OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY

Auditorium

Audiovisual System
Reference Manual

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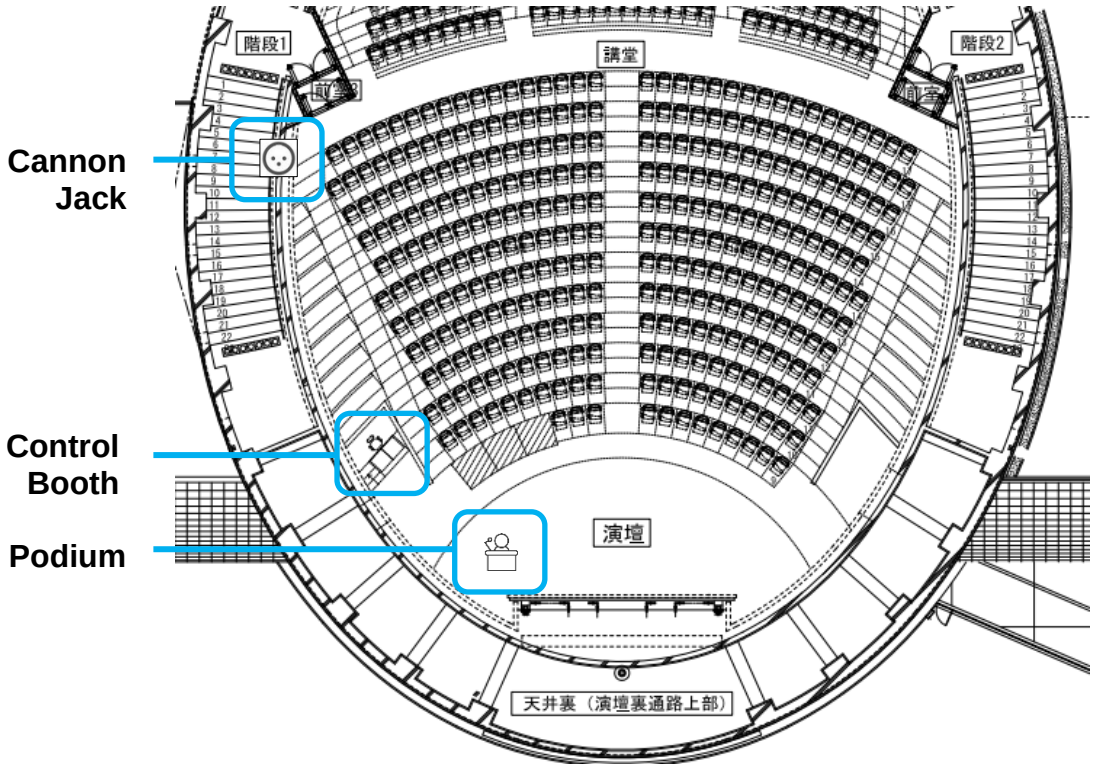
OIST

TABLE OF CONTENTS

Introduction	2
Control Booth	3
Auditorium Lighting	4
Powering the System On/Off	5
Microphones	5
Lowering / Raising the Projector Screen and Backstage Wall	6
DVD/Blu-ray Playback	7
Connecting a Laptop to the System	8
Recording Audio	9

Introduction

This manual provides basic reference information on the audiovisual system components and general operation of the Auditorium. For in-depth information on the individual pieces of equipment, please refer to the original equipment manuals located at the control booth. A partial plan view of the room is shown below.

