Heller-Schneider G1 or G3 _TEC classroom, level A_

This room utilizes a ceiling-mounted projector, focused on an electric screen, with full touch panel control.

Activating the system & displaying sources

- On the **Extron** touch panel, touch anywhere on the Welcome Screen to access controls. If the panel is dark (sleep mode) simply touch anywhere to wake it up.
- Across the top of the touch screen, you will find your sources: **PC/Laptop** (to include the installed instructor pc, auto-switched with a Laptop-VGA connection), **HDMI** (for newer Laptop connections), **BluRay/DVD** player, **Composite Video** (for connecting older, legacy video devices) and **Doc Cam** (a fully functional Document Camera).
- Press the source you wish to display. The screen will lower and the projector will power on automatically. _Note the warm-up screen while projector initializes._
- **Volume levels** from any source may be controlled by pressing the **VOLUME arrows**, right-hand side of the touch panel.
- _Make sure all rack items are powered ON for proper performance. Rack is located under the lectern._

Displaying a PC & Laptops

- An **Instructor PC** is installed in the equipment rack inside the lectern. Press **PC/Laptop** to display it. Keyboard and mouse are stored on a keyboard shelf at lectern.
- PC LOGON: _*Log in using your UNET name and password.*_
- A local **PC monitor** is on your left as you face the lectern.
- **Laptop cables** are permanently connected at the lectern. To use the VGA ⬛ or HDMI ⬛ cable, connect & turn on your device. _N.B. Users should bring DisplayPort and Mac adapters._
- If using the **VGA cable**, the system and projector should auto-switch to the laptop image. If not, check connections, and try pressing the _Send Command_ buttons (_typically "shift" & "F8" simultaneously_) on your laptop.
- If using the **HDMI cable** however, press **HDMI** to display your device. In either case, a confirmation page should pop up.
- _You should now note image adjustment "Auto Image" and black out "Image Mute" buttons on the touch screen._

Playing DVDs or Blu-ray discs

- The Blu-ray player is stored in the equipment rack at the lectern.
- Insert your DVD or Blu-ray disc as appropriate.
- Press the Blu-ray / DVD button on the touch panel.
- N.B. Disc controls will be found on the touch panel pop-up page. Minimal controls are available on board the player itself.

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Using the Document Camera

- A document camera is located at desk level on the Instructor Lectern. The camera and lighting arms can be raised or lowered manually. You must initially release the lock tab on the back left corner of the unit, while pulling up the camera arm.
- Press the **Doc Cam** button on the touch panel to display the document camera.
- Document Camera controls are available on board the device itself.
- **Power**, **Light, Zoom, Focus, Rotate controls** are located on the front section of the unit.

Using Rack Inputs, Composite Video Inputs

Press the **Composite Video** button to display a legacy video device connected to the Rack Input Auxiliary Plate, such as a VHS player of analog video camera. These devices can be borrowed form *Media Technology Services (MTS) 781-736-4635.*

Additionally, you can connect a media player (iPod, cell phone, etc) to the **iPod input** on the equipment rack. This requires no selection, as the sound is always "on" from this connection.

Using Microphones

Lectern-mounted microphone:

1. This is located directly on the lectern. It should always be in the "on" status, though you can mute microphones on the touch panel.
2. Speech volume levels can be controlled using the **SPEECH VOLUME** arrows on the touch panel.

Wireless microphones:

1. Remove the wireless microphones from storage, adjacent to the equipment rack inside the Instructor Lectern. You can use the clip on lavaliere and the handheld wireless microphone individually, but NOT simultaneously.
2. Turn the microphone's power switch **ON**. Adjust room volume the as noted above. *Turn OFF microphones and return to storage when finished.* Spare batteries are kept in storage area.

Additional microphones can be added at the rack input plate.

Assisted Listening

One unit is available in storage area. Additional units are available by request. Contact Media Technology Services (781) 736-4632 for assistance with assisted listening devices.

Lighting Controls

Lighting levels are controlled using wall-mounted, white control panels adjacent to the instructor lectern. There are (4) zones as noted on the panels, plus general "up" and "down" controls for overall lighting levels. Contact Facilities Services (781) 736-3000 for assistance w/lighting.

When Finished -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTORS!

Press the **SYSTEM OFF** button on the touch panel. Confirm **POWER DOWN** on the next pop-up page. Please help preserve valuable lamp life!

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