This room utilizes an electric screen, with wall switch controls as well as full touch sensitive, interactive pc interface. (Separate instructions provided.)

Displaying PC or Laptop

1. **A Crestron touch-control panel is on the 2ⁿᵈ shelf.** Touch the panel to wake up the system, and enter the access code provided upon authorization.

2. Select **DESKTOP** or **LAPTOP** on the touch panel. **(Laptop connects to a 25' cable from the wall jack)**. The screen will lower and the projector will power automatically. **The top shelf, interactive monitor is for your installed PC.** *(Interactive instructions are provided.) We recommend that you utilize XGA (1024x768) resolution.* Please allow time for the projector to warm up. *There is a courtesy USB port on the front of the PC.*

3. **PC LOGON**: *Use your UNET name and password, in the USERS domain. *Wireless is available for laptops.*

4. Volume levels from any source may be controlled using the **PROGRAM VOLUME** buttons on the touch panel. *Make sure audio amplifier (*and all equipment rack items*) are powered ON for proper performance. rack is stored in the closet.*

Playing DVDs, Videotapes or Audio CD's

1. Access the rack, located in the closet. A key is available from the Mandel desk.

2. Insert your DVD or VHS tape as appropriate. These units are located in the equipment rack inside the closet.

3. Press the appropriate input source button on the touch panel station, **DVD** or **VCR** depending on your media. *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.* You selection will also display on the touch panel.

4. Use the transport controls for your selected device. Controls will be found either on the units themselves or on the touch panel.

5. Volume levels are controlled as noted above, using the **VOLUME** buttons.

6. **CD**'s may be played using the **DVD** player, located in the equipment rack. *Optionally, CD's may also be played using the CD or DVD drive of the desktop PC or your laptop..*

Audio Teleconferencing

1. First, please get the **wireless table microphones**, stored and charging on top of the equipment rack. On each microphone, push the button once to turn each one **ON**. Place them as needed on the tables.

2. Press the **AUDIO CONF** button on the touch panel. The keypad will appear.

3. For an outside line, press 8. Then, follow that with the phone number.

4. Volume levels may be controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (*and all equipment rack items*) are powered ON for proper performance. Return mics to charger when done!*

When Finished -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTOR!
Select the SHUT DOWN button, confirm shutdown with the YES button. Lock up the closet and the room door upon completion.

If you have shut down accidentally, you must allow 90 seconds for the projector to cool before restarting.
VIDEOCONFERENCING: For assistance, contact MTS @ 6-4632 or 6-4429, or the Center @ 6-2081.

FOR FURTHER ASSISTANCE: CALL MEDIA TECHNOLOGY SERVICES @ 6-4632 0R 6-4429.