

## OVP Crestron Instructions

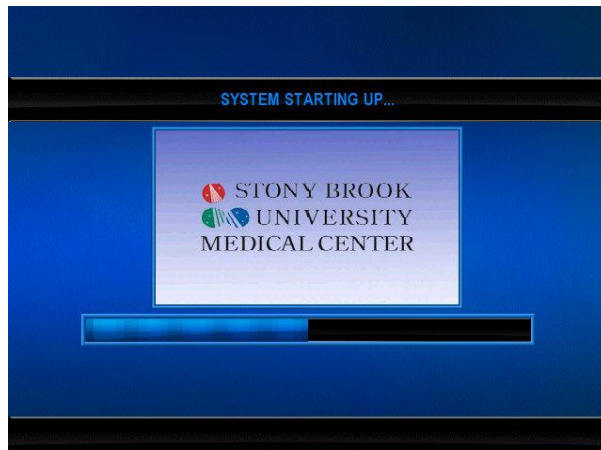
The OVP has two Crestron Touch panels, one located in the rear of the room and the other located at the front of the room. Either one can be used to control the room. The OVP has the following functions:

- Two TV's (Cable channels)
- Video conference calls
- DVD player
- Overhead projector

### Startup

If the Crestron panel is **not** illuminated it is either in sleep mode or it is not powered up.

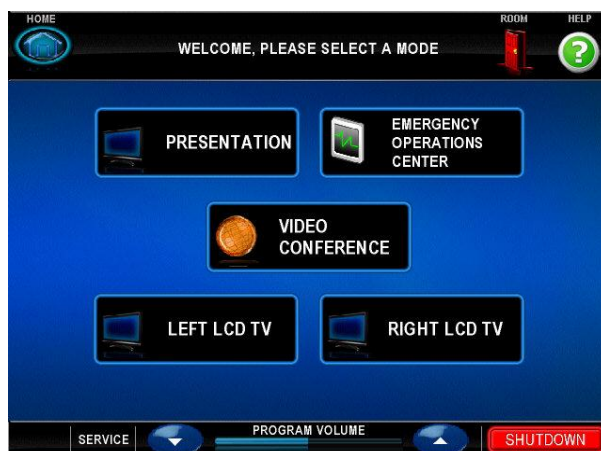
- Touch the screen once to activate the panel. The following screen appears.
- Touch the screen again to Start the system



**Note:** *The overhead projector takes approximately 10 minutes to warm up before you can use it for presentations and video calls. Please take this into consideration when scheduling your meeting.*

You will be presented with 5 available options:

1. Presentation
2. Emergency Operations Center
3. Video Conference
4. Left LCD TV
5. Right LCD TV.



## Shutdown

- Press the Shutdown button located in the bottom left corner

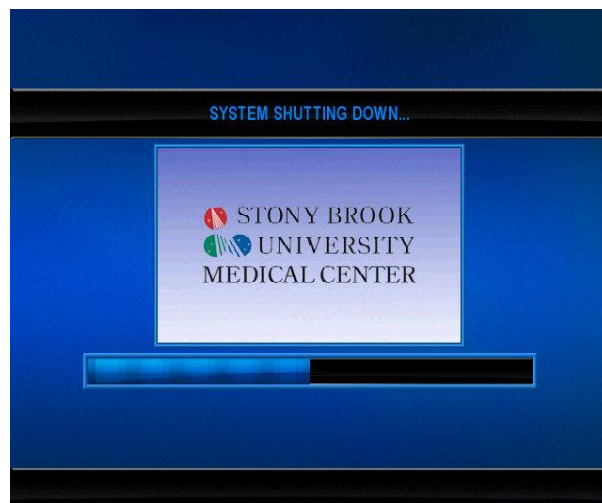


The following screen will appear confirming that you want to shut down the media center



- Press Yes to shut down
- Press No to Exit back to previous page

Press Yes and the following screen will appear indicating the media center is shutting down. It takes approximately 10 minutes for the system to shut down.

