

## ICC – SWIG: Room 103

### TEC Room – level C

Access Code: None needed

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

#### Displaying Laptop

1. To operate the display system, use its control panel, surface-mounted on the front, wall, stage left. ***Make sure some of the control buttons are lit up, showing that the system is receiving power, for proper performance.***
2. At the wall controls, press the **PROJ ON** button. It will flash while the projector warms up. ***No other controls will function during the 45 second warm up.***
3. After warm up is complete, press the **PC** button to activate the laptop connection at the front of the room.
4. **Laptop display** is provided using a **VGA cable** with an attached audio connector, **usually on site in the room, adjacent to the screen.** If the cable is missing, it can be obtained from the **SWIG offices** down the hall. The VGA cable plugs into the “**COMPUTER**” input wall port, directly under the control panel. Plug the other end into your laptop. **MAC users must provide their own MAC 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. ***We recommend a resolution of 1024x768 (XGA) for best results.***
5. **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.**
6. **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.
7. **Volume levels** from any source may be controlled using the **VOLUME knob** on the control panel.
8. The **AV MUTE** button blacks out the screen when desired. Press it again to display the image.

#### Playing DVDs or Videotapes

1. Press the **DVD** button, to display an external video player. Cables and players can be acquired from **Media Technology Services (MTS) @ 6-4635.**
2. Connect audio&video cables from your video player to the “**VIDEO INPUT**” wall plate, adjacent to the PC input.
3. To operate the playback units, use the controls as provided on each unit, or on their remote controls if available.
4. **Volume levels** from any source may be controlled using the **VOLUME knob** on the control panel.

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

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



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