

Hassenfeld Conf Center: Levine-Ross Room TEC Room – level B

Access Code: Available by request

This room utilizes a ceiling-mounted projector, focused on a wall-mounted screen. Screen control is manual.

Displaying Laptop

1. To operate the projector, use the system control panel, surface-mounted on the front, side wall, stage right in the Levine-Ross II section. The equipment and cable storage rack is located in the cabinet at the front of the room, stage left. Access code is available by request. ***Make sure the Extron controls (and all rack items) are powered ON for proper performance. One main power switch is on the rack.***
2. At the wall controls, press the **ON** button. It will flash while the projector warms up. No other controls will function at warm up.
3. After warm up is complete, press the **LAPTOP** button to activate the laptop connection at the front of the room.
4. **Laptop display** is provided using a VGA cable with an attached audio connector, **stored in the cabinet**. It plugs into the wall input, directly under the control panel. **Users must provide their own MAC adapter.** *First, connect both ends of the cable and select the proper input. At this point, you can power on and open up your laptop.*
5. **PC LOGON*****Use your UNET name and password, in the USERS domain. **Going wireless? You may logon as a "quest user" with your email address, once your card recognizes the network. ***
6. Volume levels from any source may be controlled using the **VOLUME** knob on the control panel. ***Make sure the Extron amplifier is powered ON for proper performance.***

Playing DVDs, CD's or Videotapes

1. Access the rack in the cabinet, using the access combination.
2. Insert your **DVD disc** or **VHS tape**.
3. Press the appropriate input button on the system control station. **DVD** or **VCR** depending on your media.
4. To operate the playback units, use the controls as provided on each unit, or on the stored remotes in the cabinet.
5. **CD's** may also be played through the **DVD** player.
6. Press the **AUX VIDEO** button, to display an external video player. Cables and players can be acquired from **Media Technology Services (MTS) @ 6-4635**.

AUDIO LEVELS & Using microphones

1. **Microphones** should be ordered thru Media Technology Services @ ext. 6-4635.
2. The microphone jack is on the front, side wall, stage right.
3. Microphone levels should be preset by Media Technology Services prior to the event.
4. To controls audio levels in the back section, Levine Ross I, use the separate **VOLUME** knob located below the control panel.

When Finished

1. Press the **OFF** button on the system control panel. ***Be sure the projector powers off to save lamp life and energy!***
2. Please return cables, remotes and related items, and lock up.

