

# Lown 302 *(TEC classroom – level B)*

Access Code: Provided after proper training

*This room utilizes a manual, pull down screen.*

## **Displaying PC or Laptop**

1. Use the system control panel, surface-mounted on the Instructor Station, to operate the projector, select sources, and control audio levels.
2. Press the **ON** button. The button will flash while the projector is warming up.
3. Press the **PC** button for both PC and Laptop connections. The “in room” PC will be displayed and heard. There is a courtesy USB port on the front of the PC.
4. Volume levels from any source may be controlled using the **VOLUME** knob with LED gauge. *Make sure audio amplifier (and all rack items) are powered ON for proper performance. There is a master power switch inside the station.*
5. **PC LOGON: \*\*\*Use your UNET name and password, in the USERS domain. \*\*\***
6. Laptop and network connections are provided inside the recessed “cable cubby” surface-mounted on the instructor desk. When a signal is “sent” from a visiting laptop, it takes precedence over the “in room” PC.



## **Playing DVDs or Videotapes**

1. Access playback gear in the Instructor Station.
2. Insert your DVD disc or VHS tape.
3. Press the appropriate input button on the system control station. **DVD** or **VCR** depending on your media.
4. To operate the playback units, use the transport controls as provided on each unit, or on a provided remote control.

## **Playing Audio CDs**

Audio CDs are played through the DVD player.

1. Access playback gear in the Instructor Station.
2. Insert your CD into the DVD player.
3. Press the **DVD** button on the system control panel.
4. Press **play** on the DVD player and use the track forward & back buttons to access the appropriate track.
5. *An audio CD may also be played using the PC's cd drive.*



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

1. Press the **OFF** button on the system control panel. Be sure the projector begins to power off process with its 90 second cool down process.
2. Return all remote controls to storage or charging station.
3. Lock the Instructor Station if applicable.



**FOR FURTHER ASSISTANCE: CALL MEDIA & TECHNOLOGY SERVICES AT EXT.6-4632 OR EXT.6-4429.**