Schwartz 103 Seminar Rm

***TEC classroom, level A***   Access Code provided upon authorization
This room utilizes a high resolution data projector focused on an electric screen, and full touch panel controls.

Lighting Controls

Light scenes change based upon your selection, but dimmers are located on the wall adjacent to the Instructor Lectern.

Displaying Video or Computer Sources

1. At the Instructor Station, press the touch panel to begin.

2. Press the **PC (or any source)** button. Then select destination, either **Projector A**, **Projector B**, or **Both** to turn on the display system. The projector may take a moment to warm up as the screen descends. *No controls will function during warm up.*

3. After the warm up, you can select any source using the appropriate buttons. *(Buttons illuminate when active.)* *It's recommended to wait a few seconds between input selections.*

   - Press the **DESKTOP PC** button to display the installed Instructor PC. *There are courtesy USB ports on the front of the Instructor PC or on a USB extender near the monitor.*

   - Press either the **LAPTOP HDMI or VGA** button depending on your cabling choice, to activate laptop connectivity. A secondary press will be needed from a pop-up page, selecting projector destinations. Both cables are provided at the instructor station. *Users must provide their MAC & DisplayPort adapters.*

   - Press the **BLU-RAY** button to select the BluRay/DVD player. A secondary press will be needed from a pop-up page to select projector destinations. A disc control page will then appear on the touch panel allowing you to control the player.

   - Press the **DOC CAM** source button on the touch panel. A secondary press will be needed from a pop-up page to select projector destinations. *Specific Doc Cam instructions are listed on page 2 of this guide.*

   - Press the **RACK INPUTS** or **RACK VIDEO** button to activate front rack-panel inputs, allowing you to connect external video devices, such as a VHS player or camcorder. A secondary press will be needed from a pop-up page to select projector destinations. If in need of a VHS player, contact MTS (u781- 736-4635) to request a temporary unit.

   - Use the **Instructor (Desktop) PC** to utilize a product called *Mersive Solstice* to **collaborate wirelessly**. It's also available for project work at each collaboration LCD screen. Instructions available under separate cover. **Training is also offered! Contact MTS**

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

5. *Laptops going wireless may be logged securely to Eduroam using your UNET address and password, or to the unsecure guest network, using a personal email address. Open a browser to access the log on process.*

6. Press **PROGRAM VOLUME** button arrows **up (^) or down (v)**. The **MUTE** button toggles between audio muting, and un-muting.

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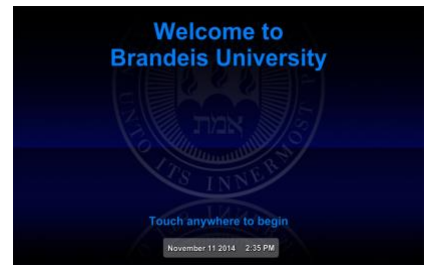
Using the Document Camera

Select the **DOCUMENT CAMERA** button on the touch panel.
The **Doc Cam** is located on the low surface at the instructor lectern. *Pull up gently to turn on the camera and properly set the lens.*

    I. The **DOC CAM** allows high quality dis play 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!*
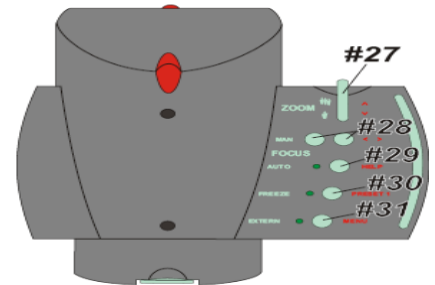
Using Microphones

Lectern-mounted microphone:

1. This is located directly on the instructor station. The microphone is "on" when the system is turned on.
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: Stored at the Instructor area are (1) wireless lav (clip on) mic and (1) wireless hand held mic. These can be used simultaneously.

1. Remove the wireless mic from 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.

External Microphones: These can be connected at the lectern. Call MTS (781-736-4635) for external gear.

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.

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 green **EXIT SYSTEM** button on the touch panel, then confirm your selection by pressing the red **POWER DOWN** button. Follow instructions on the touch screen. Be sure the projector begins its 90 second shutdown process. Please return items to storage & neaten up for the next user.

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