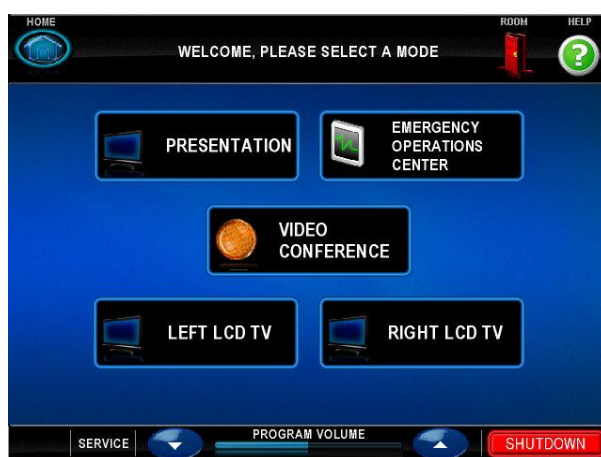


## Presentation

You can directly connect your laptop to either PC 2 or PC 3. PC1 is a dedicated PC in the closet that you may use to display your presentation.

- Touch the Presentation button.

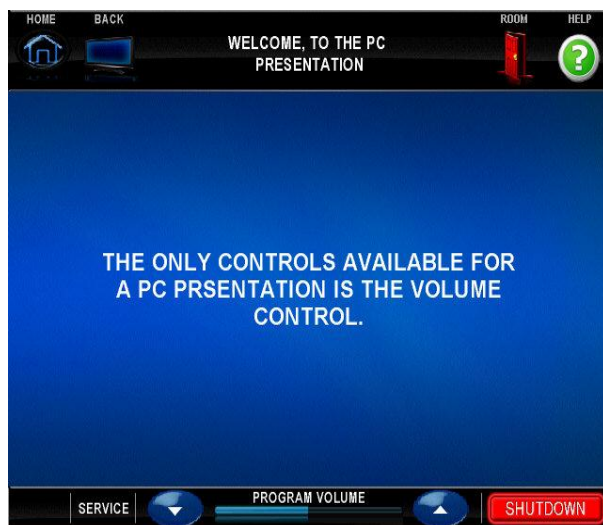
**Note:** *The overhead projector takes approximately 10 minutes to warm up before you can use it for presentations and video calls. Please take this into consideration when scheduling your meeting.*



The following menu will appear



- Press PC1, PC 2, or PC 3 (depending on where your laptop is connected will dictate the button to press). The following screen will appear on the Crestron Touch panel and your presentation should appear on one of the screens you selected.



- To exit out of Presentation mode touch the Home button located in the upper left hand corner

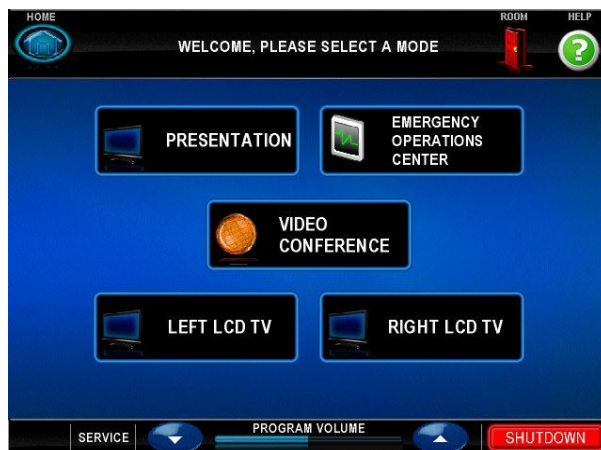
**Note:** Ideal PC screen resolution is 1024 x 768. Some PC requires you to also press Shift F10 to push your screen to the main screen.

**Note:** If PC 1 does not appear on screen, please check that PC 1 is powered up.

## Emergency Operations Center

This mode is used when the conference room is utilized as a command center.

- Press the Emergency Operations Center button.



The following menu will appear



## Presentation

- Press PC1, PC 2, or PC 3 (depending on where your laptop is connected will dictate the button to press).
- Press either Send to Projector (Main Screen), or Send to Left LCD, or Send to Right LCD

## Enable TV to LCD

- Press TV Tuner
- Press either Send to Left LCD or Send to Right LCD

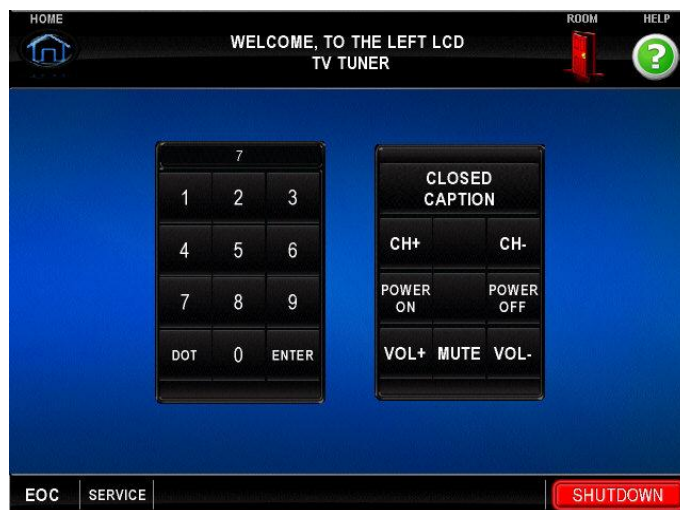
## Volume control/Channel selctions for TV

