Gonzales Auditorium (LAB 108)
Technology Enhanced Classroom equipment instruction

1. Turn main power on (FURMAN Panel) and turn on PC if needed

- Press once for main power
- PC power button
  - Power on monitor if needed
  - Keyboard is located in slide-out drawer below monitor

Revised 01/16/2010. For technical/equipment assistance contact Joel Holder, 266-6816. joel.holder@usm.edu. For training contact LEC, 266-5518, lec@usm.edu
Using the Projector remote

- MAIN POWER
- COMPUTER 1 = COMPUTER
- VIDEO 1 = DVD OR VCR

Using the sound – AHSLY PANEL

- Channel 3 = DVD and VCR player volume level
- Channel 1 = computer volume level
- Channel 2 = Microphone volume level
- MAIN VOLUME level adjustment
- MAIN SOUND POWER

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Using the DVD/VCR Player

- Power on – left hand side – or use remote
- Set projector remote to Video 1
- Make sure main power and channel 3 sound is activated on “Ashly” panel (see previous slide for photo)

External laptop connection (optional)

- Laptop connection cable is provided.
- The other end of the cord is stored in the round space below the silver laptop input panel next to the computer monitor.
- You must supply your own audio cable if you require audio (3.5-3.5 mini stereo plug).
- Make sure “Ashly” channel 1 and master volume are activated and turned to appropriate level, set projector to ‘computer 1’.
- Note: You may need to cycle your laptop signal by pressing “Fn-F5” or another appropriate combination (unique to each laptop)

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Desktop microphone

- Push button on base to power on
- Turn on Channel 2 on “Ashly” panel and adjust volume to appropriate level

Lighting and screen

Auditorium lighting is controlled via the switches on the stage to the right of the podium (as you are facing the audience)

Use toggle switch to raise or lower the screen if needed (switch is located on wall behind podium)
Power off equipment

- When finished, please shut down the computer.
- Press the “FURMAN” panel power button once to power down main unit.
- Press the power button on the projector remote TWICE to turn off.
- Please turn off all lights before leaving room.

HELP AND SUPPORT

- FOR EQUIPMENT FAILURE OR MALFUNCTION PLEASE CONTACT:
  - JOEL HOLDER, 601-266-6816, JOEL.HOLDER@USM.EDU
  - BRENT SUTPHIN, 601-266-4022, WILLIAM.SUTPHIN@USM.EDU
  - EQUIPMENT SERVICES, 601-266-4362

- FOR TRAINING OR TRAINING DOCUMENT CORRECTIONS/COPIES, PLEASE CONTACT:
  - LEARNING ENHANCEMENT CENTER, 601-266-5518, LEC@USM.EDU
  - HTTP://WWW.USM.EDU/LEC/TRAINING/TRAINING_MATERIALS.PHP - SCROLL TO “SMART CLASSROOM” AND LOOK FOR “GONZALES AUDITORIUM (LAB 108) TECHNOLOGY GUIDE”

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