Hassenfeld Conf Center: Geller Room  
**TEC Room – level B**

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.**