BOLLI – Conference Room
TEC Room – level C

This room utilizes a ceiling-mounted projector, focused on a wall-mounted screen. Screen control is manual.

### Displaying a Laptop

1. To operate the display system, use its control panel, surface-mounted on the front wall, adjacent to the screen. *Make sure some of the control buttons are lit up, showing that the system is receiving power for proper performance.*
2. At the wall control panel, press the **ON** button in the *Display* area. *It will flash while the projector warms up.*
3. After warm up is complete, press the **PC** button to activate the laptop connection at the front of the room.
4. **Laptop display** is provided using a VGA cable with an attached audio connector, *usually on site in the room, adjacent to the screen.* If the cable is missing, it can be obtained from the BOLLI administrative offices down the hall. The VGA cable plugs into the “COMPUTER” input wall port, directly under the control panel. Plug the other end into your laptop. **MAC & Display-port users must provide their own adapter.** BEST PRACTICE TIP: First, connect both ends of the cable and select the proper input. At this point, you can power on and open up your laptop. *With this projector, we recommend a resolution of 1024x768 (XGA) for best results.*
5. If the wall panel shows a red LED, your laptop is not yet sending a signal. When the LED turns green, your laptop is sending a signal.
6. **PC LOGON:** Use your UNET name & password, in USERS domain. Going wireless? Logon as a “guest user” with your email address, by opening a web browser once your card detects the network.
7. **Volume levels** from any source may be controlled using the **VOLUME** knob on the control panel.
8. The **BLANK ON/OFF** button blacks out the screen when desired. Press it again to display the image.

### Playing DVDs, VHS tapes, or feeds from a BOLLI camera

1. Press the **VIDEO** button, to display an external device plugged into the video wall input. Cables and players can be acquired from BOLLI administration (ext. 6-2175) or from Media Technology Services (MTS – ext. 6-4635).
2. Connect audio&video cables from the player to the “VIDEO INPUT” wall plate, adjacent to the PC input.
3. To view the BOLLI camera feed, connect “jumper” audio & video cables from the adjacent output wall box.
4. **Volume levels** from any source may be controlled using the **VOLUME** knob on the control panel.

**When Finished**

Press the **OFF** button on the control panel. **Be sure the projector powers off to save lamp life and conserve energy!**

**TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES, EXT.6-4632 OR 6-4429.**