This room utilizes a manual, pull down screen.

### 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 5’ 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.** The most recent input will be displayed in the screen’s corner.
3. **After the warm up period, you MUST select your preferred input using the appropriate buttons. (Buttons illuminate when active.)** There is a brief lock out period after input selection, when you cannot jump to another source. **Just re-select your source after a few seconds.**
   - **PC/LAPTOP** will display the PC, installed inside the station. **(There are front mounted USB jacks on the PC.)**
   - Laptop connections are provided via a VGA & audio cable, accessed thru a side grommet opening. The system will auto-detect, and switch to a laptop when properly connected. A power plug is available in the control station. **XGA resolution (1024x768) for best results.**
   - **DVD/S-VIDEO** selects the DVD player, stored inside the Instructor Station. No access locks at this time.
   - **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. Point the remote at the station’s IR eye.
   - External video/audio sources may be presented *(such as a camcorder)*. Simply plug into one of the inputs, under the control buttons. System will auto-detect & display.
4. **PC LOGON:** **Use your UNET name and password, in the USERS domain. **
5. **Laptops with wireless cards may access the internet using your UNET name and password, or as a guest account, using a personal email address. Opening a browser directs you to the sign-in process.**
6. The AUTO IMAGE button will let you adjust the projector to attempt proper sync with your laptop.
7. The AV MUTE button blacks out video and audio. Hit it again to return to your presentation. **AV Mute is under construction.**

### Audio Controls

1. Simply hit the AUDIO up and AUDIO down buttons to control your levels.
2. The AUDIO MUTE button will mute all sound levels. Just hit it again to regain sound.

### Playing Audio CD’s

Audio CDs are played in either the DVD player or a PC/laptop.

1. Insert your CD into the DVD player or PC.
2. Press the source button of your choice.

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When Finished

1. Press the PROJ OFF button. Be sure the projector begins to power off with its 90 second cool down process. **It is important to shut off the projector to save lamp life!**
2. Close the pop up control station.
3. Return any remote controls to the station.
4. The station does not currently lock.

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FOR FURTHER ASSISTANCE: CALL MEDIA TECHNOLOGY SERVICES (MTS) AT EXT. 6-4632 OR EXT.6-4429.