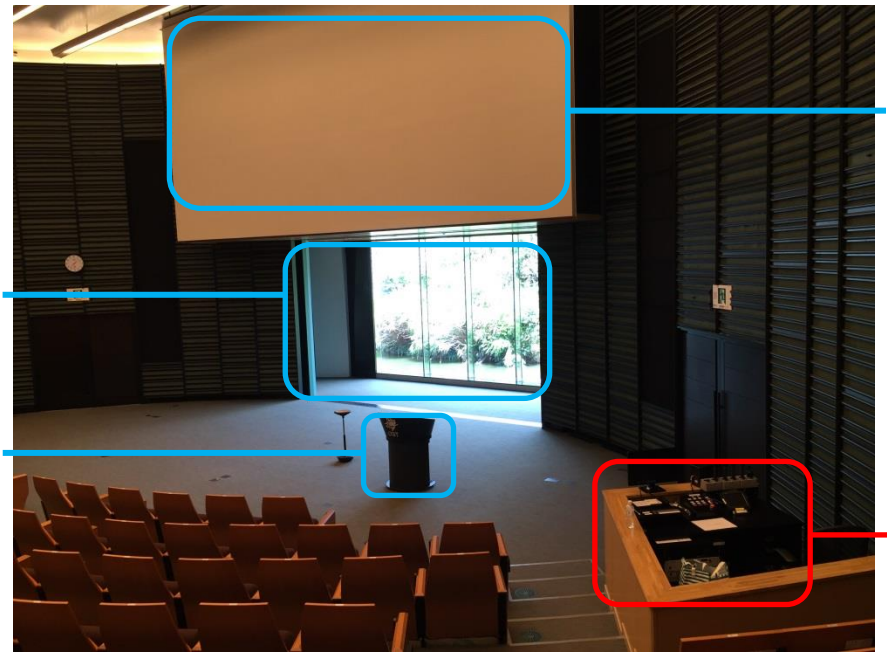


The room has the following audiovisual features:

- Display of laptop and video presentations on a motorized projection screen.
- Connection and display of a user's laptop (PC or Mac) at the control booth and podium.
- Video playback via a DVD/Blu-ray player.
- Wireless Microphones, LED room lighting, spotlights.
- Floor audio output via Cannon Jack.
- A touch panel connected to a control system handles all room A/V functions.

Control Booth

The primary means of controlling the projector, audio, lighting, and other equipment is by using the various controls at the Control Booth, as shown below.



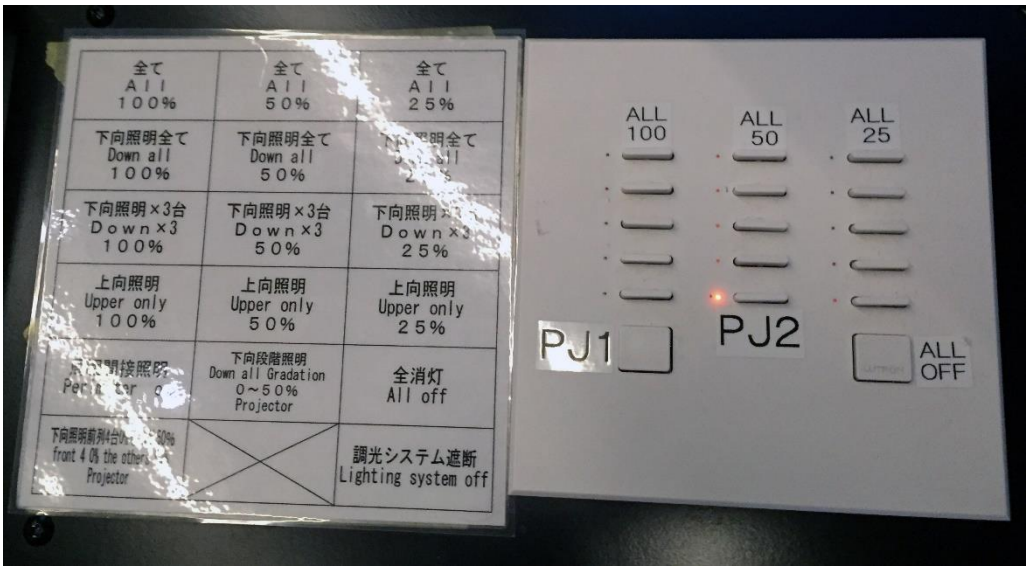
The Touch Panel Controller at the control booth will allow you to:

- Turn the System ON/OFF
- Turn the Projector ON/OFF
- Switch between input sources
- Adjust volume levels
- Control the DVD/Blu-ray player

Please refer to the Touch Panel manual located on the desk for detailed instructions on how to use the controller and projector.

Auditorium Lighting

The Auditorium is equipped with an adjustable LED light system, and 8 spot lights. Main lighting is controlled from the LED light control board, as shown below.



Please refer to the table guide as to the various settings available, and adjust to your preference.

Likewise, you may control the spotlights using the spotlight faders on the spotlight control board.

Powering the System On/Off

The audiovisual system is started and shut down by means of the touch panel at the control booth. <u>There is no need to use the power switches on the racked equipment.</u>

To power up the system do the following:

1) To "wake up" the touch panel, touch the screen anywhere. The "splash" screen will appear. Touch the screen again, and wait a while for the system to turn on.

2) Please refer to the Touch Panel manual and "Auditorium Projector Quick Start Guide" for detailed information on how to use the system and projector.

To power down the system, press the "**System End**" button on the Touch Panel.

Please note that the projector will continue to run a few minutes after the "**Projector OFF**", or "**System End**" button has been pressed. This cooling cycle lasts 15 minutes, and the projector cannot be restarted until the cycle ends.

