BOLLI, Main Presentation Room

TEC classroom, level B

*** This room utilizes a ceiling-mounted projector, focused on a manually controlled wall-mounted screen***

Displaying a Laptop from the Lectern

1. Utilize the ***Extron control panel***, located on the Instructor Lectern. Additionally, frequently-used equipment is stored in this lectern. There is currently no access code required to use the system. Press the **ON** button in the **DISPLAY** control area. Please allow approximately 45 seconds for the projector to warm up.

2. Connect your laptop to the **laptop cable** (w/attached audio connector) available at the lectern. Press **LAPTOP 1** to activate the laptop connector. **Note well please:** *The projector can display most resolutions, but we recommend a resolution of 1280x1024(SXGA) for best display results. MAC or DISPLAY-PORT laptop users should provide their own adapter.*

3. **PC LOGON TIPS:** **Use your UNET name and password, in the USERS domain. **

4. **Laptops with wireless cards:** by opening a browser, they may be logged on using a UNET name and password, or as a guest account using a personal email address.

5. Volume levels from any source may be controlled using the **VOLUME** knob on the control panel. *Make sure* **all lectern-mounted equipment** *is powered ON for proper performance*.

Playing DVDs or VHS Videotapes from the Lectern

1. The **DVD/VHS player** is mounted inside the Instructor Lectern.

2. Insert your DVD disc or VHS tape, as appropriate.

3. Press the **DVD/VCR** input button on the control panel. *If "turning on" the system, follow the instructions above. Please allow enough time for the projector to warm up*.

4. Use the transport controls at the lectern, or those on the video player. Controls on the Extron panel will work either the dvd or vhs functions, in relationship to which format you select on the player. A small **LED** will light up to indicate which format has been selected.

Playing Audio CDs from the lectern

Audio CDs can be played using the DVD player or a laptop.

1. Insert your CD into the player of choice.

2. Press the **appropriate** selection button on the control panel.

3. Volume levels from any source may be controlled using the **VOLUME** knob on the control panel. *Make sure* **all lectern-mounted equipment** *is powered ON for proper performance*.

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

Displaying laptops or video from the back wall plates

1. Connect your laptop to the **laptop input connectors on the back wall plate, located in the room's back left corner**. At the Instructor lectern, press **LAPTOP 2** to activate this laptop input. **Note well please:** *The projector can display most resolutions, but we recommend a resolution of 1280x1024(SXGA) for best display results. MAC or DISPLAY-PORT laptop users should provide their own adapter.*

2. Connect an external dvd/vhs player to the video & audio input connectors on the wall plate. Insert your DVD disc or VHS tape, as appropriate. At the lectern, press the **VIDEO 2** input button on the control panel. *If "turning on" the system, follow the instructions above. Please allow enough time for the projector to warm up.* Use the transport controls on the video player.

Using the Microphones

BOLLI staff provides **multiple wireless microphones** you can use simultaneously. There are hand held units, and lavaliere (body pack) models. Please contact BOLLI administration (ext. 6-2175) to be sure the microphones are available.

1. Remove either of the wireless microphones from the lectern equipment drawer.
2. Turn the microphone's power switch **"ON."** Adjust room volume using the **sound mixer** located in the lectern. Spare batteries are kept with BOLLI administration staff.
3. Additionally, there is a **wired lectern microphone** mounted directly to the lectern. It is available to all whenever the system has been turned on.

Assisted Listening

Assisted listening receivers are available in the lectern, or by request from BOLLI administration staff (ext. 6-2175). Additionally, you can contact Media Technology Services (MTS, ext. 6-4632) for additional units or assistance with the system.

Lighting Controls

*** Currently, wall switches for lighting control are located up front near the Instructor Lectern, or in the back of the room near the kitchen area. Please contact Facilities (ext 6-4385) for additional lighting assistance***

When Finished -- TURN "OFF" and RETURN ALL ITEMS SO OTHERS MAY USE THE SYSTEM SUCCESSFULLY.

Press the **SHUT SYSTEM DOWN** using the **OFF** button on the control panel. Please be sure the projector begins its 90 second shutdown process.

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