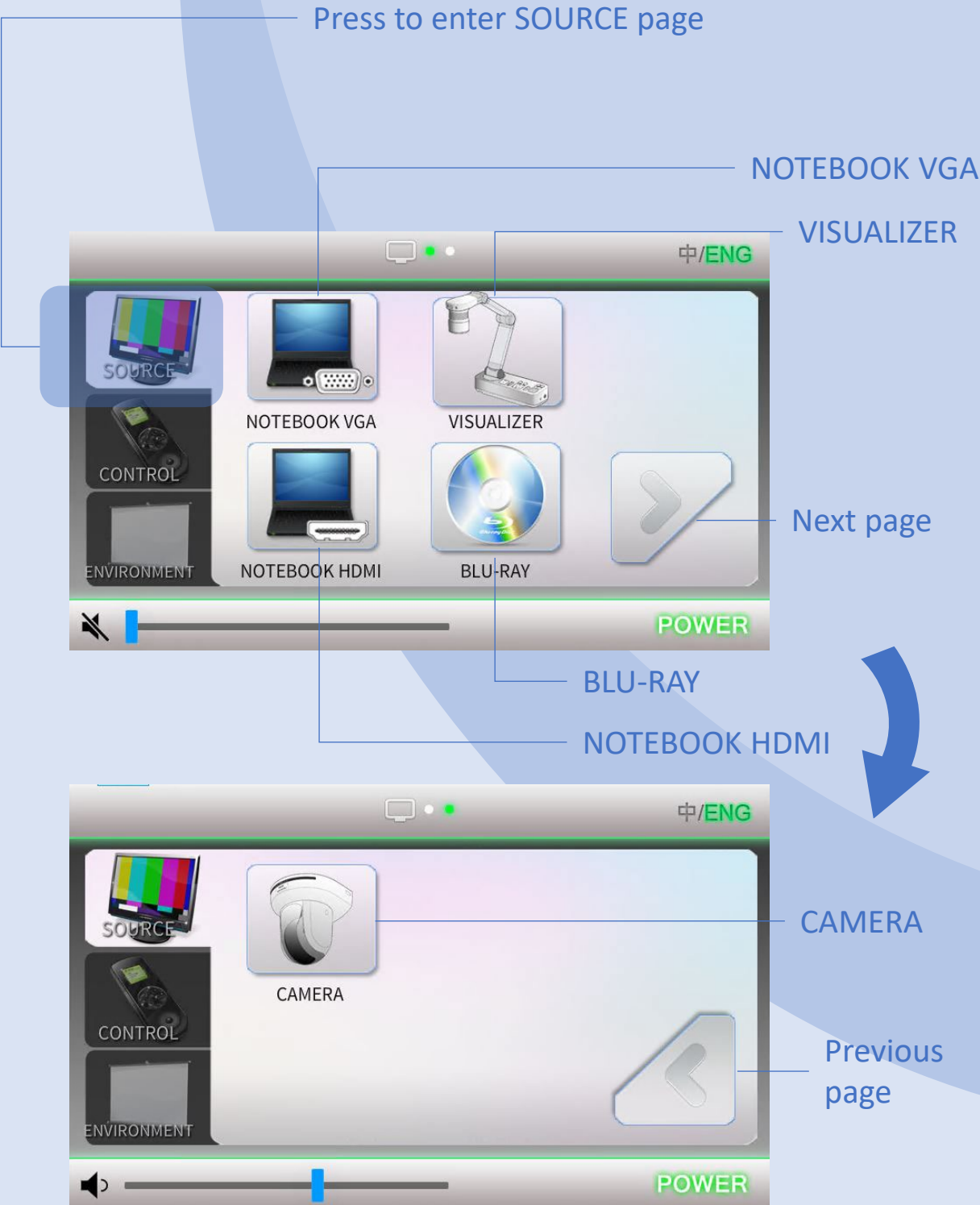


ENVIRONMENT



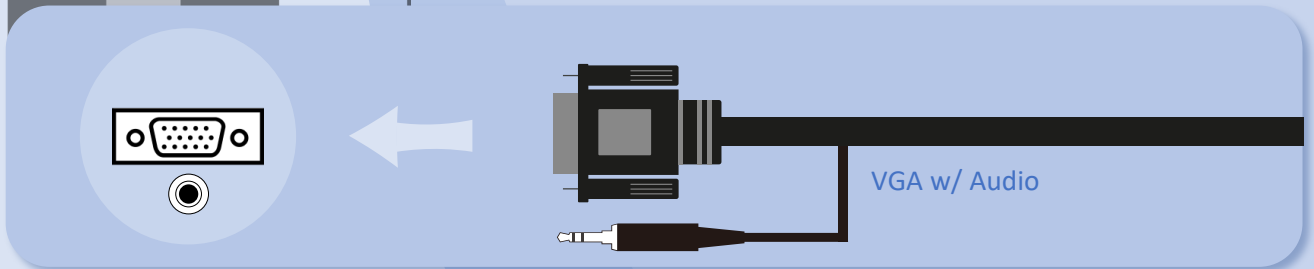
Difference cables are located on the teaching desk.







