Nicely 500 – User Manual

Dear Users,

Welcome to Nicely 500!

This is a brief manual of the steps you need to take to operate Nicely 500 hall. Please remember to turn OFF all systems once you are done, in order to save energy.

Entering the Room

For the time being access to Nicely 500 can be done by using the keys available at the Office of Institutional Research and Assessment.

Afterwards access is only through the access control system at the main door. It is activated through a **Fingerprint** and **Password**. Please note that access is restricted only for users who have booked the room with OIRA.

Turning on the Lights

Once you enter, the lighting switches are next to the main door. They are eight. Please switch them all **"ON"** to light up the hall.

Turning on the A/C

The installed A/C system works for both the hot and cold seasons as it can give cold air and heated air. The temperature is normally preset so all you have to do is press the controller **"ON"**. The controllers are located above the water cooler. There are two controllers for two separate A/C systems, so depending on the number of users in the room; you can either turn on one A/C or both.

Operating the Audio-Visual System

- The system can't be used without the iPad so remove the **iPad** from its cabinet (also locked by access control)
- Turn it **ON** and use the password **"1234"** to access it
- Click on the application **"Crestron"** with a blue icon
- The below screen will show

- First row shows the status of **LCD screens** (left, middle, and right). When clicked, each LCD will turn ON/OFF

- Second row shows the **Input Selection**, either a computer or a video. In this case, it is always a computer, so whenever the tab is selected, it turns green indicating "ON"

- Third row is the **Computer Selection**, indicating the location the computer is connected to: either left interface or right interface

- Last row is the **Audio Control**. Each tab controls an input such as a tie microphone, hand microphone, mute all, etc. N.B. The microphones are available in the cabinet and can be operated by just pressing on them on the iPad

- The UP/DOWN arrows are for volume control

- Once done, please turn off the **iPad** and return it its closed cabinet

For Laptop Use

- Plug in your laptop in one of the control interfaces

- If audio is required, plug in the audio cable between your laptop and the control interface

Glass Board

- The glass is writable with the use of any marker or felt tip pen.

Thank you for returning all items to their respective cabinets and turning all systems OFF!