The Centennial Conference Center is a state-of-the-art facility designed for ease of operation. While very complex in nature, the sophistication is virtually transparent to the user, thus enabling the presenter to stay focused on the presentation and not the technology.

The Wireless Crestron touch-screen display is the heart of the operation of all functions in the conference center. The unit may be either operated with or without their attached power supplies. This unit is for the presenter to use from the lectern.

**Turning on System**

Pressing anywhere on the touch screen will turn the wireless touch screen display power on. Next, you'll see the picture of St. John’s Hospital. Press anywhere to start the system.
System Operation

This is the view of the opening screen after the “system on” icon has been pressed.

- Lighting

If the system is on and functioning properly, across the top you will see eight different lighting buttons. Simply touching the screen at the appropriate icon activates that function. To turn, off press the appropriate icon again. That is true for the entire operation of all equipment through the touch screen display. The exception is DIM buttons. Hold for several seconds.
• **Equipment Icons**

On the wireless touch screen display you will find icons for the AV Equipment that is controlled by the remote control system on the right and left sides.

The operation of the system and its many components is accomplished by touching the appropriate icon for the device you wish to display and then navigating with the appropriate control icons. Additionally, you do not have to worry about switching one device off when switching to another. This is accomplished automatically. Therefore, the system eliminates the possibility of incorrectly displaying two images at the same time.

• **Program & Volume Controls**

Horizontally across the bottom of the touch screen display there are volume controls for program material and all microphones. Program audio can be from a DVD Player, VCR, computer, auxiliary input, television tuner, CD player or the cassette machine. The program volume control icon either raises or lowers the volume for all devices simultaneously. It is a good idea to start with the volume low and then raise it appropriately. Similarly, the microphone volume for all microphones is either raised or lowered with the appropriate microphone icons. Microphones and extra batteries are stored inside lectern.

There are no provisions for users to adjust levels of individual devices.
• VCR

When you touch the VCR icon it brings up a control panel for play, stop, fast forward, reverse, record, and still. These controls mirror the physical controls on the appropriate machines. This type of navigation is typical for all devices.

**UPON INSERTING TAPE INTO THE VCR THE TAPE WILL AUTOMATICALLY PRESS STOP BUTTON TO STOP PLAYBACK MODE.**

• Computer

If you touch the computer icon, you’ll notice that two choices appear. The lectern PC and laptop. By touching any of these icons, the appropriate computer and any associated audio will be displayed. The computer and keyboard are located in lectern.

To login to the St. John’s network from the CENT lectern PC, there is no password required. However you will **NOT** have access to your personal drives on the network, unless you sign in to SaintNets. Microsoft Office (Word, Excel, Powerpoint) is loaded locally on the computer under start button, programs, Saints Net icon(located on the desktop) using your Username and password. This is important if you have stored your presentation on your own H network drive.

It is a good idea to bring a floppy disk, CD ROM or USB Jump Drive with your presentation on it and try out the system before the day of your presentation. If your PowerPoint or other presentation is too large to fit on one floppy disk, contact the St. John’s library staff to show you how to log on to your personal drives (St. John’s Network) and you can see the files on your PC or you can save to a zip disk or CD ROM, if those resources are available to you. You may also bring your own laptop to connect to the system in the conference room. **(Remote mouse will not work with laptop)** Caution: Video clips must be saved separately on your storage device.

The computer monitor located on the podium will display whatever is being projected on the large screen. This is handy for the presenter because it makes turning around to view what is on the projector screen unnecessary.
You can also logon to the Internet by double clicking on the Internet icon. Here you can access Francis, or go out onto the internet by typing your address in.

- **Laptop**
  If you want to use your own laptop, you can simply plug it into the connector on the lectern to display on the screen. The larger connector is for the monitor and the smaller one is for sound. Plug in the smaller cable in your headphone jack for sound and the other end into the jack labeled sound on the lectern. The cables for connecting Laptop to lectern are located on the bottom shelf of the lectern.

- **Laser pointer/Powerpoint remote advancer**
  The laser pointer is stored in lectern.

