

A/V How to-
for
Massman 250 Room

Turning on the room lights



Press the "1" (top button) once on the light panel to turn on the room lights.

A/V Equipment Cabinet



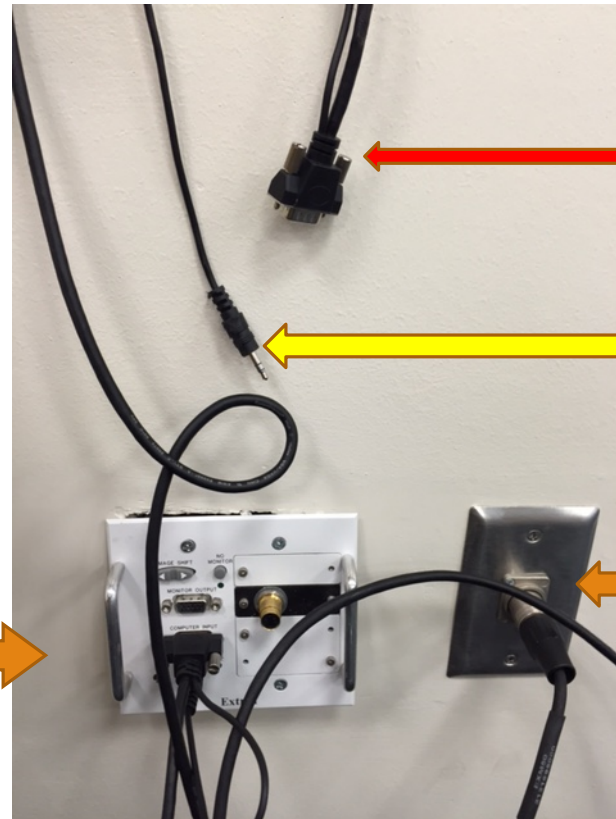
This cabinet contains the A/V equipment for Massman 250 Room.
(From top to bottom)

- 1. DVD/VHS player combo.
- 2. Computer
- 3. Wireless Keyboard & Mouse Combo.

Note: The media player and the computer are non-movable components in this cabinet. However, the keyboard may or may not be present here. As times, it may be in one of the drawers under (or on top) of the countertop to the left of this cabinet.

Connecting your PC/Mac to the System.1

This is the A/V wall plate on the west wall that contains the connections needed to project from your pc/mac.



Connect the opposite end of the video/audio cable to your laptop.

VGA/Video connector

Audio connector

XLR connection for the microphone.

Connecting your PC/Mac to the System.2

Note: If you are using a Mac laptop, you must have a mini display port adapter (pictured below) in order to connect to the A/V system.



Turning on the System/Projector.1



Press the button marked “power” to activate the system to illuminate the Lcd pad. (this action will turn on the system; computer and sound).

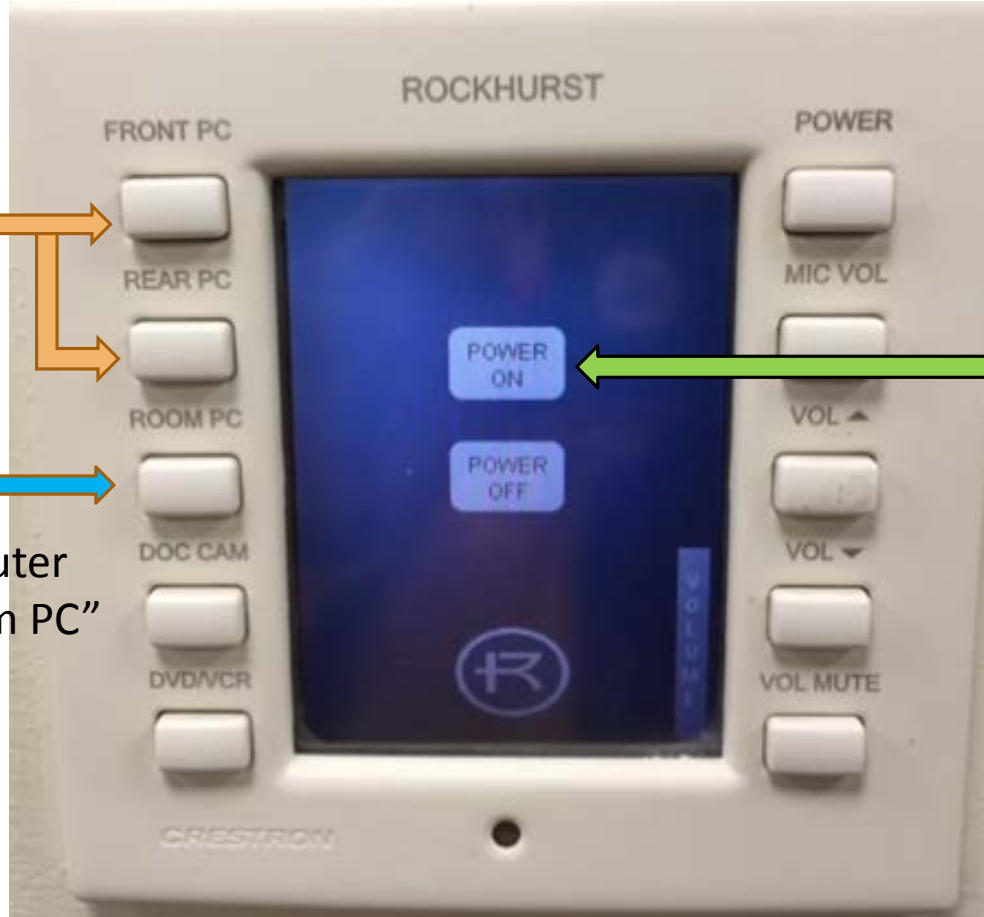
Illuminated. This is how the screen will look after powering it on.



Turning on the System/Projector.2

If connecting your own laptop to the system, make sure "Front PC" or "Rear PC" is selected.

If using the rooms computer system, make sure "Room PC" is selected.



Press the "power on" button on the Lcd screen. (this action will activate the computer system to turn on).

Turning on the System/Projector.3



When finished with the screen, press “Up” button to retract the screen to go back up.

To stop the screen at any point when its in motion, you can press the “Stop” button to stop it at any time.

To extend the projector screen, press “Down” button.

Activating the Projection Screen



The projector screen will automatically extend down after pressing the “power on” on the Illuminated Lcd screen.

Turning off the A/V system

Once finished with the system,

- 1. Log off the computer system.



- 2. Return wireless keyboard back to the A/V cabinet



And mouse
to the charger



- 3. Press "Power" button on wall Lcd pad



to illuminate the Lcd screen.

- 4. Press "Power off" on the Lcd screen to power off system and projector.



Turning off the Room lights



Press the “Off” button on the light panel to power off the room lights.

~ If any questions about Mass 250 technology, please call the Computer Services Helpdesk @ 4357 ~