This room utilizes (2) ceiling-mounted projectors, focused on (2) wall-mounted pull-down screens. This room contains flexible seating and wireless collaboration software.

**Displaying Video or Computer Sources**

1. At the Instructor Station, push DOWN on a black system controller to access controls. Touch the screen 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 projectors may take a moment to warm up. **No controls will function during warm up.** Screens must be lowered manually.

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 **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** button, **HDMI** or **VGA** 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 **AUX AV** button to activate front rack-panel inputs, allowing you to connect external video devices, such as a VHS player or camcorder. If in need of a VHS player, contact (MTS): 781-736-4635.
   - Press **WIRELESS MEDIA**, followed by a secondary press, selecting projector destinations. Wireless Media allows students in your class to share their devices on the main screen once they’ve downloaded the app, by selecting a displayed IP address. **Training is available!**

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. The **IMAGE MUTE**, **AUTO-IMAGE** and **ASPECT RATIO** buttons allow further adjustment of images on the screens.

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TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES AT 781-736-4632 or 781-736-4429.
Audio Controls

1. Press the **SOURCE VOLUME** ^ (up), **VOLUME** v (down) and **MUTE** buttons to control levels.
2. If microphones are to be connected, press **MIC VOLUME** and these same buttons become microphone level controls, for those recording or sending to an Assisted Listening Device.
3. Revert back to **SOURCE VOLUME** for device level control.

Additional Document Camera Information

a. **DOC CAM** selects the document camera. **Pull up gently to turn on the camera and properly set the lens.** If the unit does not activate, press the **power button** on the top of the doc cam surface.

b. The **DOC CAM** allows high quality display and archiving of paper, acetates, objects, written notes or slides.

c. The Doc Cam provides controls, such as zoom and focus.

Wireless Media Collaboration

*Details Coming Soon*

Lighting Controls

*** **Rm 126** utilizes traditional wall switches 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!**

Press the red **SYSTEM OFF** button on the touch panel, followed by pressing the green **POWER DOWN** button to confirm. Please be sure the Laser projectors begin their shutdown process. Return and lock up microphones, remotes or other technology related items to the rack drawer and lock it up!