Please remember to turn off the system at the end of the presentation.

Microphones

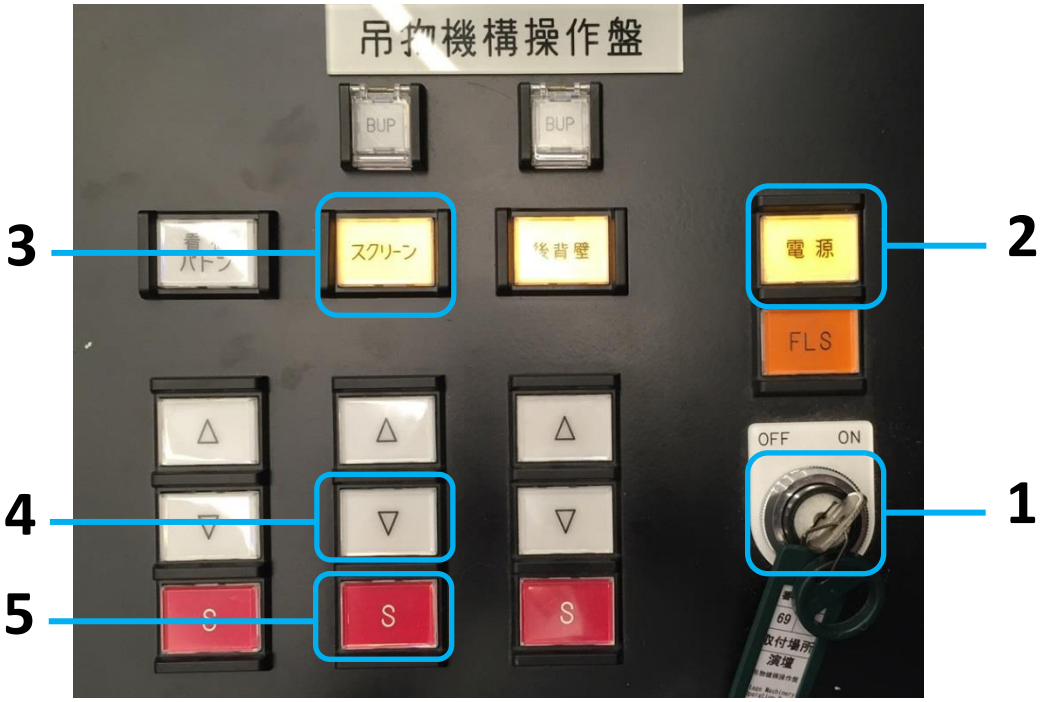
1 Lavalier (lapel) and 4 handheld microphones are available for use. A headset microphone accessory is located in the metal cabinet at the control booth.

Microphone volume can be adjusted by using the "**MIC**" volume controls on the Touch Panel.

Lowering / Raising the Projector Screen, Backstage Wall and Baton

You may lower and raise the motorized projection screen using the controls at the control booth, as shown below.

To lower the projection screen, do the following:



1) Turn the control board key to the ON state.
2) Power on the control board.
3) Enable the projection screen controls.
4) Lower the projection screen.
5) Stop lowering the projection screen at a height of approximately 1-1.5 meters from the floor.

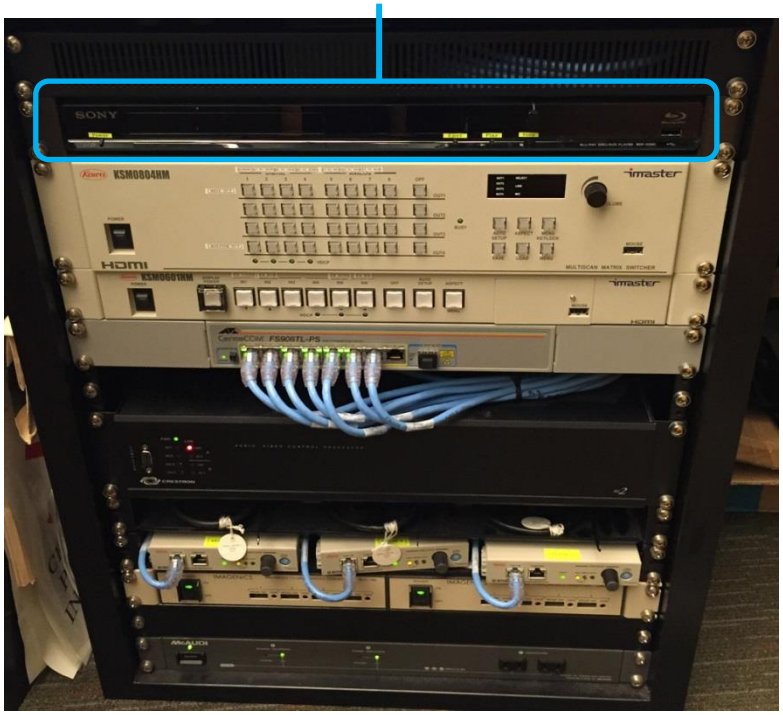
The same logic applies to lowering/raising the Auditorium's backstage wall. Likewise, you may also lower the baton if you wish to attach a banner to it.