Connect the VGA cable on the desk to notebook.



Press the NOTEBOOK VGA button.

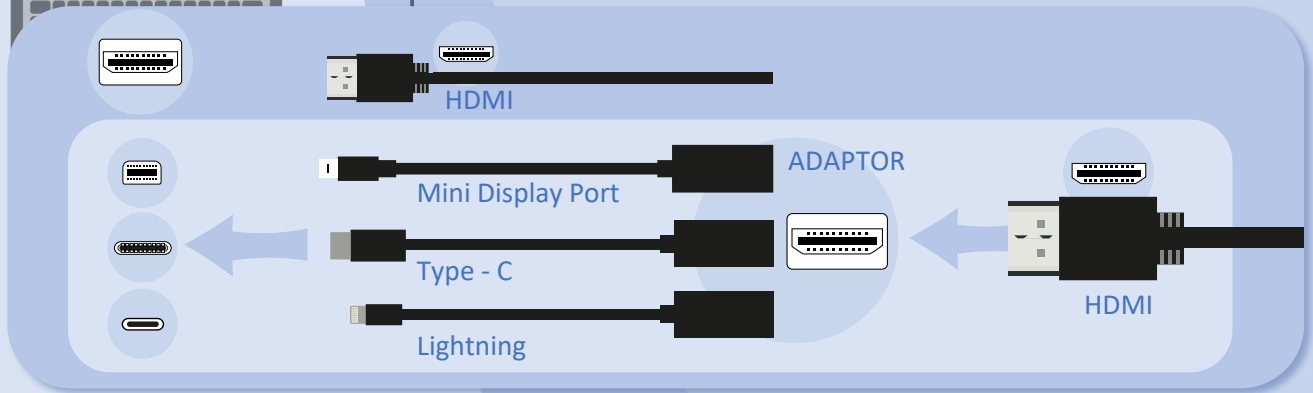
If projectors have no signal. Press the appropriate function keys on your notebook for image output. The function keys locate among F1 – F12, on which there is a monitor icon or the words “LCD”.







Connect the HDMI cable on the desk to notebook. Or connect with the adaptor as below instruction.

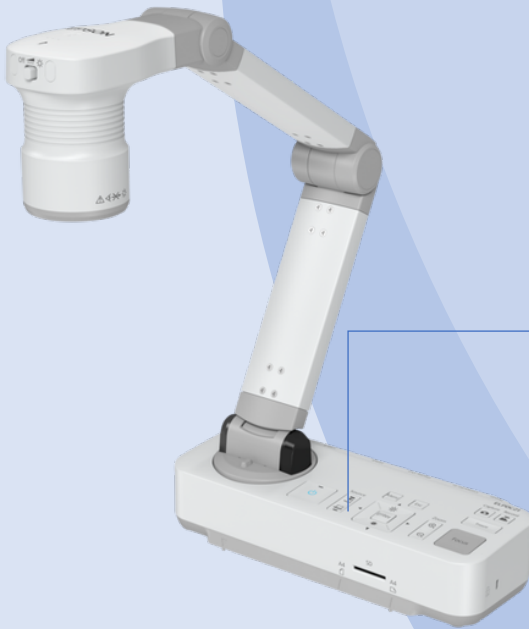


Press the NOTEBOOK HDMI button.

If projectors have no signal. Press the appropriate function keys on your notebook for image output. The function keys locate among F1 – F12, on which there is a monitor icon or the words “LCD”.







Turn on the visualizer by pressing the "ON/OFF" button.



Press the VISUALIZER button.



Turn on the BLU-RAY player by pressing the "ON/STANDBY" button.

