**Displaying video sources**

1. Use the black, pop-up touch panel on top of the Instructor Station. Push DOWN on the cover to access the pop-up controls. The station rolls about 4’ in the instructor area! Roll back when done!
2. “Touch anywhere” on the screen to begin. Next, enter the access code, provided after proper training. The projector will take 45 seconds to warm up. No controls will function during warm up.
3. The most recent input will display at the top of the screen.
4. **After the warm up period, you MUST select your preferred input using the appropriate buttons. (Buttons illuminate when active.)** There is a four (4) second lock out period after input selection, when you cannot jump to another source. **Just re-select your source after the (4) seconds,**
   a. PC/LAPTOP will display the PC, installed inside the station. There is a courtesy USB jack located on the front of the PC.
   b. Laptop connections are provided via a VGA cable with an attached audio cable, accessed thru a grommet opening on the station. The system will auto-detect, and switch to your laptop when properly connected. A power plug is available in the pop-up controller.
   c. DVD/S-VIDEO selects the DVD player, stored inside the Instructor Station. DVD menu and functions will be controlled from the touch panel.
   d. VHS VIDEOTAPES, or other playback devices, may be utilized through the AUX VIDEO button. Contact MTS in advance to acquire external devices and ensure proper connectivity.
   e. AUDIO raise & lower controls are far located right on the pop up controller. An audio status bar appears on the touch panel.
   f. A/V MUTE blacks out your image. The 2nd push returns your image.
   g. AUDIO MUTE silences your audio until you push a 2nd time.
5. **PC LOGON:** Use your UNET name and password, in the USERS domain. **
6. Laptops with wireless cards may be logged on using your UNET name and password, or as a guest account, using a personal email address. Opening a browser directs you to the log on process.

**Playing Audio CDs**

Audio CDs may be played through the DVD player, a laptop, or the PC. If by DVD:

1. Insert your CD into the DVD player.
2. Select DVD and operate the touch panel control buttons.

**When Finished**

1. Press the EXIT SYSTEM button on the system control panel. Confirm system shutdown by pressing the YES button on the touch panel.

FOR FURTHER ASSISTANCE: CALL LTS / MEDIA & TECHNOLOGY SERVICES AT EXT.6-4632 OR EXT.6-4429.