- Press the Home key
- Press Left LCD TV for left monitor
- Press Right LCD TV for right monitor



**The following menu will appear**

- Press the CH+ to go up a channel or Press CH- to go down a channel
- Press the VOL+ to increase or Press the VOL- to decrease the volume
- Press the Closed Caption if you want it enabled
- To turn off and on Press the Power On or Power Off button
- To Mute the TV Press the Mute button



## Placing, Answering & Ending Calls

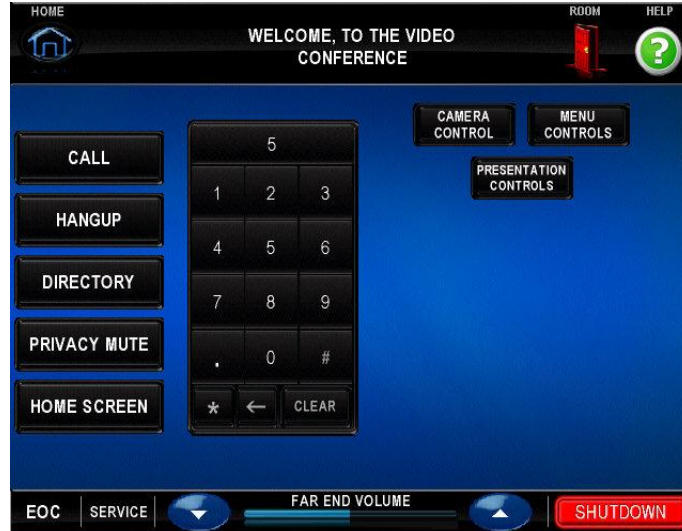
Place a call to a remote site

- Press Video Conference button.



The following menu will appear

- Press the Clear button
- Type in the IP address of the remote unit (e.g. 129.49.142.52)
- Press the Call button



