

## Mandel Atrium Public TEC Space – level B

*This space provides digital, laptop, video and audio connectivity, utilizing a 63" flat screen monitor.*

Access Code: None needed

### Displaying Laptop or Digital devices

1. To operate the display system, use the wall mounted control panel, adjacent to the monitor.
2. Press the “**DISPLAY ON**” button to power **ON** the monitor. Allow several seconds for digital communication.
3. To display a **laptop**, a **VGA cable** must plug into the “**COMPUTER IN**” on the wall input panel, adjacent to the monitor. Plug the other end into your laptop.
4. To display a **digital laptop** or similar device, an **HDMI cable** must plug into the **HDMI input**, bottom row left on the wall input panel. Plug the other end into your laptop or digital device. *Call Media Technology Services (MTS ext. 6-4635) to acquire these cables.*
5. After successfully connecting, **press the LAPTOP** button to activate the VGA “computer input”, or **press the HDMI** button to activate the digital HDMI input.
6. **MAC and DISPLAY PORT users should provide their own adapter.** **BEST PRACTICE TIP: We recommend a resolution of 1280x800 (WXGA) for best results.**
7. **If the wall panel shows a red LED, your laptop is not yet sending a signal. When the LED turns green, your laptop is sending a signal.**
8. **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.

### Displaying traditional video devices

9. External analog video sources may be displayed using the **VIDEO & AUDIO inputs** on the same wall plate. *You can order items from Media Technology Services (MTS), ext.6-4635.*
10. Press the **VIDEO** button to activate this input. Audio control is via the same volume knob.
11. Press **CABLE** to activate & display the cable tuner.

### Audio Controls for laptop or video devices

**Audio levels:** **Volume from your device** may be controlled using the **VOLUME** knob on the wall panel. Sound is reproduced through wall mounted speakers in the corner of the atrium. *You can also affect sound levels using the volume settings on your laptop.*

### Microphones

1. The Atrium system contains two wireless microphones, a handheld and a clip-on lav mic.
2. There is one (1) additional microphone connector at the wall panel. *Call Media Technology Services (MTS ext. 6-4635) if you need these microphones, additional gear or cables.*
3. Microphone volume is controlled by **pressing the MIC + and –** buttons on the control panel.



### \*\*When Finished\*\*

1. **Press and hold OFF** on the control panel for 5 seconds. A brief press of **OFF** will only activate the screen’s digital signage program.
2. Return any microphones, cables or other gear as directed.