

# Rosenstiel 118 *(TEC classroom – level B)*

*no access code needed*

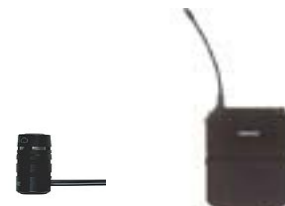
*This room utilizes a ceiling mounted electric screen, wall switch by the entrance. There are also (2) manual screens in the side corners for overhead users.*

## Displaying video sources

1. Use the black, pop-up System Controller on top of the Instructor Station. Push DOWN on the cover to access the pop-up controls. The station will roll a short distance in the instructor area! *Roll back when done!*
2. There is a master power switch inside the Instructor Station. **Be sure it is on and glowing red!**
3. Press the **PROJ ON** button. Projector will take 45 seconds to warm up. ***No controls will function during warm up.***
4. The current input will be displayed in the corner of the screen.
5. After the warm up period, select your preferred input using the appropriate buttons. ***(Buttons illuminate when active.) There is a four (4) second lock out period after input selection, when you cannot jump to another source. Just re-select your source after the 4 seconds.***
  - **PC/LAPTOP** will display the installed PC. *There is a courtesy USB port on the front of the PC.*
  - **Laptop connections** are provided via a VGA cable with an attached audio cable, accessed thru a side, circular grommet opening. ***MAC users will need to provide their own MAC video adapter, which Apple provides with each system purchase.*** The system will **auto-detect**, and switch to a laptop when properly connected. A power outlet is available in the control station pop-up.
  - **DVD/S-VIDEO & VHS/VIDEO** selects either the DVD player or VHS player, both stored inside the Instructor Station. You may operate the video devices using controls on each unit, or with provided remotes.
  - **DOC CAM** selects the document camera on the side shelf of the instructor station. *(Further Doc Cam instructions are available on Page 2 of this document.)*
  - External video/audio sources may be displayed (*such as a camcorder*). Simply plug into one of the inputs, under the control buttons. System will **auto-detect** & display.
6. **PC LOGON:** ***\*\*Use your UNET name and password, in the USERS domain. \*\****
7. ***Laptops with wireless cards may be logged on with your UNET name and password, or as a guest account, using a personal email address. Opening a browser directs you to the log on process.***
8. **Image recommendations:** *We recommend S-XGA resolution (1280x1024) for best results in Rosentiel 118.*

## Microphones

1. The station contains a wired microphone for user convenience.
2. In the rack drawer, there are **(2) wireless microphones**, (1) each: handheld and clip on lavalier. Each unit has power & mute buttons.



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

# Rosenstiel 118 *(TEC classroom – level B)*

no access code needed

## Audio Controls

1. Simply hit the **AUDIO up** and **AUDIO down** buttons to control sound levels from your sources (pc's, dvd's, etc...), or the **MIC up** and **MIC down** buttons for your microphones.
2. **AUDIO MUTE** will silence & reactivate source audio volume.
3. **MIC MUTE** will silence & reactivate microphones volume.
4. **ASSISTED LISTENING (ALD)**: One ALD device is stored at the Instructor Station. For greater quantities, contact MTS @ 6-4632

room.



## Document Camera

Press the **DOC CAM** source button on the pop-up controller. *If you are "turning on" the system, follow the instructions above. The screen will lower and the projector will power on automatically. Please allow enough time for the projector to warm up.* The Doc Cam is located on the instructor station, right of your presentation area. The upper lamps should be raised into place first. Then, these buttons are worth noting:

**Unlock:** Press this to release and raise the camera.

**Power:** Turns the unit on or off. It's located on the back of the unit.

**Light:** Illuminates the viewing area. *Press repeatedly for the 3 available light modes: upper lamps, sub surface lamps, or no lamps.*

**Zoom:** Allows you to enlarge/magnify the document

**Focus:** Allows the image to be focused

**Rotate:** Allows the lens to rotate the image orientation for your audience.

**And please remember to turn OFF the Doc Cam to preserve its lamps.**



## When Finished

1. Press the **PROJ OFF** button. Be sure the projector powers off with its 90 second cool down process. **It is important to shut off the projector to save lamp life!**
2. Close the pop up controller.
3. Return any remote controls to the station drawer.

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