This room contains a 50” wall-mounted plasma flat screen, and a videoconferencing system.

**Turning on the system:**

Locate the plasma remote control, either attached to the side of the plasma screen or stored in the equipment closet.

1. Point the remote at the plasma, and push the “ON” button.
2. Select input choices with the “SOURCE” button.
3. If you cannot find the remote, these controls are accessible, on the bottom of the plasma screen, to the right.

**Laptop Display (INPUT PC2):**

- There are two laptop connection points in the room, one in a modular, conference table pop-up, the other at the wall, under the flat screen. **Do NOT disconnect any cables at the plasma flat screen.**
- Best practice tip: turn on the plasma and select input “PC2” prior to connecting & turning on your laptop.
- **Now that the plasma display is ON, connect your laptop to either:** the table pop-up or the wall plate, using the supplied 15 pin cable w/audio (stored in the closet), or your own cable if you brought one. At this point, turn on your laptop. The indicator light will turn green on the pop up. *We recommend a laptop resolution no higher than XGA (1024x768) or UXGA (1366x768) when using this particular display panel. *
- **To access the network,** use your UNET name and password, in the USERS domain. *Going wireless? – If not registered to the secure network, you can log in as a guest user after opening a web browser.

**Volume levels:**

Control them using the plasma remote control, or directly on the bottom of the plasma: VOL + or -. Use the “MUTE” button only when desired.

**VHS, DVD, or other media display (INPUT S-VIDEO):**

Inside the equipment closet, you will find the VHS & DVD players, into which you may insert your tape or disc.

1. Select input “S-VIDEO” for either player. Next, and in the closet, locate a small Extron source switcher. Press button “1” for DVD or button “2” for VHS.
2. Use the VCR or DVD controls on the units themselves, or on the provided remote controls, stored in the closet. *An infrared repeater, located at the bottom of the flat screen, allows you to use remotes in the conference room, with the closet door closed.
3. Audio CD’s can also be played on the dvd player, or on your laptop’s CD/DVD drive.
4. Other media choices may be played by ordering support equipment from Media Technology Services @ 6-4632 or 6-4429.

**Videoconferencing (VC) system (INPUT PC1):**

1. First, please get the wired microphones, attached to each side of the plasma flat screen. Place them as needed on the tables. **Tape cables to avoid trip hazards!**
2. Select input PC 1 on the flat screen. (Do NOT disconnect any cables at the plasma flat screen.) For all other controls, acquire the Tandberg VC remote, stored in the closet.
3. For specific instructions: see the Videoconferencing Guide.

**WHEN DONE:** Please turn the system OFF, button at top right hand corner of the remote. 
Return remotes and accessories to proper storage. Thank You!

*TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES (MTS) AT EXT.6-4632 or 6-4429.*