Please return the projection screen, wall and baton to its original state when you are finished, and turn off the control board.

DVD/Blu-ray Playback

A DVD/Blu-ray player is available for playback, located in the equipment rack. Deck controls are handled with the touch panel.

DVD/Blu-ray player



1) Power up the audiovisual system (see “Powering the System On/Off”). Verify that the player is turned on and insert a DVD, or Blu-ray disc.

2) From the Touch Panel, select the “**BD/DVD**” input source.

3) DVD/Blu-ray playback will be displayed on the Preview Monitor. To view the image on the projection screen, press the “**Send A/V signal to Hall**” button on the Touch Panel.

4) You may control playback using the “**Blu-ray/DVD Operation**” buttons on the Touch Panel. Volume can be adjusted by using the “**AV**” volume controls on the Touch Panel.

Please remember to remove the disc at the end of the presentation.

Connecting a Laptop to the System

The presenter may display video from a laptop computer at the Podium or Control Booth location. The computer's audio can be played through the room sound system as well. Using a VGA or HDMI cable, the user can connect the computer to the interface mounted on the Podium and Control Booth. AC100V power and LAN ports are available at both locations. Please refer to the "Auditorium Projector Quick Start Guide" for more information.

HDMI cable with display adapters (MiniHDMI / MiniDisplayPort)

Stereo audio cable

VGA/RGB cable

Podium

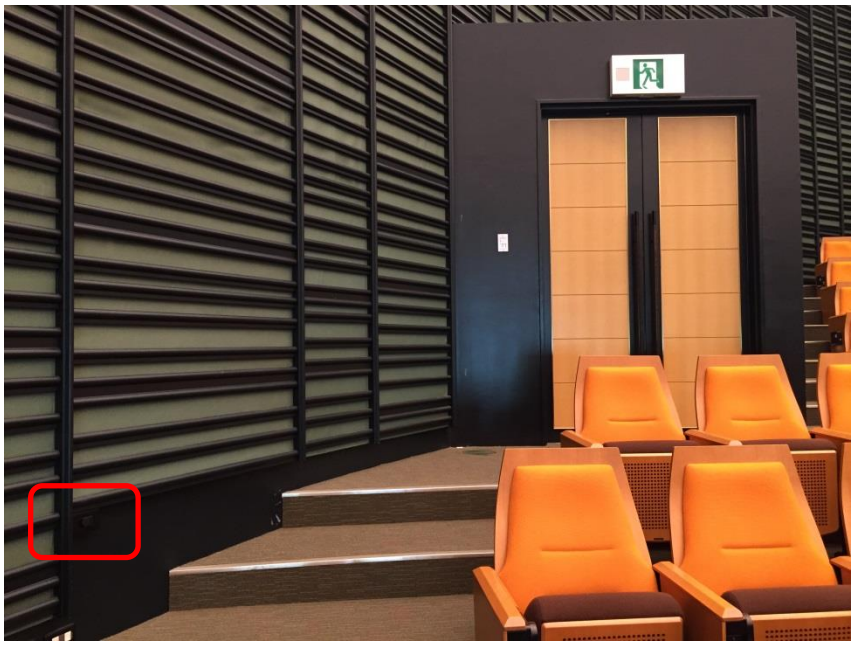
Control Booth Connection Panel (located below the microphones)

Please note that if you require audio when using the VGA/RGB input, then a 3.5mm stereo audio cable needs to be connected between your computer's audio output jack and the audio input on the connection panel.

Additional VGA/RGB, HDMI, Audio and LAN cables are located in the metal cabinet at the control booth.

Recording Audio

Floor audio may be recorded with the use a Cannon Jack which is located near the Auditorium doors, as indicated on the Auditorium plan view (see “Introduction”), and shown below.



Cannon Jack (male XLR)

Recording Audio (continued)

A 3.5mm male to XLR female cable is located in the metal cabinet at the control booth, as shown below.

Floor audio may also be recorded from any of the chair units using the ohm balanced 3.5mm male-to-male audio cable located in the metal cabinet at the control booth, as shown below.