Disrolling 101
(TEC classroom – level B)

This room utilizes a ceiling-mounted projector, focused on a wall-mounted pull down screen.

**Displying Video or Computer Sources**

1. At the Instructor Station. Push DOWN on the black system controller to access controls. Touch the screen to begin.
2. Press the PC (or any source) button to turn on the display system. The projector will take over a minute to warm up. **No controls will function during warm up.**
3. After the warm up, you can select another source using the appropriate buttons. *(Buttons illuminate when active.)* **It is recommended to wait a few seconds between input selections.**
   - Press the PC/LAPTOP button to display either the installed Instructor PC or a user-provided laptop. *There are courtesy USB ports on the front of the Instructor PC.* The vga cable is provided at the instructor station. *When PC/LAPTOP has been pressed, the system will auto-detect and switch to a properly connected laptop.*
   - Press the HDMI button to activate the Digital HDMI cable as your laptop source. This cable is provided at the instructor station. Beyond the buttons, *the system will attempt to auto-detect, and switch to a laptop when properly connected. Users must provide their MAC & DisplayPort adapters.*
   - Press the DVD button to select the DVD player. A disc control page will appear on the touch panel allowing you to control the player.
   - **VHS** playback: Since *there is no VHS player* in the new system, contact Media Technology Services in advance (MTS: 781-736-4632) to request a temporary unit. Legacy VHS stock is declining, and this is based on inventory availability.
   - The AUX AV button activates front rack-panel inputs, allowing you to connect external video devices, such as a VHS player or camcorder.
4. **PC LOGON:** ***Use your UNET name and password, in the USERS domain.***
5. **Laptops going wireless may be logged on using your UNET name and password, or as a guest account, 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 screen.

**Audio Controls**

1. Press the SOURCE VOLUME ^, VOLUME v and MUTE buttons to control levels of the 5.1 surround sound system.
2. The WIRELESS LAV (clip-on) MIC is controlled by pressing the MIC VOLUME button first, followed by the audio control arrows.

**Playing Audio through the system**

1. You can play audio discs and files through the PC, your laptop or tablet, or the DVD/BluRay player, by pressing the source button for your chosen device.
2. You can also play audio by connecting your portable player to the stereo (3.5mm) connector on the rack panel.

**When Finished**

Press SYSTEM OFF, and confirm by pressing POWER DOWN. Be sure the projector begins to power off with its 90 second cool down process to save lamp life!

TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES AT (781) 736-4632 OR (781) 736-4429.