

*This room utilizes a data projector, focused on a manual, ceiling-mounted screen that pulls down in front of the whiteboard. A wall-mounted control panel is located adjacent to the screen.*

### Displaying a Laptop

1. To operate the projector, use the **white system control panel**, surface-mounted on the front wall, adjacent to the screen.
2. At the wall control panel, press the **ON** button to turn on the screen. *Allow 45 seconds for projector warm up.*
3. Select either the **TABLE LAPTOP** or the **WALL LAPTOP**, depending on where you connect, either @ the laptop connection at the black, table pop up, or the white wall connection point. The button will illuminate when selected. *On both the table and wall connectors, a small LED will turn green when your laptop signal is detected.* One (1) high bandwidth laptop cable has been assigned to your dept administrator. Contact Media Technology Services (MTS) @ext.6-4632 if interested in borrowing or purchasing additional cables.
4. **DISPLAY RESOLUTIONS:** the data projector can display most resolutions, though **we recommend 1280x1024 (SXGA) for best results.**
5. **BEST PRACTICE TIP:** before powering on or opening up your laptop, connect both ends of the cable and select the **LAPTOP** input on the control panel. At this point, power on and open up your laptop. **MAC users must provide their own MAC adapter.** \*Refer to our “laptop display tips” for more info.\*
6. **PC LOGON:** Use your UNET name and password, in the USERS domain. \*\***Going wireless?** If not in the UNET USERS domain, you may logon as a “guest user” with your email address. \*\*
7. **AUDIO** can be played from your laptop using its headphone jack, by plugging in the audio connector attached to the Laptop cable. Volume levels from any source may be controlled using the **VOLUME** knob on the control panel.

### Displaying a video device

1. External video or audio sources may be shared using inputs at both the table and wall connection locations. If desired, items may be ordered from Media Technology Services (MTS), ext.6-4635. If you just need video/audio cables, please call MTS (ext.6-4635 or 6-4632) to arrange pick up.
  2. Once you have connected your video player, select either the **TABLE VIDEO** or **WALL VIDEO** button, depending upon where you chose to connect your device.
  3. **AUDIO** can be heard from your device if you have properly connected the audio cables. Volume levels from any source may be controlled using the **VOLUME** knob on the control panel.
- \*\*\*Lighting controls are wall mounted near your entrance door. MTS does not maintain the lighting, but you can contact Brandeis Facilities at ext. 6-4385.**

### \*\*When Finished\*\*

1. Press the **OFF** button at the wall control panel. **Be sure the projector shuts off to save energy and save lamp life!**
2. Return or neaten up any cables to help maintain the facility.

