

VPAC INSTRUCTOR OPERATION INSTRUCTIONS

1. Lower Projection Screen

- a. Insert Host Key into Hoist “Power ON/OFF” switch on Stage Manager’s Rack.
- b. Turn to ON position and wait for system starts up and you see the Hoist Listing Page.
- c. Select “A/V TRUSS” by touching the A/V Truss button on touch screen.
- d. After the “A/V Truss” menu is displayed, Loudly Yell “ A/V TRUST COMMING DOWN”
- e. Press and hold down the green “GO DOWN” to start the A/V Trust lowering
- f. ** KEEP AREA UNDER A/V TRUST CLEAR AS SCREEN LOWERS **
- f. Continue holding down the green button until the screen auto stops about 3 feet from floor.

2. Connect Instructor Lectern

- a. Move lectern in front of FLOOR BOX 1 on Stage Left
- b. Connect Lectern to Floor Box
 - i. Connect VGA cable to “Computer In A”
 - i. Connect VGA cable audio cable to “Audio In A”
 - i. Connect Ethernet Network cable to Blue input “A” on Data Network Jack Plate
 - i. Connect Touch Panel Control cable to “Control”
 - i. Connect Microphone cable to “Podium Mic”
 - i. Connect Power cable to Power Outlet

3. Instructor Lectern Start-up/Turn-On procedure.

- a. Touch touch screen with finger to see Main Page
- b. Turn Lectern Power on by selecting Lectern Power “ON” button top/right corner of touch screen.
- c. Select “Startup Menu” on top/left corner or screen and select “Floor Box 1” button
- d. Turn Projector on by selecting Digital Projector “Power ON” button on right side of touch screen.
- e. Select Device button to be displayed on projector from the list of devices on left side of touch screen
- f. When “Computer/Laptop” is used the instructor must select from “Computer” or “Laptop” button options.
- g. To turn Lectern Microphone On/Off: Select “Audio” menu on Stage Mgr touch screen, then use “Mute” button on “Auto Mic Mix” fader, Mute Off = Mic On, Mute On = Mic OFF

4. Trouble Shooting

- a. No Image on screen? Confirm you selected “Floor Box 1” button is selected in “Startup Menu”
- b. No Computer or Laptop Image? Did you select “Computer” or “Laptop” button in Computer/Laptop Menu
- c. No Audio? Is volume turned up? Is Audio Mute Button Selected? Is Laptop audio cable connected?
- d. No Audio?
 - i. Select “RGB Router” button on Stage Managers Touch screen
 - ii. Select “Floor Box 1A” button then “Digital Projector/Audio PB1” button
 - iii. Select “Floor Box 1A” button then “Surround System” button

Repair Request

For assistance please call the ETS Call Center at (408) 864-TECH (x8324) (Press 3 to page ETS for classroom emergencies)