

# Trustees' Boardroom

*Wireless internet access is available in the boardroom!*

## Technology instructions

Credenza access: acquire key from executive offices

*This room utilizes an electric screen with touch panel control.*

### Turning on the system

1. Touch your finger to the touch panel. If you see a Brandeis logo, touch once. If you see a black screen, touch once for the logo, then again for control system access. *(If you see a grey screen, simply push the large "exit" button.)*
2. To select a source, touch your finger to on of the top row of buttons. The data projector will turn on automatically, and the screen will lower when you select a display source.
3. A projector "warming up" notice will display on the touch screen and all other features will be inaccessible.

### Laptop Display

Select your laptop connection point (*Laptop 1, 2 or 3*) from the top row of source selection buttons.

- All laptop connection points can be found on boardroom table pop-ups. All pop-ups include audio connections and wired network access for your laptop as well. A laptop cable is supplied in the credenza.
- It is recommended to turn on the system & projector, and select your source, before connecting your laptop.
- Connect the cable to the 15 pin connector on a pop-up, and connect the other end to your laptop. *(PC LOGON - Use your UNET name and password, in the USERS domain. \*\*For wireless connectivity, you may log in as a guest user with your email address, once your card recognizes the network.)*

### VHS or DVD display

Inside the credenza, you will find the VHS & DVD players to insert your tape or disc.

1. Open the cabinet using the key provided by the executive offices.
2. Select VCR or DVD from the top row of source selection buttons.
3. Use the VCR or DVD controls provided on the touch panel.
4. Volume levels for all sources are defined on the left hand side of the touch panel. Be careful to use the "MUTE" button only when desired.

### Playing an Audio CD or other media

Audio CDs may be played on the installed DVD player, or by using your laptop's cd drive. Other media choices may be played by ordering support equipment from Media Technology Services @ 6-4632 or 6-4429.

### Audio Conferencing

Audio conferences may be conducted using the touch panel, selecting "Audio Conf" from the source selection buttons. The local phone # will display, and you may place and receive calls from the touch panel. ***Table microphones must be connected @ pop-ups for conferencing purposes!***

### Videoconferencing support (Separate instructions provided)

You may select the videoconferencing (VC) system from the touch panel source selection buttons. Most calling & collaborative commands may be activated from the panel. ***(It is recommended to contact MTS for assistance with VC calls.)***

**Please turn off the system at the touch panel when finished. This should cause you to see the "projector cooling down" alert on the panel. Thank You!**

**FOR FURTHER ASSISTANCE: CALL MEDIA TECHNOLOGY SERVICES (MTS) AT EXT.6-4632 or 6-4429.**

