

## Hassenfeld Conf Center: Luria Room *TEC Rm. – level C*

*This room utilizes a ceiling-mounted projector, focused on an electric, ceiling-mounted screen.*

Access Code: available upon request

### Displaying a Laptop

1. To operate the projector, use the system control station, surface-mounted on the side wall, stage left (audience right). The equipment and cable storage rack is located in the front cabinet. **Access is gained to the cabinet by unlocking the pad lock, access code available upon request. Set the code, then push in and release the lock. Next, make sure 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 "guest user" with your email address, once your card recognizes the network. \*\**
6. **Volume levels** may be controlled using the **VOLUME** knob on the **Biamp** control panel. **Push the knob IN, to activate "PROGRAM LEVEL" control, and then set your level.**
7. In addition, **Volume** can be leveled individually in each of the (3) Luria sections, using the (3) sound control knobs.

### Displaying a video device

1. The combo **VHS/DVD** combo player is located in the cabinet. To operate the player, use the controls on the unit, or its remote control, stored adjacently.
2. To view **VHS** tapes, select **VCR** on the control panel. To view **DVD** discs or play CD's, select **DVD** on control panel. You will also need to set the **VHS/DVD switch**, on the player, to the correct output.
3. External video or audio sources may be presented using the input jacks, located next to the laptop connector. Items can be ordered from **Media Technology Services (MTS)**, ext 6-4635.
4. Press the **AUX VIDEO** or **S-VIDEO** button, depending on your connector, to display your device.

### Audio levels & Using microphones, Assisted Listening

1. **Microphones** can be ordered in advance thru **MTS**, @ext.6-4635.
2. **Microphone input jacks** are along the front, side wall, stage left.
3. **Microphone levels** should be preset by **MTS** prior to the event. Master **Volume** level is adjustable however, on the **Biamp** controller, as instructed above. **Push the Biamp's knob IN again, to activate "MIC LEVEL" control, and then adjust.**
4. **Assisted Listening Devices** are available in Luria. One unit is stored in the cabinet. Contact **MTS** for further assistance.



### \*\*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

