# BACA Conference Center

## Using the video system:

Touch the screen to wake the system

Pressing HDMI, BLU-RAY, or VGA will turn on the projector and lower the screen. If the screen doesn't lower, press the button again, or use the screen control on the side of the rack.
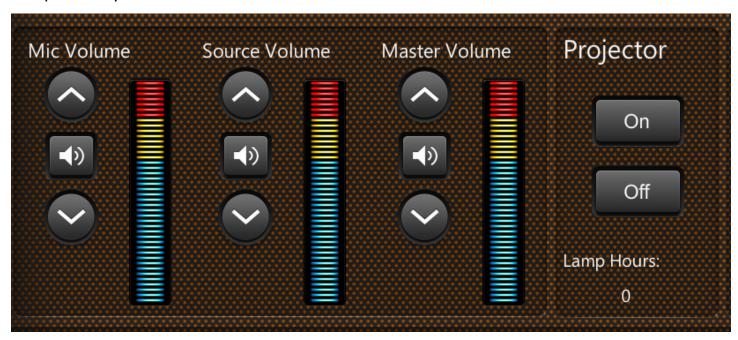
When finished, press the power icon in the upper right corner of the touch panel, and confirm shutdown on the following screen.

## Using the audio system:

Touch the screen to wake the system

If you wish to use a 3.5 mm cable to connect to your device's headphone output, press AUX AUDIO. This allows volume control without needing to turn on the projector.

To use the handheld wireless mic, slide mic switch toward the top, turn on the Shure receiver in the rack. You can adjust mic, source (HDMI, Blu-Ray, etc.), and master volume independently.



When finished, press the power icon in the upper right corner of the touch panel, and confirm shutdown on the following screen.

# Troubleshooting:

If the touch panel is working and the projector is on but not projecting your source, be sure you have a good connection with any attached cable or adapter. Set your display to be duplicated (PC) or mirrored (Mac). Try re-seating the cable, or try a different adapter if one is available. Be sure the projector input is Digital-Link (remote is in the drawer).
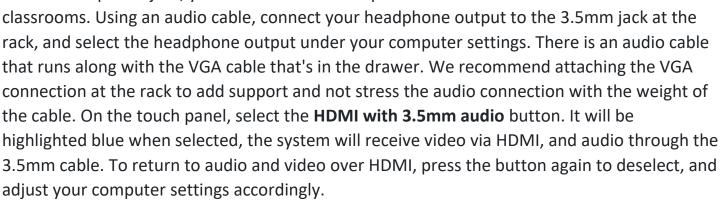
If the touch panel is unresponsive, try restarting the processor by using a pen or other narrow object to press the hardware reset button (HW-R) on the front. Note that the complete reset can take upwards of two minutes.



In the event the system is non-functional, use the screen control on the side of the rack to lower and raise the screen. Connect your source to the secondary HDMI port, located on the wall behind the rack (there is an HDMI cable in the drawer). Use the remote to turn the projector on and select HDMI input.



# Audio Troubleshooting

If audio doesn't pass through the HDMI cable but your computer has a 3.5mm headphone jack, you can circumvent the problem in most of our classrooms. Using an audio cable, connect your headphone output to the 3.5mm jack at the rack, and select the headphone output under your computer settings. There is an audio cable that runs along with the VGA cable that's in the drawer. We recommend attaching the VGA connection at the rack to add support and not stress the audio connection with the weight of the cable. On the touch panel, select the **HDMI with 3.5mm audio** button. It will be highlighted blue when selected, the system will receive video via HDMI, and audio through the 3.5mm cable. To return to audio and video over HDMI, press the button again to deselect, and adjust your computer settings accordingly.

# BACA Conference Center Classroom and Library

The TV in the classroom is mounted on an adjustable arm to change viewing angle as necessary.

1) Use the Sony TV remote to turn on/off the TV and to select the appropriate input (HDMI, BLU-RAY, or Screen Mirroring).

2) Use the Sony AV SYSTEM remote to turn on/off the sound bar volume or other settings. If there is no audio, press the TV button at the upper left of the remote. If the remote is missing, use the buttons on top of the sound bar.

## Please report system outages to AVTroubleshooting@coloradocollege.edu

1. Updated 7/23/23