BOLLI – Conference Room
TEC Room – level C

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

Displaying a Laptop

1. To operate the display system, use its control panel, surface-mounted on the front wall, adjacent to the screen. *Make sure some of the control buttons are lit up, showing that the system is receiving power for proper performance.*
2. At the wall control panel, press the **ON** button in the *Display* area. *It will flash while the projector warms up.*
3. After warm up is complete, press the **PC** 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, **<u>usually on site in the room, adjacent to the screen.</u>** If the cable is missing, it can be obtained from the *BOLLI administrative offices* down the hall. The VGA cable plugs into the **"COMPUTER"** input wall port, directly under the control panel. Plug the other end into your laptop. **MAC & Display-port users must provide their own adapter.** BEST PRACTICE TIP: First, connect both ends of the cable and select the proper input. At this point, you can power on and open up your laptop. *With this projector, we recommend a resolution of 1024x768 (XGA) for best results.*

5. **If the wall panel shows a red LED, your laptop is not yet sending a signal. When the LED turns green, your laptop is sending a signal.**
6. *PC LOGON: Use your UNET name & password, in USERS domain. Going wireless? Logon as a "guest user" with your email address, by opening a web browser once your card detects the network.*

7. **Volume levels** from any source may be controlled using the **VOLUME knob** on the control panel.
8. The **BLANK ON/OFF** button blacks out the screen when desired. Press it again to display the image.

Playing DVDs, VHS tapes, or feeds from a BOLLI camera

1. Press the **VIDEO** button, to display an external device plugged into the video wall input. Cables and players can be acquired from *BOLLI administration (ext. 6-2175)* **or from Media Technology Services (MTS – ext. 6-4635).**
2. Connect audio&video cables from the player to the "**VIDEO INPUT**" wall plate, adjacent to the PC input.
3. To view the **BOLLI camera feed**, connect "jumper" audio & video cables from the adjacent output wall box.
4. **Volume levels** from any source may be controlled using the **VOLUME** knob on the control panel.

When Finished

Press the **<u>OFF</u>** button on the control panel. **<u>Be sure the projector powers off to save lamp life and conserve energy!</u>**

TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES, EXT.6-4632 OR 6-4429.