

Farber 2 Conference Rm. TEC room, level A

Access code: provided after proper training

This room utilizes dual LCD flat screens, with videoconferencing (VC) capabilities. Light switches are wall mounted at the front of the room, near the Instructor Station. VC training and documentation provided separately.

Displaying Laptops

1. A Crestron touch-control panel is mounted on the wall, “audience right”. Touch the panel to wake up the system. After you “Press anywhere to start,” please enter the access code provided after proper training.
2. Select **Laptop 1**(front), **Laptop 2**(back), or **Cart laptop**, depending on your location in the room. (*Laptop connecting cables are stored in the Instructor Station.*) NEXT on the touch panel, select **Left Screen**, **Right Screen** or feel free to activate both buttons. Connect your laptop, plug in its power cord, and turn it on. If necessary, you can use your laptop’s “Function” key action to send the signal to the screens. *MAC users should provide their own adapter.*
3. **LOGON:** *Use your UNET name and password, in the USERS domain. *Guest Wireless is also available.*
4. Volume levels from any source may be controlled using the **VOLUME** buttons with status gauge on the touch panel. *You may simultaneously display two different sources*, but **Volume levels** will only be heard from one source at a time, and the system will default to the most recent source selected.
- 5.

Playing DVDs or Viewing Cable TV Broadcasts

1. A Region free DVD player is located in the Instructor Station.
2. Insert your DVD disc into the player, and on the touch panel, select **DVD**. NEXT on the touch panel, select **Left Screen**, **Right Screen** or feel free to activate both buttons.
3. You will utilize the **DVD player controls** on the touch panel.
3. Likewise, you may select **CATV** button. NEXT on the touch panel, select **Left Screen**, **Right Screen** or feel free to activate both buttons. A CATV tuner will display on the touch panel.
4. *You may simultaneously display two different sources*, but **Volume levels** will only be heard from one source at a time, and the system will default to the most recent source selected.

Conducting a Videoconference (VC)

1. MTS recommends that users request technical assistance with video calls. For basic start up however, select **VTC** on the touch panel.
2. Press the **GREEN** phone button to make a call. Enter the number using the numeric buttons, and press the **GREEN** phone button again.
3. To hang up a call, press the **RED** phone button.
4. Microphone and Microphone muting, as well as camera controls and data sharing, are available on the touch panel.
5. **Detailed training and documentation is available for video calling activity through MTS, at 6-4632, or 6-4429.**

***When Finished* -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE FLAT SCREENS!**
Select the **SHUT DOWN SYSTEM** button, confirm shutdown with the **YES** button. Return any cables or devices to the Instructor Station.