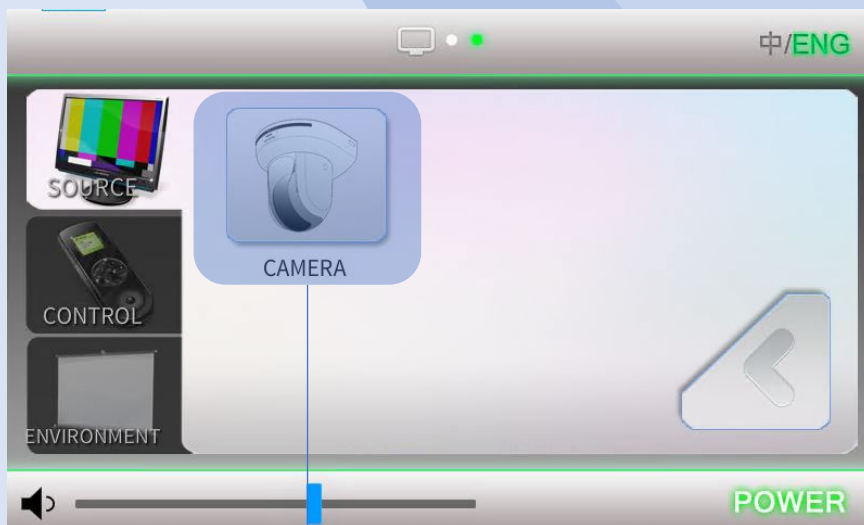
Press  button to open or close disk tray.



Press the BLU-RAY button.



Press CAMERA button to output the image of camera.



Press the CAMERA button.

Control Page contains 3 control functions:  
MEDIA VOLUME, MICROPHONE VOLUME and  
PROJECTOR CONTROL.

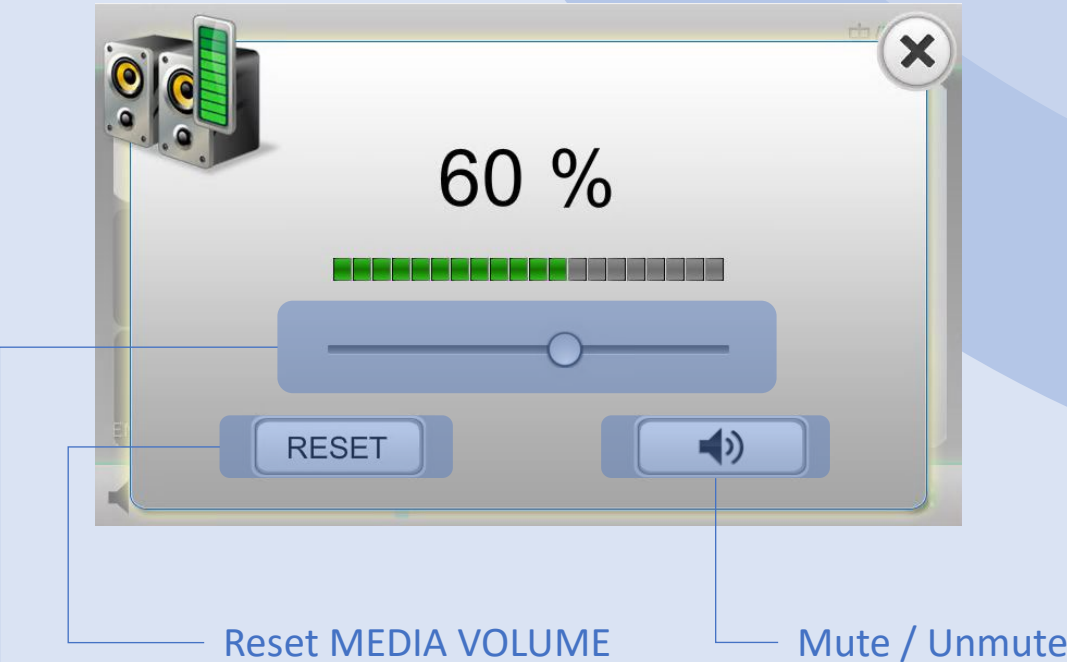


Press to enter CONTROL page.

MEDIA VOLUME control: Notebook and BLU-RAY PLAYER.



Press the MEDIA VOLUME button.



