

Shiffman 120, 122, 123, 125, 201, 202, 217 (TEC classrooms – level B)

No Access Codes Needed.

These rooms utilize ceiling-mounted projectors, focused on wall-mounted pull down screens.

Displaying 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's recommended to wait a few seconds between input selections.**
 - **PC** will display the installed Instructor PC. **There are courtesy USB ports on the front of the PC.**
 - **LAPTOP** will open another page, where you can select the **VGA** cable w/audio or the **Digital HDMI** cable as your laptop source. These cables are 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.**
 - **DVD** selects the DVD player, stored at the Instructor Station. A disc control page will appear on the touch panel allowing you to control the player.
 - If a VHS player exists in your room, a VCR button will appear as a source on the touch panel. Press VCR to select. If there is no VHS player, contact Media Technology Services (MTS: 781- 736-4632) to request a temporary unit. Legacy VHS stock is declining, and this is based on inventory availability.
 - The **AUX** 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 **MUTE IMAGE** button blacks out video and audio. Press it again to return to your presentation.

Audio Controls

1. Pressing the right side **VOLUME up**, **VOLUME down** and **MUTE** buttons will control your levels. These buttons are to the right of the small touch panel.
2. Additional microphone controls exist when pressing the **ADV. AUDIO** button for those recording / capturing with a microphone or sending to an Assisted Listening Device.

Playing Audio through the system

1. You can play audio discs and files through the PC, your laptop or tablet, or the DVD player, by pressing the source button for your chosen device.
2. You can also play audio by connecting your portable media player to the stereo mini (3.5mm) connector on the rack input plate. You do not need to select a source to play audio in this manner.



When Finished

To finish and shut down, press the **EXIT SYSTEM** button, and confirm by pressing **YES**. Be sure the projector begins to power off with its 90 second cool down process. **Please shut off the projector to save lamp life!**