

This room utilizes (2) ceiling-mounted projectors, focused on (2) wall-mounted electric screens. Automated Lecture Capture is available in Rm 123.

Displaying Video or Computer Sources

- At the Instructor Station (front lab bench, on the instructor's left side), push **DOWN** on the black system controller to access controls. Touch the screen to begin.
- Press the **PC (or any source)** button. Then select destination, either **Projector A**, **Projector B**, or **Both** to turn on the display system. The Laser projectors may take a few seconds to warm up as screens descend. *No controls will function during warm up.*
- After the warm up, you can select any source using the appropriate buttons. *(Buttons illuminate when active.) It's recommended to wait a few seconds between input selections.*
 - Press the **PC** button to display the installed Instructor PC. *There are courtesy USB ports on the front of the Instructor PC or on a USB extender near the monitor.*
 - Press either the **LAPTOP** button, **HDMI** or **VGA** depending on your cabling choice, to activate laptop connectivity. A secondary press will be needed from a pop-up page, selecting projector destinations. Both cables are provided at the instructor station. *Users must provide their MAC & DisplayPort adapters.*
 - Press the **BLU-RAY** button to select the BluRay/DVD player. A secondary press will be needed from a pop-up page to select projector destinations. A disc control page will then appear on the touch panel allowing you to control the player.
 - Press the **DOC CAM** source button on the touch panel. A secondary press will be needed from a pop-up page to select projector destinations. *Specific Doc Cam instructions are listed on page 2 of this guide.*
 - Press the **AUX AV** button to activate front rack-panel inputs, allowing you to connect external video devices, such as a VHS player or camcorder. If in need of a VHS player, contact (MTS): 781- 736-4635) to request a temporary unit.
 - Press **WIRELESS MEDIA**, followed by a secondary press, selecting projector destinations. Wireless Media allows students in your class to share their devices on the main screen once they've downloaded the app, by selecting a displayed IP address. **Training is available!**
- INSTRUCTOR PC LOGON:** ***Use your UNET name and password, in the USERS domain. ***
- Laptops going wireless may be logged securely to Eduroam using your UNET address and password, or to the unsecure guest network, using a personal email address. Open a browser to access the log on process.*
- The **IMAGE MUTE**, **AUTO-IMAGE** and **ASPECT RATIO** buttons allow further adjustment of images on the screen

Audio Controls

- Press the **SOURCE VOLUME** button to insure activation. Then, press **arrows up (^) or down (v)** for level control. The **MUTE** button toggles between audio muting, and un-muting.



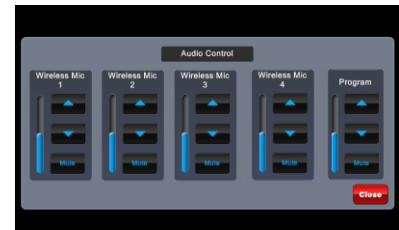
Using the Microphones

Lectern-mounted microphone:

1. This is located directly on the instructor station. It is always “on” when the system is powered up.
2. **Volume levels** from 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.*
3. Additionally, press the **Advanced Audio** button to allow more individual control of all microphones.

(4) Wireless microphones: There are (3) wireless handheld microphone, and (1) wireless lav (clip-on) microphone. The wireless lav mic is critical for quality audio during lecture capture.

1. Remove desired wireless microphones from the rack drawer.
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 listening receiver is available in the rack drawer. Contact MTS (781-736-4635) for additional units or assistance with its usage.

Additional Document Camera Information

- a. **DOC CAM** selects the document camera. *Pull up gently to turn on the camera and properly set the lens.* If the unit does not activate, **press the power button** on the top of the doc cam surface.
- b. The **DOC CAM** allows high quality display and archiving of paper, acetates, objects, written notes or slides.
- c. The Doc Cam head provides controls, such as zoom and focus.



Automated Lecture Capture

Automated lecture capture is available in this classroom. Contact MTS for further details, 781-735-4632.

Lighting Controls

*** This auditorium utilizes older, traditional wall switches 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!**

Press the red **SYSTEM OFF** button on the touch panel, followed by pressing the green **POWER DOWN** button to confirm. *Please be sure the Laser projectors begin their shutdown process. Return and lock up microphones, remotes or other technology related items to the rack drawer and lock it up!*