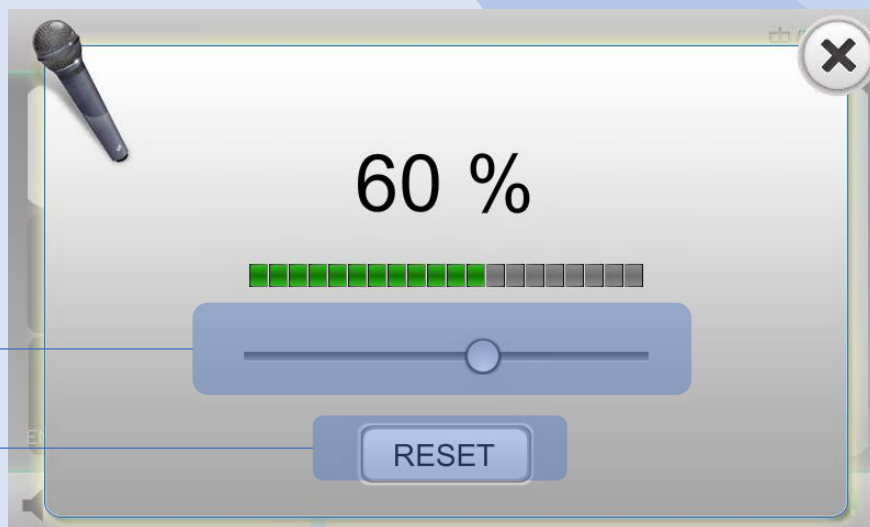
Reset MEDIA VOLUME

Mute / Unmute

“CONTROL FADER” determines the level of media volume.



Press the MICROPHONE VOLUME button.

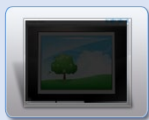
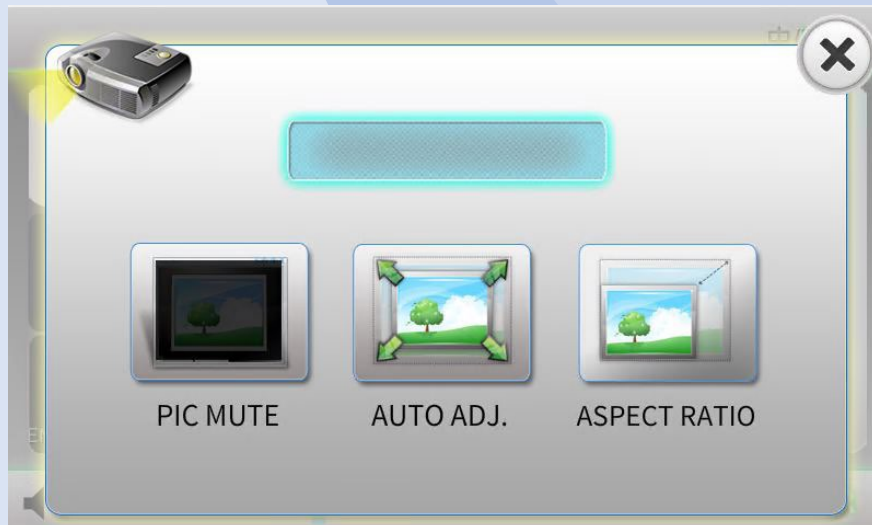


Reset MICROHPONE VOLUME

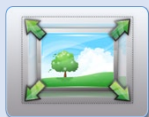
“CONTROL FADER” determines the level of microphone volume.



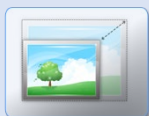
Press the PROJECTOR CONTROL button.



Mute/Unmute projector picture.



Auto adjust projector picture.

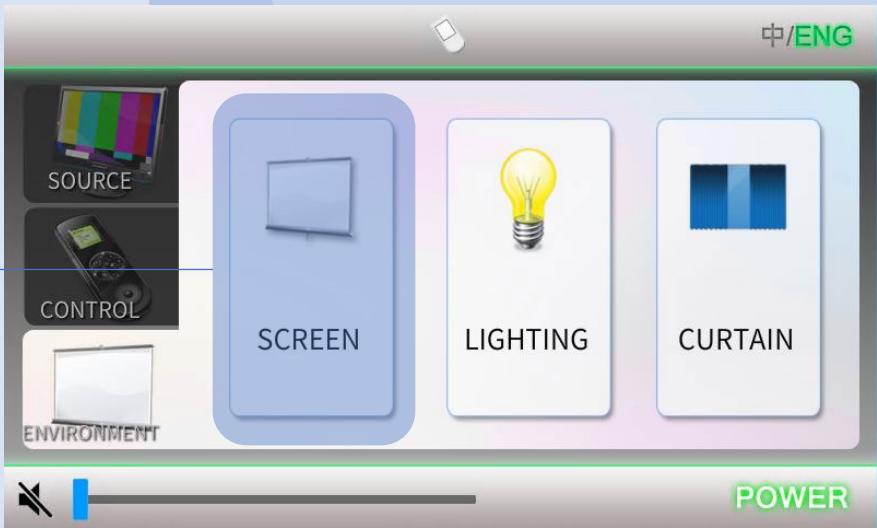


Change projector picture aspect ratio: 16:9, 4:3 and normal.



Environment page contains 3 control functions:  
SCREEN, LIGHTING and CURTAIN.



