

Hassenfeld Conf Center: Geller Room

TEC Room – level B

Access Code: Available upon request

This room utilizes a ceiling-mounted projector, focused on a wall-mounted screen. Screen control is manual.

Displaying Laptop

1. To operate the projector, use the system control panel, surface-mounted on the front corner wall, stage left. Equipment and cable storage is located in a cabinet in the same area. Access code is available by request. ***Make sure the systems (and all rack items) are powered ON for proper performance. One main power switch is on the rack.***
2. At the wall controls, press the **ON** button. It will flash while the projector warms up. No other controls will function at warm up.
3. After warm up is complete, press the **LAPTOP** button to activate the laptop connection at the front of the room.
4. **PC LOGON:** Use your UNET name & password, in USERS domain. Going wireless? Logon as a "guest user" with your email address, by opening a web browser once your card detects the network.
5. **Volume levels** from any source may be controlled using the **VOLUME knob** on the control panel.
6. The **PIC MUTE** button blacks out the screen when desired. Press it again to display image. Press the **AUTO IMAGE** button to adjust the projected image to match your laptop.
7. The VGA cable plugs into the "COMPUTER" input wall port, directly under the screen. Plug the other end into your laptop. **MAC & Display-port users must provide their own adapter.** **BEST PRACTICE TIP:** First, connect both ends of the cable and select the proper input. At this point, you can power on and open up your laptop. **With this projector, we recommend a resolution of 1024x768 (XGA) for best results.**



Playing DVDs, CD's or Videotapes

1. Access the rack in the cabinet, using the access combination.
2. Geller provides a DVD player. Insert your **DVD disc**.
3. Press the **DVD** button on the system control station.
4. To operate the playback unit, use the controls as provided on each unit, or on the stored remote control in the cabinet.
5. **CD's may also be played through this DVD player or your laptop.**
6. To display an external video player, cables and players can be acquired from **Media Technology Services (MTS) @ 6-4635.**

AUDIO LEVELS & Using microphones

1. **Microphones** should be ordered thru Media Technology Services @ ext. 6-4635.
2. The microphone jack is on the front wall.
3. Microphone levels should be preset by Media Technology Services prior to the event.

When Finished

1. Press the **OFF** button on the system control panel. **Be sure the projector powers off to save lamp life and energy!**
2. Please return cables, remotes and related items, and lock up.

TECHNOLOGY MAINTAINED BY: MEDIA TECHNOLOGY SERVICES, EXT.6-4632 OR 6-4429.