

**\*\* This room utilizes an electric screen, with wall switch control only. \*\***

## **Displaying PC, MAC or Laptop**

1. Touch the Crestron touch panel to wake up the system. Follow text prompt of "Press anywhere" to start. *Screen controls are not part of the touch panel. Please use the wall switch, located directly under the screen. Do not lower the screen beyond the orange arrow markers!*
2. Select PC or LAPTOP (for laptop connections, use the supplied cabling from the surface mounted cable cubby). *We recommend XGA resolution setting on your pc (1024x768 pixels).* Please allow enough time for the projector to warm up. PC displays are not viewable in the touch panel, but your video sources can be viewed as described below.
3. PC LOGON: \*\*\*Use your UNET email address and password, in the USERS domain. \*\*\*
4. Volume levels from any source may be controlled using the VOLUME buttons with gauges on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the instructor station. Access code will be provided after proper training.*

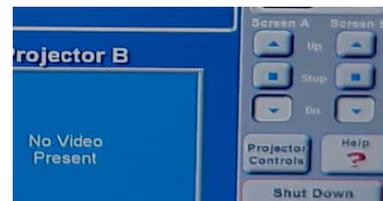
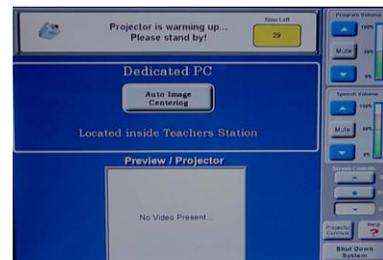
## **Playing DVDs or Videotapes**

1. Access the rack, under the instructor station.
2. Insert your DVD disc or VHS tape as appropriate.
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.* Your selection will also display on the touch panel. Touch the image to enlarge to a full screen preview. Touch again to revert to a small window view.
4. Use the transport controls for your selected device. Controls will be found either on the touch panel, or on the units themselves.

## **Playing Audio CDs**

Audio CDs are played in the DVD player.

1. Access the rack under the instructor station.
2. Insert your CD into the DVD player
3. Press either the DVD button on the touch panel.
4. Use the transport controls, either on the touch panel, or directly on the device.
5. *You may use the dedicated touch panel PROJECTOR CONTROLS to either MUTE the image or TURN OFF the display during "audio only" media presentations. If electing to power down the display, please respect the necessary "cool down" and "warm up" periods for the projector.*
6. Alternate choices for playing a CD are: the CD drive of the PC.



## Using the Document Camera

1. Press the **DOC CAM** source button on the touch panel. *If you are "turning on" the system, follow the instructions above. The projector will power on automatically. Please allow enough time for the projector to warm up.* The Doc Cam is located on the Instructor station, right of your presentation area (or stored underneath.) The upper lamps should be raised into place first. Then, these buttons are worth noting:

**Unlock:** Press this to release and raise the camera.

**Power:** Turns the unit on or off. It's located on the back of the unit.

**Light:** Illuminates the viewing area. Press repeatedly for the 3 available light modes: upper lamps, sub surface lamps, or no lamps.

**Zoom:** Allows you to enlarge/magnify the document

**Focus:** Allows the image to be focused

**Rotate:** Allows the lens to rotate the image orientation for your audience.



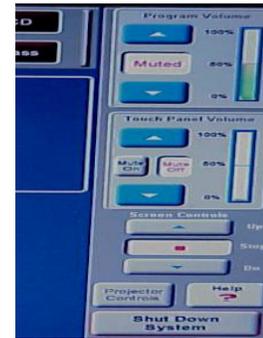
## Using the Microphones

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 any source may be controlled using the **VOLUME** buttons with gauges on the touch panel. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. Rack is located under the instructor station.. Access code will be provided after proper training.*

Wireless microphone:

1. Remove the wireless microphone from the rack drawer. *Rack is located under the instructor station. Access code will be provided after proper training.*
2. Turn the microphone's power switch "ON." Adjust room volume as noted above. Spare batteries are kept in the drawer.



## Assisted Listening

This gear is available in the rack drawer. Contact Media Services for assistance if you encounter any difficulty with its usage.

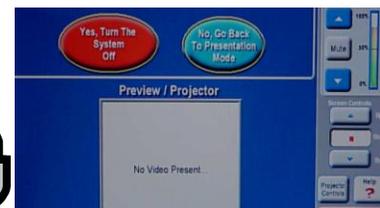


## Lighting Controls

\*\*\* *Currently, this auditorium utilizes wall switches for lighting control. Please contact Facilities (ext 6-4385) or Media Services (ext 6-4632) if assistance is needed.* \*\*\*

## **\*When Finished\* -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTOR!**

Press the **SYSTEM SHUTDOWN** button on the touch panel. Follow the instructions on the touch screen. Please be sure the projector begins its 90 second shutdown process. Return and lock up microphones, remotes or other technology related items to the rack drawer.



**FOR FURTHER ASSISTANCE: CALL MEDIA & TECHNOLOGY SERVICES AT EXT.6-4632 OR EXT.6-4429.**