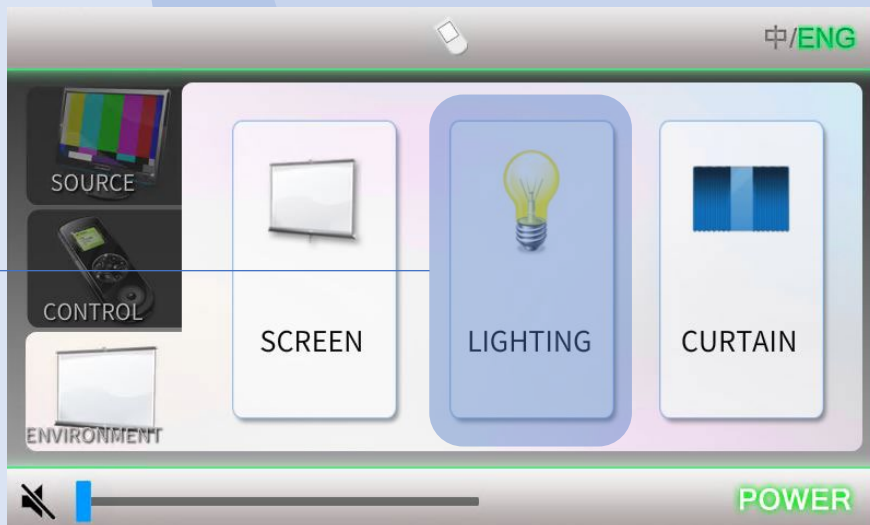


Press the SCREEN button.

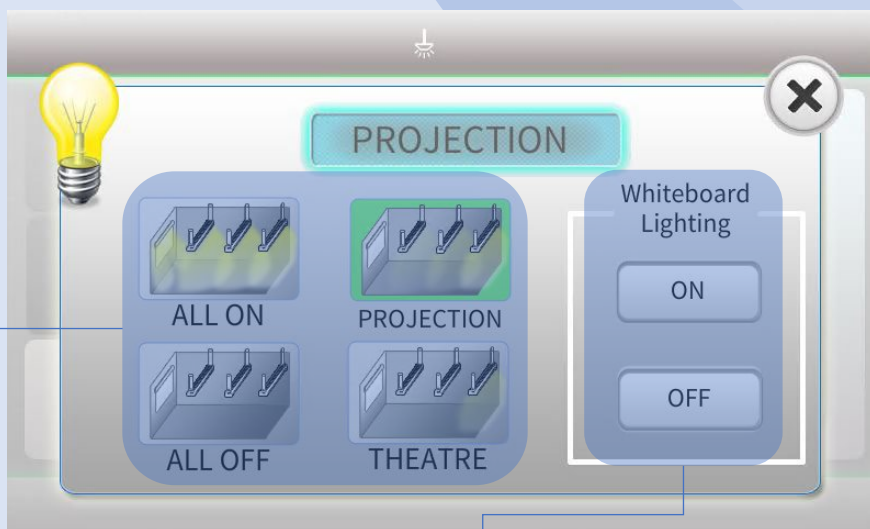


Press appropriate button to select screen mode.

Subject to the Lecture Hall design to provide.



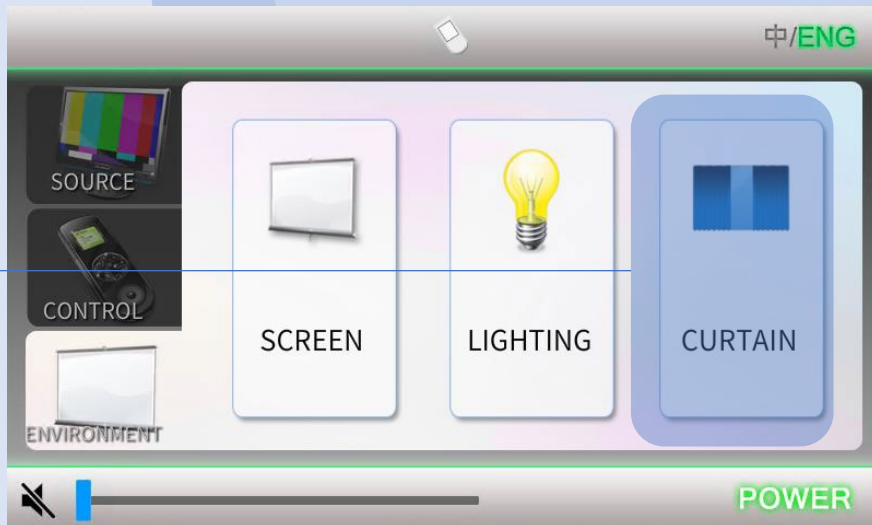
Press the LIGHTING button.



