Seminar Room Audio-Visual Documentation

The Maurice A. Deane School of Law at Hofstra University has four seminar rooms, which are 038N, 227, 243, and 301. All of the rooms have a computer that’s located in the wall mounted cabinet and a computer/video projector. Rooms 227, 243 and 301 have an integrated DVD player as well.

If you are using the computers in any of the seminar rooms, it is important that you please put in a request with lawaudiovisual@hofstra.edu. One of our Help Desk Technicians will bring a wireless keyboard and mouse to your room, which is required in order to use the computer in that room.

In all four rooms, the computer is always on; the projector needs to be turned on in order to use it. The controls are slightly different for each room.

Room 227

Please use the screen remote with the three yellow buttons to lower the projector screen into place. Press either the display power button on the wall mounted controls or use the NEC projector remote to turn on the projector. The system should now be powered on and is ready for use. Please use the wall mounted controls to select an input. The Toshiba remote controls the DVD/VCR.
Room 243/301

Pull down the screen located in the front of the room. On the wall mounted cabinet, there is a labeled display button panel. The On and Off switches in this panel control the projector. The buttons to the right of the display buttons labeled VCR, DVD, and LAPTOP are used to control the inputs. Please take note that the LAPTOP input is used for the built-in classroom computer. The Sony remote controls the DVD player.
Room 038N

There are two sets of button panels on the wall mounted cabinet control. The top set is VCR, LPTP, AUX, and PWPT. These buttons control the input. The PWR button on the lower set is used to control the projector and audio system. To turn the system on, press the button labeled “PWR.” The projector will turn on and the screen will lower into place. LPTP is used for the computer input; disregard the other inputs as they are not connected to any other device. Press the PWR button again to turn off the system.

For All Seminar Rooms

Please make sure to turn off each system after you are done using the room. If you need assistance at any time, there is a phone in the room for your convenience. Simply pick up the phone and press 2 when prompted to for the Law School Help Desk. A technician is available from 7:30 A.M.-10 P.M. in room 221.