



Northmarq Training Conference Rooms Users Guide

3600 West 80th Street, Lower Level, Bloomington, Mn 55431

1. Connect Users Laptop to System

- Connect the user's Laptop to the front wall AV Interface Plate, by using a VGA/audio cable, and making sure to plug the audio plug into the Laptop's headphone port.
- If Network connection is needed, connect a Cat5 cable from the Network Data wall plate on front wall, and then into the Laptop's Network Port.

2. Power On the System

- Locate the Crestron Button Panel on front wall and select the "Display ON" and "Screen Down" buttons.
 - The Projector Screen will drop down out of the ceiling.
 - The Projector will begin warming up (could take 2-3 minutes).



3. Select Input to Projector

- On the Crestron Button Panel, select the “**Laptop 1**” button.
 - The laptop image should be displayed onto the projector screen.
- On the Crestron Button Panel, select the “**Auto Image**” button.
 - The Projector and Laptop will automatically configure themselves to a common display setting.



- NOTE IF NO IMAGE ON PROJECTOR SCREEN: If the laptop does not display an image onto the screen, try the following troubleshooting tips.
 - *Toggling with the FN Keys: Many laptops cannot support both an image on the laptop and an image on the projector screen at the same time because the internal video card is not strong enough. If the image from the laptop does not appear on the projector screen, hold the (FN) Function Key and press the F key that shows a picture of a computer or that is labeled CRT/LCD. The image will appear on the screen but not the laptop monitor. Press the function and F key again and you should see the image on the laptop but not on the screen. Press the keys once more for the image to appear on both the laptop and on the projector screen. Always use the power cord for the laptop and not the battery.*

4. Laptop Audio and Wireless Microphones Audio

- **Laptop Audio**

- First make sure that the 1/8" audio is connected at both the AV Interface plate and to the Laptop headphone port.
- Make sure that the audio output levels are not muted and set to at least a 50% output level.

- **Combined Main and Secondary Room Audio**

- Combined Main and Secondary Rooms: Sliding partition walls need to be in the closed position.
 - Any audio that is being inputted into either of the Main Room AV Interface plates will be able to be heard thru both room's ceiling speakers.
 - Both wireless microphones will be able to be heard thru both room's ceiling speakers.
- Main and Secondary Rooms Separated: Sliding partition walls need to be in the open position.
 - The audio being inputted into each room's AV Interface plates will only be able to be heard within each respective room.
 - Only the Main Room wireless microphone will only be able to be heard within the Main Room, and the Secondary Room's wireless microphone will only be able to be heard within the Secondary Room.

- **Audio Output Levels**

- All audio output levels can be adjusted by turning the **VOLUME** knob clockwise for UP and counterclockwise for DOWN.



5. Turning System Off and Other Functions

- **Turn System Off**
 - On Crestron Button Panel, select the “**Display OFF**” button.
 - The projector takes about 2-3 minutes to shut down, as the lamp cooling fan continues to run until the lamps temperature is cool enough.

- **Display MUTE**
 - On the Crestron Button Panel, if you select “**Display MUTE**”, the projector lamp temporarily goes black, so whatever is being displayed will be muted out. When button is pressed again, whatever the current image being displayed on the laptop will now be displayed onto the projector screen.

- **Laptop 2**
 - In the Main Room only, if the Presenter chooses to connect two laptops at the same time, this can be done by connecting the second laptop to the second AV Interface located at the far right side of the front wall.
 - On the Crestron Button Panel, select the “**Laptop 2**” button.
 - The user may need to “toggle” the laptop’s video card the same as noted above.
 - On the Crestron Button Panel, the user can then select between “**Laptop 1**” and “**Laptop 2**” as desired.

- **Screen Up / Screen Down**
 - At either room’s Crestron Button Panel, the projector screen can be lowered or raised manually if desired simply by pressing the “**Screen Down**” or “**Screen Up**” buttons. This would be useful for example if a presenter brought in their own projector.