This room utilizes a ceiling-mounted projector, focused on an electric, ceiling-mounted screen, controlled by both a wall switch and the touch panel.

Displaying a Laptop

1. To operate the projector, use the wall-mounted touch panel, located on the front wall, stage right (audience left). An equipment and cable storage rack is located inside the storage closet at the back of the room. **If access is needed, it will be via a University-issued key, provided after proper training.** *You may need to activate the main power switch located on the equipment rack.*

2. The touch panel should activate as you approach it.   Press anywhere to begin. You will see your source selections across the top row.

3. **Pressing** the **FRONT or REAR Laptop** button, will turn on the projector and activate a laptop connection on either the front or back wall. Choose a source based on your presenter's location. Active source buttons turn green. *Allow 90 seconds for projector warm up.*

4. Laptop display is provided using a VGA cable with an attached audio connector, **acquired from Media Technolgy Services (MTS).** Plug one end into the wall input, the other into your laptop. **Users should provide their own MAC, DVI or Display port adapter.** *DISPLAY TIP: Connect both ends of the laptop cable before powering on laptop.*

5. *PC LOGON**If not using Brandeis UNET credentials, you can log on wirelessly as a "guest user". All you need is your email address after opening a browser. ***

6. **Volume levels** may be controlled by pressing **SOURCE VOL controls up, down or mute** on the right hand side of the touch panel.

Displaying a video device

1. External video or audio sources may be presented using the input jacks, located next to the laptop connector. *Items may be ordered in advance from Media Technology Services (MTS), ext 6-4635.*

2. **Press** the **FRONT** or **REAR** buttons marked with video cable images on them, depending on your location.

3. To operate your playback units, use the transport controls as provided on each unit or its remote control.

Audio levels & Using microphones

1. *Microphones should be ordered in advance thru MTS, @ext.6-4635.*

2. Microphone inputs are located along the front wall. The room is used in **"microphone audio only" mode** by pressing the **SPEECH** button.

3. **Microphone levels** should be preset by MTS prior to the event, or master levels may be adjusted pressing the **MIC VOLUME** buttons on the right hand side of the *wall-mounted touch panel*.

4. **Assisted Listening** receivers are available upon request.

When Finished

1. Press the **red EXIT SYSTEM** button on the touch panel, and confirm by pressing **SHUT DOWN.** **Be sure the projector powers off with its 90 second cool down process. This saves lamp life and energy!**

2. If you had been given rack-access, return accessories and lock up.

Technology maintained by: Media Technology Services (MTS) at ext.6-4632 or 6-4429.