- **Document Camera**
  1. Locate the document camera located on the right side of lectern and pull out drawer.
  2. Check to make sure that the **S-VIDEO CABLE (label yellow)** is plugged into the **Yellow Video Input** located on the Lectern. Please be careful, the S-Video only inserts into the plug one way.
  3. Press the Document Camera Icon

- **Operating the Document Camera**
  When you touch the document camera icon on the screen, the document camera’s output will be displayed on the screen. All of the operational controls for the document camera are on the device itself and not on the touch screen display. The power switch is located at the right rear of the device. To operate this unit, turn the power on, press the lock switch and raise the camera to its vertical position and swing the two lights up to their proper positions and turn on lights. Both opaque and transparent displays are possible. The lighting control switch toggles between the various lighting situations possible. Auto focus and auto levels can be disabled and operated manually to suit your needs.
• CD player 5 Disc Changer

When you press the CD icon, the CD player’s audio will be fed into the system. The CD Player is located in the lectern and labeled CD Player. Adjust its volume with the program volume icon and its functions with the appropriate icons on the touch screen display. The CD player holds five CDs. Press eject and disc skip on CD Player to rotate and to remove CDs. Having music playing softly when presentation attendees are entering the conference center is a nice touch for certain functions.

• DVD player (If you have little or no experience with DVDs, please call the Library in advance.)

When you press the DVD icon, the DVD player’s video audio will be fed into the system. The DVD Player is located in the lectern and labeled VHS/DVD Player. Adjust its volume with the program volume icon and its functions with the appropriate icons on the touch screen display. The DVD player holds one DVD.

1. PRESS THE LOAD EJECT BUTTON LOCATED ON THE TOUCH PANEL.
2. INSERT DVD WITH LABEL FACING UPWARD.
3. PRESS THE LOAD EJECT BUTTON TO CLOSE THE DVD TRAY ON THE UNIT.
4. DVD WILL START TO PLAY AUTOMATICALLY
5. USE THE UP, DOWN, LEFT, RIGHT ARROW BUTTON TO NAVAGATE THRU THE DVD MENU.
6. ONCE YOU MADE YOUR SELECTION, USE THE ENTER BUTTON TO ACTIVATE YOUR SELECTION.
7. PREV/NEXT BUTTON ARE USED TO ADVANCE YOUR MOVIE ONE CHAPTER AT A TIME.
• Cassette

By pressing the cassette icon, the audio cassette player’s control panel is displayed and its audio is fed into the system. The cassette player is not located in the lectern, contact the Library. Its volume also is controlled by the program icon on the touch screen display. The record unit has the ability to record your presentation’s audio.

• Microphones

The bottom compartment of the lectern is the storage space for all the wireless microphones for the conference center. The lectern PC is also housed here. The microphones are all battery operated, wireless and simple to use. There are simple on-off switches on every wireless transmitter. There are three different types of microphones for your use. These include lavalieres, hand-held units and podium microphone. While all units may be operated simultaneously, it is recommended that you turn on only the minimum microphones required. This will help alleviate interference problems that might occur between microphones. You can mute the podium microphone by selecting PODIUM MIC MUTE on the remote control.

• Assistive-hearing devices

Contact the Library to access this equipment.
• Laser pointer/Powerpoint remote advancer

The laser pointer is stored in lectern.

• Turning the system off

At the lower right of the touch screen panel is an icon that says “system off.” Pressing this icon turns off all of the equipment in the conference center except for the document camera, and the wireless microphone transmitters. There is no power for the wireless touch screen panel so it will turn off after 5 continuous minutes of no touching activities.

• When your presentation is finished

✓ Power down the system. System off on remote.
✓ Turn off all equipment that you turned on (wireless microphones, document camera)
✓ Store all equipment in its proper place, if needed
✓ Lock lectern doors, lectern rack door
✓ Return keys to St. John’s Library
✓ Report any malfunctions to the library staff

• Special Requirements

If your conference requires special audio-visual needs such as audio conferences, video teleconferences or press conferences, please inform the St. John’s library staff as soon as possible so that appropriate arrangements can be made.

• Conclusion

The best way to familiarize yourself with the functionality and the capabilities of the conference center equipment is to practice with it before your presentation. There’s nothing that you can do as a user to make the system malfunction. Schedule some time before the day of your presentation to practice with the system. Bring at least one item for every media source that you are going to use and practice with them until you’re confident. The more you practice, the more efficient you’ll be.