

Audio/Visual Procedures for Student Central and Portable TV in Fellowship Area September 2024

Student Central Display and Audio Setup

Startup procedure for PC, Sound Board, and Speakers

- Turn on switch (looks like a light switch) under sound board.
- Turn on PC (if it is off) – top center button on tower
- Log in to Student Centreal PW = 4sharing
- Open Chrome browser and go to RightNow Media
- Turn on projector with remote (Press On)
 - Best option for PC display: Using the two screens, you must drag the window/document you wish to display from the right screen to the left screen.
 - A 2nd option: If PC window does not display on screen, right-click on desktop, select display settings, then select duplicate display and save settings.
 - *Display troubleshooting:* If PC doesn't display on screen, press the button on the Projector Input device behind the PC monitor.
- Using the FOB: Press 1 to turn on sound board, press 2 to turn on speakers. **Note:** If sound board doesn't turn on, retry with FOB and verify that power switch under the desk is switched on.
- Adjust mixer (sound board) - Sound is controlled by PC (set to approx. 70%) and 2 yellow sliders on right of board and computer input is controlled by the slider just left of the yellow sliders.



Sound Switch



Projector Remote



Projector Input



FOB for Sound System

Shutdown procedure

- Turn off projector using remote (Press Standby button 2 times)
- Lower sound board sliders to 0
- On the FOB: Press 2 to turn off speakers, then press 1 to turn off sound board
- Turn off switch under sound board
- Log out and shut down PC

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Display RightNow Media in fellowship area

Starting TV/Computer on cart in fellowship area

- Retrieve TV remote from the right back (in a sleeve).
- On remote, press red power button to turn on the TV.
 - **Note:** If it doesn't come on, check to see that the power strip on the back bottom of the cart is plugged in and turned on.

If using the computer on the cart, follow this procedure:

- Verify/select input using the TV remote. Select PC (HDMI2)
- Turn on Dell laptop on the cart (power button top left)
- After Windows starts, open Chrome browser
- Go to RightNow Media and log in
- Play a video and adjust volume with the TV remote and on the computer volume control

When finished:

- Close programs
- Shut down computer
- Turn off the TV with remote

If using your own laptop computer, follow this procedure:

- With your computer turned on and RightNow Media open, use an HDMI cable to connect your computer to HDMI1 port (the top connection)
- Using TV remote, set Input to Streaming Box (HDMI1)
- Play a video and adjust volume with the TV remote and on the computer volume control

When finished:

- Close programs
- Shut down computer
- Unplug the HDMI cable
- Turn off the TV with remote