Pollack 1 Auditorium *TEC classroom, level A*

This HDCP-compliant room utilizes a ceiling-mounted data projector, focused on a permanent wall-mounted screen above the white board area.

Displaying PC or Laptop

1. Touch the small Crestron touch panel to wake up the system. Follow text prompt of "**Press anywhere**" to start. Enter the access code (provided after authorization) followed by **"enter".** Select a source to turn on the projector. *Allow the projector 90 seconds to warm up while the screen lowers.*

2. Select **PC** (Instructor PC w/wireless mouse), **LAPTOP VGA** or **LAPTOP HDMI** for laptops with digital outputs. **(For laptop connections, use the supplied cabling from the surface mounted cable cubby)**. *We recommend WSXGA resolution setting on your laptop (1280x768 pixels).* Allow approximately 90 seconds time for the projector to warm up.

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

4. **Going wireless with a laptop:** *You can log on using your UNET name and password, or if your laptop is not registered on the network, you can log onto the guest network when prompted, after opening a browser.*

5. **Volume levels** from any source may be controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (*and all rack items*) are powered ON for proper performance. Rack is located under the instructor area.*

Playing DVDs and BluRay discs

1. The **BluRay DVD** player is located in the rack at the instructor station. It will play either BluRay or more traditional DVD discs.

2. Select the **BluRay DVD** button on the touch panel station. *Disc controls will appear on the touch panel. If you are "turning on" the system, follow the instructions above. The screen will lower and the projector will power on automatically. Please allow enough time for the projector to warm up.* **It will take several seconds for the digital system to read the disc.**

3. **Volume levels** from any source may be controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (*and all rack items*) are powered ON for proper performance. Rack is located under the instructor space at the lab bench. Access code will be provided after proper training.*

Utilizing "Audio only" presentations

Audio CDs can be played in the **BluRay** player, the **PC** or your **laptop**.

1. Insert your CD into the selected device. *If just beginning a class and using no video display, you can select the **AUDIO ONLY** button on the touch panel.*

2. Select the device on the touch panel by pressing the proper button, either **PC, LAPTOP** or **DVD**.

3. **iPod type devices** can be connected at the instructor lectern. A cable is stored in the lectern for connectivity.

4. *You may use touch panel **ROOM CONTROLS** to **MUTE** the image or **TURN OFF** the display during "audio only" media playback.*

TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES (MTS) @ EXT.6-4632 OR .6-4429.
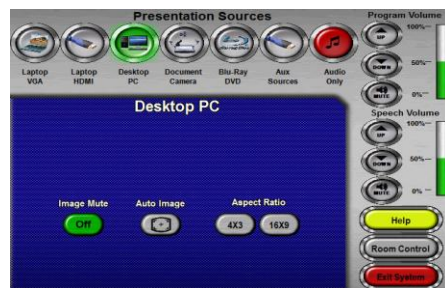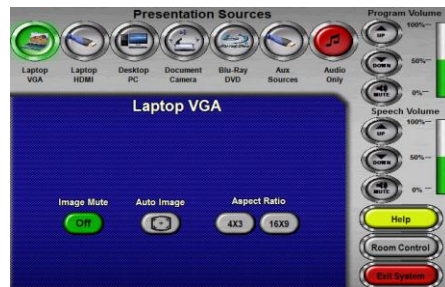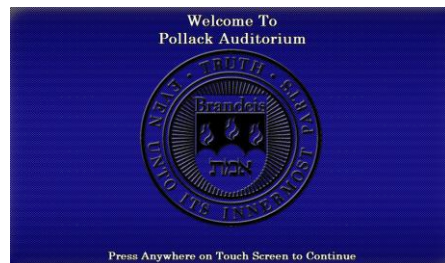
Using the Document Camera

Select the **DOCUMENT CAMERA** button on the touch panel.
The **Doc Cam** is located on a shelf inside the instructor lectern. *The shelf can be slid out to the left side to access the Doc Cam. **Then, pull up gently** to turn on the camera and properly set the lens.*

I. The **DOC CAM** allows high quality display and archiving of paper, acetates, objects, or slides. For full instructions:
    http://www.wolfvision.com/wolf/bro_9plus_e.pdf

II. The *Doc Cam head* provides a number of controls, including:

#27 ZOOM WHEEL - Zoom in & out on your image.
#28 Manual FOCUS keys - Focus the image
#29 AUTO FOCUS - Allow auto focus
#30 FREEZE key - Freeze/un-freeze image on screen
#31 EXTERN key - Switches to rear-mounted input port

Turn OFF *doc cam at end of presentation by gently lowering the camera head to the surface deck. Call MTS (6-4632) for detailed training sessions!*
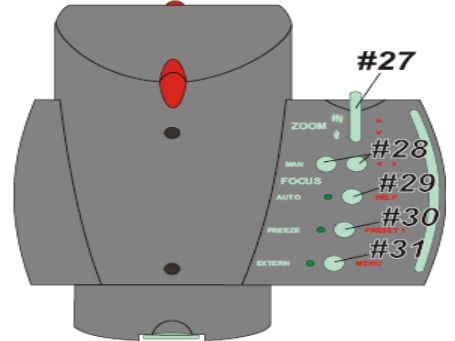
Using the Microphones

Lectern-mounted microphone:

1. This is located directly on the instructor station. There is a small on/off switch on the microphone.
2. **Volume levels** for the microphones are controlled using the **VOLUME** buttons on the touch panel. *Make sure audio amplifier (*and all rack items*) are powered ON for proper performance. Rack is located under the instructor station.*

Wireless microphones: The system contains (1) wireless lav (clip on) mic and (1) wireless hand held mic. In Pollack 1, these can be used simultaneously.

1. Remove the wireless microphone from below the instructor lectern.
2. Turn the microphone's power switch "ON." Adjust room volume the as noted above. Spare batteries are kept in the lectern.

Assisted Listening

One (1) assisted listening receiver is available in the instructor area. Contact Media Technology Services (MTS) for assistance if you encounter any difficulty, or if you require additional receivers.

Lighting Controls

*** Currently, this auditorium utilizes wall located switches adjacent to the lectern for lighting control. Please contact Facilities (ext 6-4385) or MTS (ext 6-4632) if assistance is needed. ***

When Finished -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTOR!

Unless the next class is already entering your room, press the red **SHUT DOWN SYSTEM** button on the touch panel, **and confirm your selection.** Follow instructions on the touch screen. Please be sure the projector begins its 90 second shutdown process. Return & lock up microphones, remotes or other tech related items to the rack drawer.

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