Welcome to Maxwell Dworkin, Room G-125! This classroom is equipped with three data projectors, support for using two laptop computers simultaneously and options to connect a variety of other sources. Please use this document as a quick reference guide for the AV system.

**TURNING ON THE AUDIO/VISUAL SYSTEM**

- To turn on and initialize the AV system, please find the Touch Screen Control Panel behind you and press the screen. You will then see a message that it is turning on.

**CONNECTING YOUR COMPUTER TO THE AUDIO/VISUAL SYSTEM**

- While the system is powering up, connect your laptop via the DVI (LAPTOP 1) or VGA (LAPTOP 2), depending on which port your computer is equipped with. If your computer uses a Mini DVI port (found on newer Macs), you will have to use a Mini-DVI adapter.
- Once the system is turned on and your computer is connected, you will have the option of using any combination of the left, right and center projectors. Please note: the left and right projectors do not actually project onto screens, but rather, the whiteboard.
- To lower the center screen, select which input you are connected to (LAPTOP 1 or LAPTOP 2, DVD/VHS, etc.) within the corresponding window (CENTER SCREEN). When you make your projector/input selection, the screen will lower automatically. You can select the sources for the other two projectors the same way.
- After the projector is powered up, the computer image should be displayed correctly. If not, please hit the “RESYNC IMAGE” button on the Touch Panel, then check your connection, input selection and computer settings. (option available Feb. 2010)
- **When finished, please select the “SHUT DOWN” function on the Touch Panel to raise the projector screens, power off the projectors, and exit the system.**

**ROOM AUDIO OPTIONS**

- To amplify your voice within the room, secure one of the two wireless microphones stored in the lectern to your lapel and turn it on. Then simply raise or lower the “SPEECH VOLUME” on the Touch Panel to adjust or mute the volume. There is also a wired lectern microphone available. The “SPEECH VOLUME” function controls both.
- If you wish to play audio from your computer, make sure the LAPTOP 1 or LAPTOP 2 audio cable is connected to your computer’s headphone jack and your computer’s audio is up. You can then adjust the volume in the room by using the “MEDIA SOURCE VOLUME” on the Touch Panel.
- Please note: The audio cable for LAPTOP 2 is connected to the VGA cable, but the audio cable for LAPTOP 1 is a separate cable, as it can be used as an MP3 input as well.

**ADDITIONAL OPTIONS**

- If you wish to use the DVD/VHS player, please insert your disc or tape into the player (found in the lectern) and press the DVD/VHS button on the Touch Panel. The controls for the player will appear on the Touch Panel when you do this.
- Pressing “ADDITIONAL SOURCES” will allow you to select from a variety of other inputs including; HDMI, other Video and Audio, and additional computer connections.
- The “HIDE IMAGE” button allows you to hide the image you are currently displaying.

**IF YOU REQUIRE ADDITIONAL ASSISTANCE, PLEASE CALL:**

1-617-495-9460
Classroom Lighting System Overview
Maxwell Dworkin, Room G-125

LIGHTING OPTIONS
This room has four distinct lighting scenes, which can be selected via the two sets of labeled buttons to the right of the Touch Panel. Factors such as student interaction, projector use and the ability to walk around in the front of the classroom while remaining illuminated will determine which lighting scene is best for you. The pre-programmed scenes are as follows:

- **TEACHING 1:** Students Illuminated Brightly. Optimal for Powerpoint/Student Questions.
- **TEACHING 2:** Center Area and Lectern Illuminated. Students Illuminated Dimly. Optimal for Powerpoint/Movies.
- **TEACHING 3:** Whiteboard Illuminated. Students Illuminated Brightly. Optimal for Whiteboard Use/Student Questions.
- **TEACHING 4:** Room Illuminated Brightly for Cleaning.