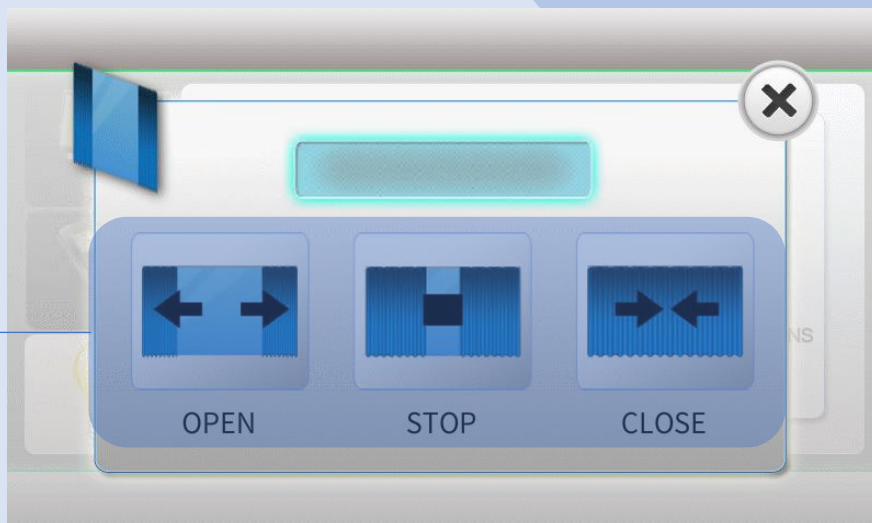
Whiteboard Lighting  
ON/OFF

Press appropriate button to select  
lighting mode.

Subject to the Lecture Hall design to provide.



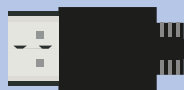
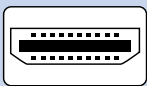
Press the CURTAIN button.



Press appropriate button to select curtain mode.

Use Classroom Microphone as Zoom Microphone for Voice Capture.

Connect UM wire network cable, HDMI cable and USB cable (labeled for Zoom, “Dante USB Receiver”) to your notebook.



