

User Manual

Alumni College Center Room 116

IF IMMEDIATE TECHNICAL ASSISTANCE IS REQUIRED:

Matt Wagner at x5846 or mwagner@mvcc.edu

Rob Piperata at x5757 or rpiperata@mvcc.edu

LIGHTS

Light switches are located near the main entrance (near Bookstore) to the left as you walk in.

If using the projector/screen, it is recommended that you leave the first bay of lights (closest to screen) off for best visibility.

PODIUM

The podium must remain at its current position in the room at all times. If it is imperative for the podium to be moved, contact Matt (x5846) or Rob (x5757).

The podium height can be adjusted to the correct height for the presenter. The motorized switch is located underneath the back edge of the podium.

SCREEN

Controls to lower and raise the projection screen are located on the left side of the wooden wall (opposite side from podium). Push "Down" to lower, or "Up" raise the screen. The screen will stop by itself at the correct position.

PROJECTOR

The Projector remote is located in the cubby at the top center front of the podium.

Turn projector power button on.

COMPUTER

A laptop will be permanently left at the podium.

Log in with your MVCC credentials, or use the guest log-in:

- Username: mvguest
- Password: Welc0me! (Note that 0 = zero)

SOUND

There is microphone permanently installed at the podium. The microphone will be left on at an appropriate level for general use.

Sound from the computer will be left on at a maximum level. You can use volume controls within the laptop to lower audio levels from the computer if needed.

There is a connection at the podium if you wish to plug in an iPod/phone for music. This will be left at a maximum level. You can use volume controls on your device to lower audio levels if needed.

AFTER YOUR EVENT

Upon leaving the room, please make sure of the following:

1. Projector is turned off
2. Screen is up
3. Computer is shut down
4. Lights are turned off

IF IMMEDIATE TECHNICAL ASSISTANCE IS REQUIRED:

Matt Wagner at x5846 or mwagner@mvcc.edu

Rob Piperata at x5757 or rpiperata@mvcc.edu