BU Access Grid Node Startup/Shutdown Checklist

Startup

- You will need keys to the room, cabinets, and equipment rack.
- Close the shades, and lower all three screens.
- Turn on all three projectors. The side projectors should both be on ‘Input A’, the main projector on ‘Input D;Computer’.
- Arrange the room. The preferred setup for small meetings is for the attendees to face the camera between the two side screens.
- Open the cabinet, and set up the mouse, keyboard, and LCD on the small cart. (Oddly, there are two switches on the LCD, one on the side and one on the front – make sure the side one is on.)
- Plug the phone into the upper left outlet of the quad box under the window next to the cabinet. (You can plug in the power for the phone, but it is not really necessary.)
- Decide on what microphones you will use and place them about the tables. There are three in each of the two cabinets near the doors.
- Log in to the Windows box; Start the ‘ClearOne G-Ware’ (Gentner) program. Load up your favorite settings (I use ‘Access Grid’), and choose ‘connect’ then ‘sync to document’ to download the settings to the Gentner.
- Open the cabinet doors for the cameras.
- Double-click the ‘Start AG Display’ and ‘Virtual Venues’ icons. Log in to the Virtual Venues site, and head for the Institution Lobby, then our room CISM (Boston University).
- Switch to the Linux box, and open two terminals. In one, run ‘arm-eventlistener’, in the other run ‘vrm-eventlistener’. The audio and video programs should start up.
- For the Video setup, once you are in the chosen venue for the meeting, open the menu for each camera and adjust the video settings. Minimally hit ‘reset’ for each camera, but you can also adjust other quality settings. For Audio (in the RAT), once you are in the chosen venue, click ‘Talk’ to enable transmission of the local audio.
- Switch back to the Windows box, and bring up the screens for the cameras (via autoplace or clicking on them). Drag a camera window to each projector screen to ensure that they are all working.
- Use the camera remote to point the cameras to something reasonable.

Shutdown

- Switch to the Linux box and turn off transmit and receive on the Rat. Quit the audio and video programs.
- Switch to the windows box and log out of the virtual venues. Quit the Display Resource Manager.
- Switch the main Projector to Input A. Shutdown all three projectors.
- Raise the screens. Close the cabinet doors for the cameras.
- Put away the microphones, phone, LCD, mouse, keyboard, remotes. Lock the cabinet.
- If you opened the rack, lock the rack after checking that the Video input for room 500 is set to ‘Laptop’. Turn off the lights. Lock and deadbolt the door.

1 To change the input on the projector, use the menu button, scroll down to the ‘Set Settings’ panel, and select ‘Computer’ for the ‘Input-D Signal Sel.:’ setting.
2 To switch between displays, hit

  `<CTRL>`<CTRL>LETTER<Enter>

3 If the projector displays are garbled, the easiest fix is to shut down the windows box (completely powered down) and reboot.