# Shiffman 120, 122, 123, 125, 201, 202, 217

(TEC classrooms – level B) No Access Codes Needed.

These rooms utilize ceiling-mounted projectors, focused on wall-mounted pull down screens.

#### **Displaying Video or Computer Sources**

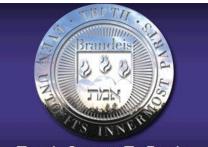
- 1. At the Instructor Station. Push DOWN on the black system controller to access controls. Touch the screen to begin.
- 2. Press the **PC** (or any source) button to turn on the display system. The projector will take over a minute to warm up. *No controls will function during warm up*.
- 3. After the warm up, you can select another source using the appropriate buttons. (*Buttons illuminate when active.*) It's recommended to wait a few seconds between input selections.
  - <u>PC</u> will display the installed Instructor PC. *There are courtesy USB ports on the front of the PC*.
  - <u>LAPTOP</u> will open another page, where you can select the VGA cable w/audio or the *Digital HDMI* cable as your laptop source. These cables are provided at the instructor station. Beyond the buttons, the system will attempt to auto-detect, and switch to a laptop when properly connected. Users must provide their MAC & DisplayPort adapters.
  - <u>**DVD**</u> selects the DVD player, stored at the Instructor Station. A disc control page will appear on the touch panel allowing you to control the player.
  - If a VHS player exists in your room, a VCR button will appear as a source on the touch panel. Press VCR to select. If there is no VHS player, contact Media Technology Services (MTS: 781-736-4632) to request a temporary unit. Legacy VHS stock is declining, and this is based on inventory availability.
  - The <u>AUX</u> button activates front rack-panel inputs, allowing you to connect external video devices, such as a VHS player or camcorder.
- 4. PC LOGON:\*Use your UNET name and password in the USERS domain\*
- 5. Laptops going wireless may be logged on using your UNET name and password, or as a guest account, using a personal email address. Open a browser to access the log on process.
- 6. The <u>MUTE IMAGE</u> button blacks out video and audio. Press it again to return to your presentation.

#### **Audio Controls**

- 1. Pressing the right side <u>VOLUME up</u>, <u>VOLUME down</u> and <u>MUTE</u> buttons will control your levels. These buttons are to the right of the small touch panel.
- 2. Additional microphone controls exist when pressing the <u>ADV. AUDIO</u> button for those recording / capturing with a microphone or sending to an Assisted Listening Device.

## Playing Audio through the system

- 1. You can play audio discs and files through the PC, your laptop or tablet, or the DVD player, by pressing the source button for your chosen device.
- 2. You can also play audio by connecting your portable media player to the stereo mini (3.5mm) connector on the rack input plate. You do not need to select a source to play audio in this manner.



## Touch Screen To Begin







## When Finished

To finish and shut down, press the **EXIT SYSTEM** button, and confirm by pressing **YES**. Be sure the projector begins to power off with its 90 second cool down process. **Please shut off the projector to save lamp life!**