HDMI



UM wire network cable

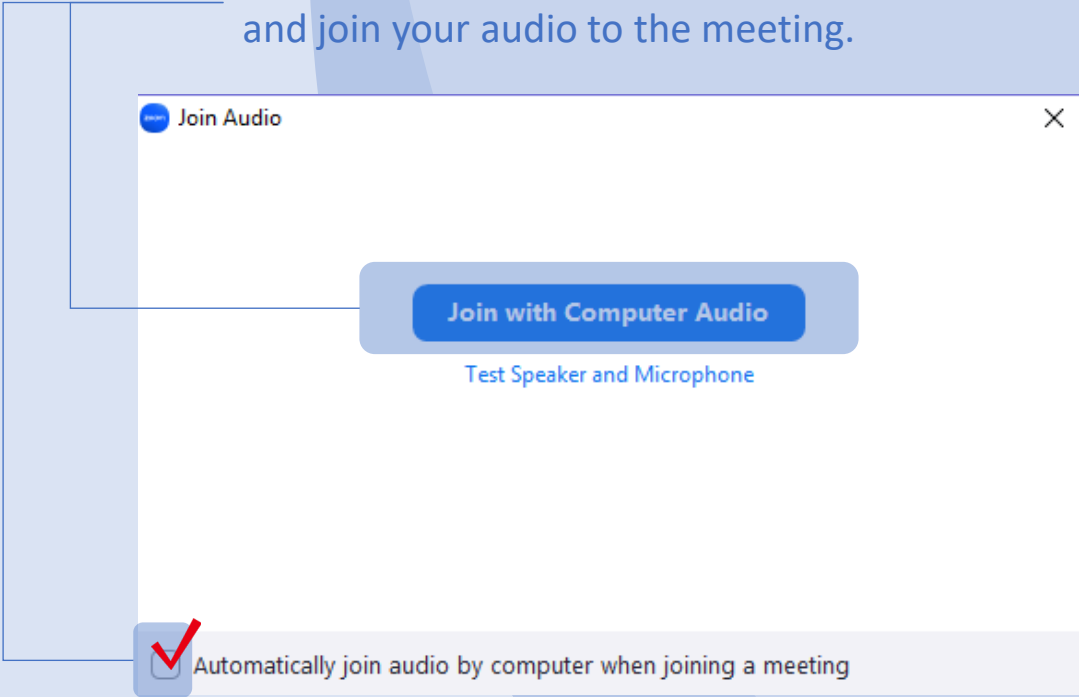


Dante USB

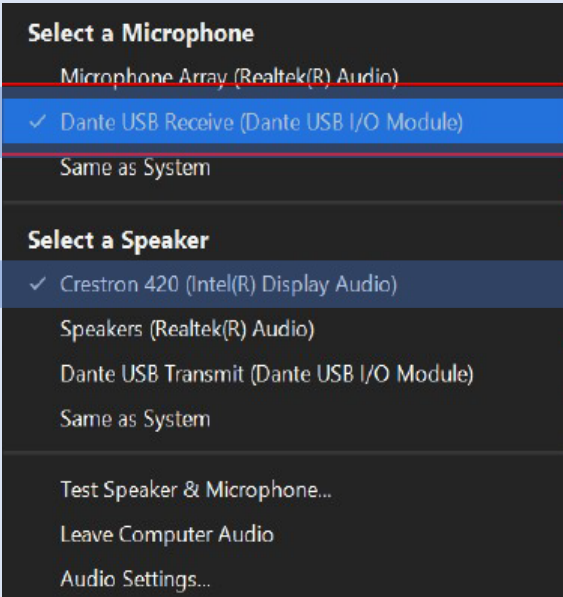
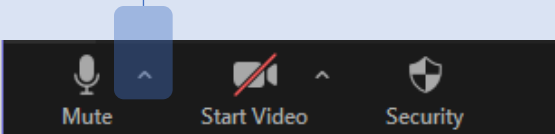
For video introduction, please click [HERE](#) or the below weblink for access.

<https://css.cmdo.um.edu.mo/audio-visual-services/>

Make sure your click “Join with Computer Audio” and join your audio to the meeting.

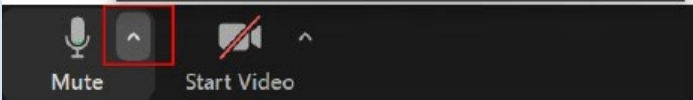


Click on the up arrow and select.



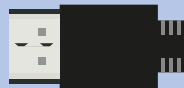
Select “Dante USB Receiver” as your microphone.

Select “Crestron 420”, “PT\_VW430EA”, “Extron HDMI” or “VM-2HN” as your speaker.



Use HDMI cable for sound output from notebook to classroom AV system.

Connect HDMI cable to your notebook.

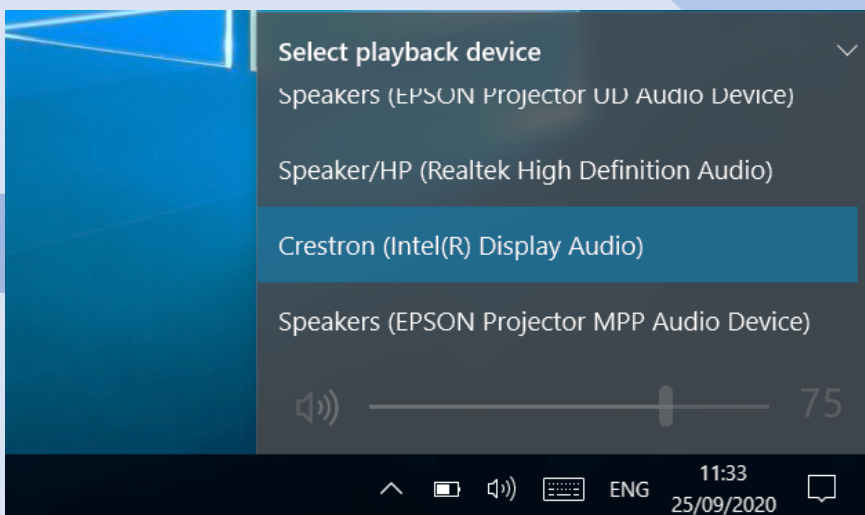


HDMI

Click on sound volume icon at the bottom right corner of Window 10. A “select playback device” menu will pop up.