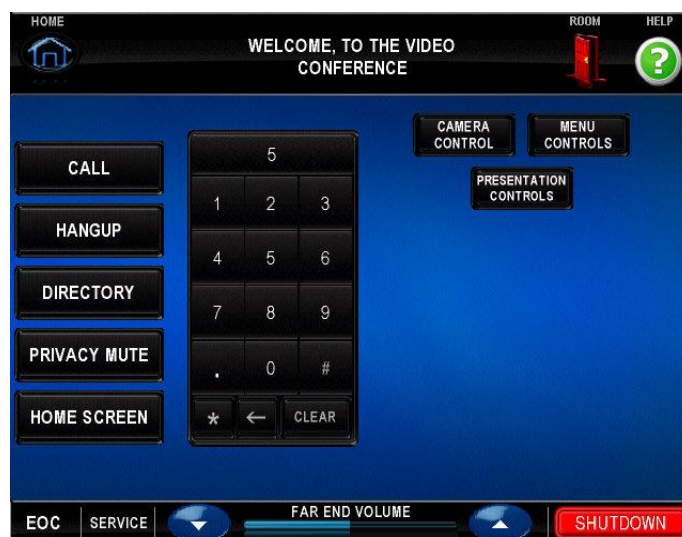
## Answer an Incoming Video Call

- Press Answer Call to accept
- Press Reject to disconnect call



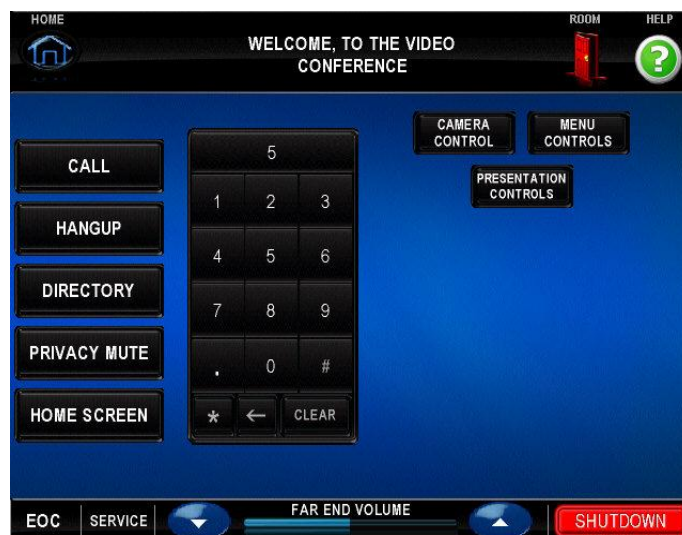
## Hang Up a Call

- Press Hangup

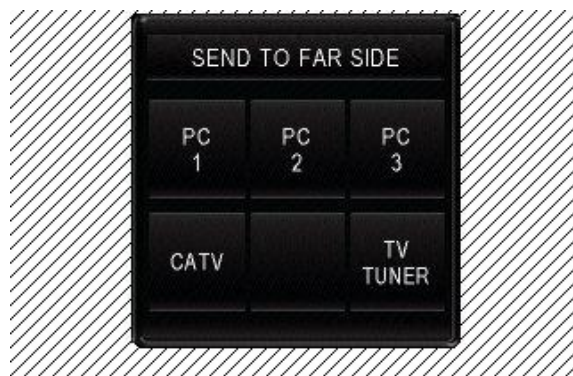


## Send Content

- Press the Presentation Control button



- Select the PC button that your PC is connected
- Press Send to Far Side

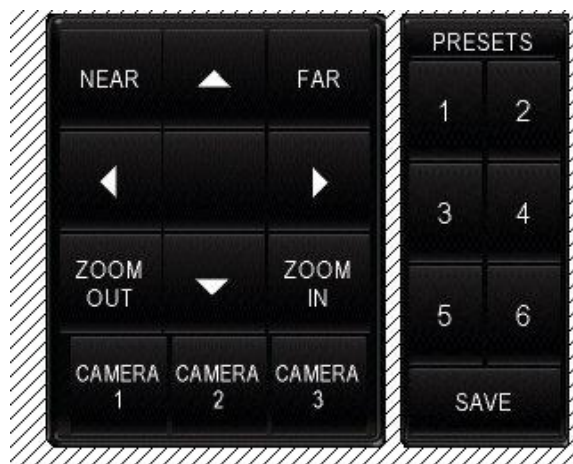


## Controlling the Near and Far End Cameras

- Press Camera Control



- Press the Near or Far button on the Touch panel
- The on-screen camera icon will point towards you if controlling the near end Camera, or away from you if you are controlling the far end camera
- Use the arrows on the Touch panel to move the camera up/down and left/right
- The Zoom In/Out button will zoom the image as desired
- Select which camera you want to use, press Camera 1 (Back), 2 (Left Front), or 3 (Right Front)

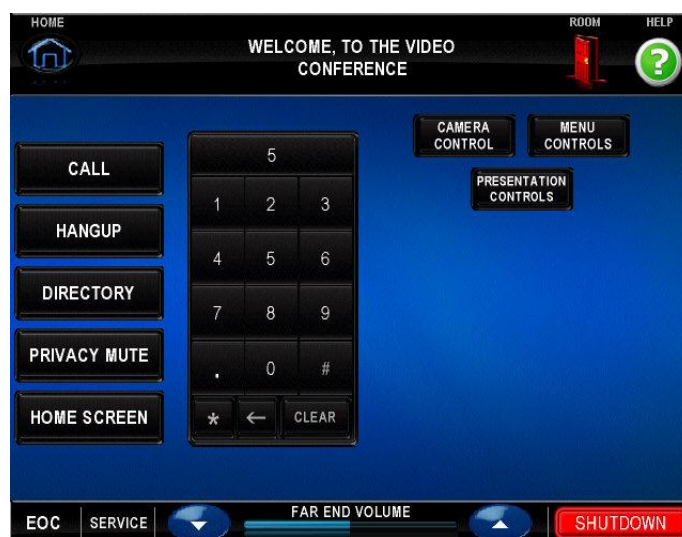


## Volume & Mute Control for Video Calls

- Use the Up/Down arrows to adjust call volume



- To mute the mic(s), press the Privacy Mute button on the Touch panel
- To unmute, press the Privacy Mute button on the Touch panel





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## DVD

- Insert DVD into player which is located in the closet
- Press Presentation button.



The following menu will appear



- Press the DVD button

The following screen appears

Below are the controls to Pause, Stop, Rewind, forward, and Eject the movie

