

*This HDCP-compliant room utilizes a ceiling-mounted data projector, focused on a wall-mounted electric screen controlled by touch panel or wall switch.*

## Displaying PC or Laptop

1. Touch the small Crestron touch panel to wake up the system. Follow text prompt of “**Press anywhere**” to start. Enter the access code (provided after authorization) followed by “**enter**”. Select a source to turn on the projector. *Allow the projector 90 seconds to warm up while the screen lowers.*
2. Select **PC** (Instructor PC w/wireless mouse), **LAPTOP VGA** or **LAPTOP HDMI** for laptops with digital outputs. (For laptop connections, use the supplied cabling from the surface mounted cable cubby). *We recommend WSXGA resolution setting on your laptop (1280x768 pixels).* Allow approximately 90 seconds time for the projector to warm up.
3. **PC LOGON:** *\*\*Use your UNET name and password, in the USERS domain. \*\**
4. **Going wireless with a laptop:** *You can log on using your UNET name and password, or if your laptop is not registered on the network, you can log onto the guest network when prompted, after opening a browser.*
5. **Volume levels** from any source may be controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the instructor area.*



## Playing DVDs and BluRay discs

1. The **BluRay DVD** player is located in the rack at the instructor station. It will play either BluRay or more traditional DVD discs.
2. Select the **BluRay DVD** button on the touch panel station. *Disc controls will appear on the touch panel.* If you are “turning on” the system, follow the instructions above. The screen will lower and the projector will power on automatically. Please allow enough time for the projector to warm up. **It will take several seconds for the digital system to read the disc.**
3. **Volume levels** from any source may be controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the instructor space at the lab bench. Access code will be provided after proper training.*



## Utilizing “Audio only” presentations

Audio CDs can be played in the **BluRay** player, the **PC** or your **laptop**.

1. Insert your CD into the selected device. *\*If just beginning a class and using no video display, you can select the **AUDIO ONLY** button on the touch panel.\**
2. Select the device on the touch panel by pressing the proper button, either **PC**, **LAPTOP** or **DVD**.
3. **iPod type devices** can be connected at the instructor lectern. A cable is stored in the lectern for connectivity.
4. *You may use touch panel **ROOM CONTROLS** to **MUTE** the image or **TURN OFF** the display during “audio only” media playback.*



## Using the Document Camera

Select the **DOCUMENT CAMERA** button on the touch panel. *If you are "turning on" the system, follow the instructions above. The projector will power on automatically. Please allow enough time for the projector to warm up.*

The **Doc Cam** is located on a shelf at the left side of the instructor lectern. *The shelf can be slid out to access the Doc Cam.* The upper lamps should be raised into place first. Then, these buttons are worth noting:

**Unlock:** Press this to release and raise the camera.

**Power:** Turns the unit on or off. It's located on the back of the unit.

**Light:** Illuminates the viewing area. Press repeatedly for the 3 available light modes: upper lamps, sub surface lamps, or no lamps.

**Zoom:** Allows you to enlarge/magnify the document

**Focus:** Allows the image to be focused

**Rotate:** Allows the lens to rotate the image orientation for your audience.



## Using the Microphones

### Lectern-mounted microphone:

1. This is located directly on the instructor station. It should always be "on" when the system is powered up.
2. **Volume levels** for the microphones are controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the instructor station.. Access code will be provided after proper training.*

**Wireless microphones:** The system contains (1) wireless lav (clip on) mic and (1) wireless hand held mic. In Gzang 121, these can be used simultaneously.

1. Remove the wireless microphone from below the instructor lectern. *Access code will be provided after authorization.*
2. Turn the microphone's power switch "ON." Adjust room volume the as noted above. Spare batteries are kept in the drawer.



## Assisted Listening

One (1) assisted listening receiver is available in the instructor area. Contact Media Technology Services (MTS) for assistance if you encounter any difficulty with its usage, or if you require additional receivers.



## Lighting Controls

\*\*\* Currently, this auditorium utilizes wall located switches adjacent to the lectern for lighting control. Please contact Facilities (ext 6-4385) or MTS (ext 6-4632) if assistance is needed. \*\*\*

## \*When Finished\* -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTOR!

*Unless the next class is already entering your room,* press the **red SHUT DOWN SYSTEM** button on the touch panel, **and confirm your selection.** Follow instructions on the touch screen. Please be sure the projector begins its 90 second shutdown process. Return & lock up microphones, remotes or other tech related items to the rack drawer.