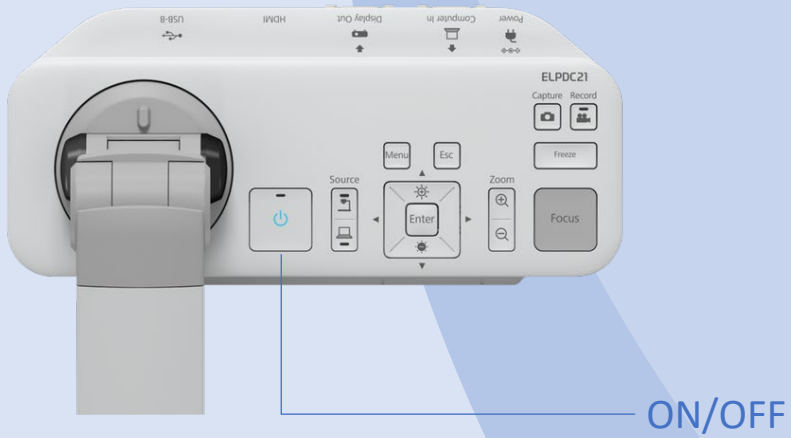


Select “Crestron”, “PT-VW430EA”, “Extron HDMI” or “VM-2HN” as the playback device.

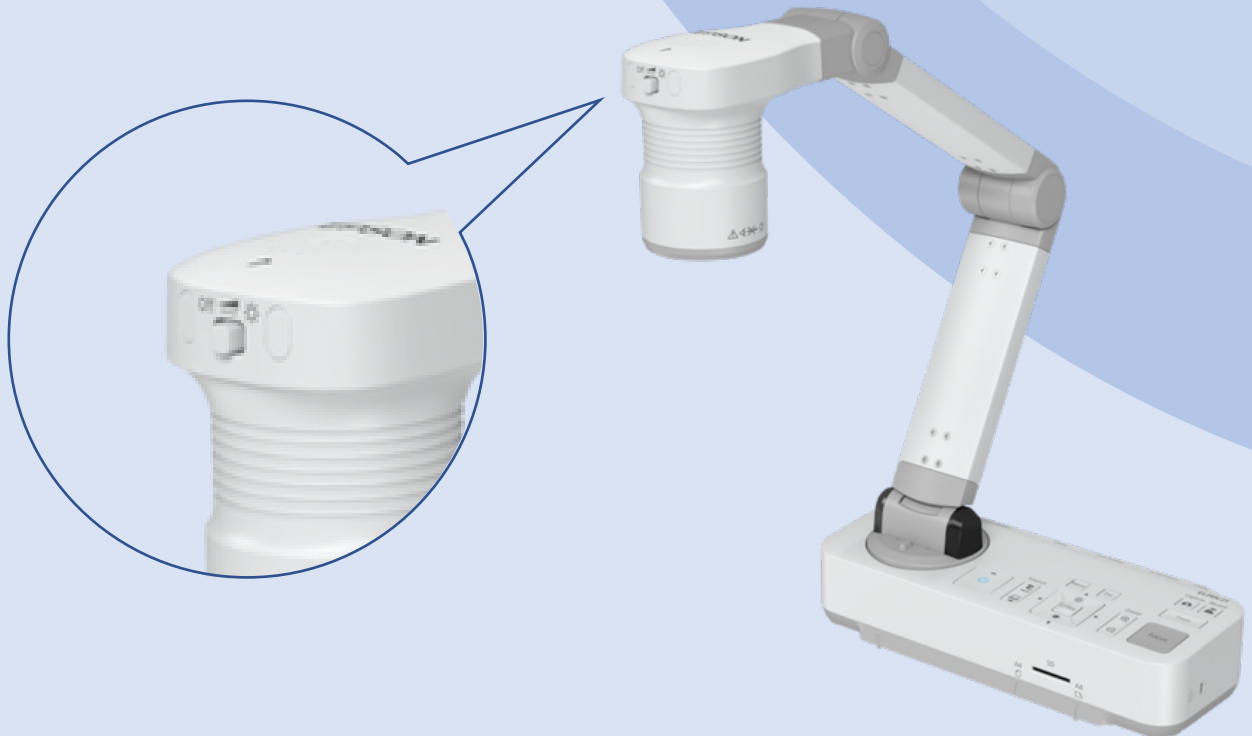




Turn on the visualizer by pressing the ON/OFF button.



Press the LAMP SWITCH button to change the LED lamp status: bright, dim and off.



Press the FOCUS button to auto focus.



The display range of the document can be adjusted by pressing the ZOOM button to ZOOM IN and OUT.



## CONTACT US

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### **AV Support Hotline**

Tel: 8822 2511

### **During semester period:**

Mon - Thu, 08:00 - 17:45

Fri, 08:00 - 17:30

### **During recess period:**

Mon - Thu, 09:00 - 13:00, 14:00 - 17:45

Fri, 09:00 - 13:00, 14:00 - 17:30

E-mail: [css.classroom\\_support@um.edu.mo](mailto:css.classroom_support@um.edu.mo)