

Goldfarb: Gardner-Jackson Rm (*TEC rm – level B*)

Access Code: none current

*This room utilizes an interactive whiteboard. **Separate instructions provided***

Displaying video sources

1. Use the black, System Controller 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. Press the **PROJ ON** button. Projector will take 45 seconds to warm up. *No controls will function during warm up.*
3. The most recent input will display in the corner 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. No access locks at this time.
 - d. **VHS/VIDEO** selects the VHS player in the same location. You may operate the video devices using controls on each unit, or with provided remotes.
 - e. **AUDIO raise & lower** controls are far located right on the pop-up.
 - 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 or the PC. If by DVD:

1. Insert your CD into the DVD player.
2. Press the **DVD** button on the system control panel.
3. Operate the controls on the unit, or by its remote.

****When Finished****

1. Press the **OFF** button on the system control panel. Be sure the projector begins to power off process with its 90 second cool down process. Remember to lock up the room when finished.
2. Return all remote controls.

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

