



MT. AIRY  
LEARNING TREE  
NEIGHBORS TEACHING NEIGHBORS

## **United Lutheran Seminary**

**7301 Germantown Avenue, Philadelphia, PA 19119**

**Directions:** United Lutheran Seminary is on the east side of Germantown Ave., where Allens Lane ends at the Avenue, across from the Wawa. If traveling north on Lincoln Drive, turn right at the dead-end onto Allens Lane, and go to the dead-end at Germantown Ave. At Germantown Ave., turn left and then make a quick right onto driveway. Follow the driveway to the large parking lot in the rear. Our classes are held in the Brossman Center, Room 301 (3<sup>rd</sup> Floor).

**Parking:** Stay to the right as you start up the driveway, then curve left past the Chapel to parking in the rear. Park at the far end of the lot. The entrance to the Brossman Center will be on the left. Find the main staircase just past the security desk and the elevator will be across from those main stairs. Go to 3<sup>rd</sup> floor. From the elevator take a left and from the stairs take a right and wind around to the end of the hall.

**Good campus map:** [https://assets.website-files.com/5ef7c7ab36fe0248900a03d2/5ef7c7ab36fe026f640a051f\\_ULS%20Philadelphia%20Map.jpg](https://assets.website-files.com/5ef7c7ab36fe0248900a03d2/5ef7c7ab36fe026f640a051f_ULS%20Philadelphia%20Map.jpg)

**Personnel:** Look for guards wearing LTS jackets/uniforms. They'll get you into your assigned building/room.

**Wifi Access:** In Brossman Center connect to "LTSP" (there are no passwords). You are welcome to use the projector provided in the room. See the instructions provided on pages 2-3 of this PDF.

### **General Rules:**

- Arrive early to allow plenty of time to get settled before students arrive.
- **Please post MALT signs to direct student to their class.** For the Brossman Center you'll want to post 3 signs on all 3 entrance doors.
- Be flexible. Remember we are guests here.
- Turn off all lights, close any windows you opened, and leave the room as you found it (or better!). Please close doors firmly when you leave & check that they are locked.
- Have fun! Enjoy your course!

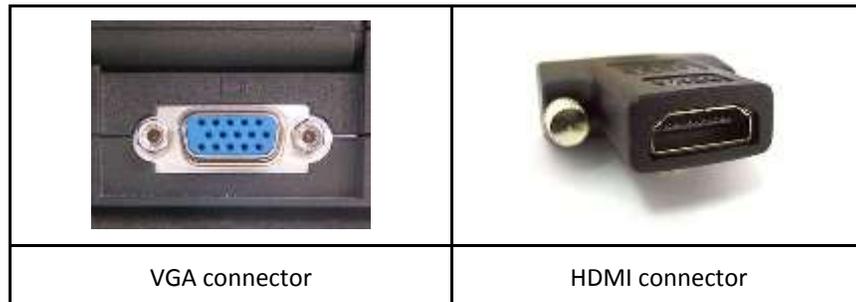
These instructions are currently applicable to rooms 201, 204 and 209.

There is an equipment rack at the front of the room. You will need to turn on the projector from there. When you turn it on, you also choose an input. You can use VGA or HDMI, and you can plug in at the rack or at the wall plate in the front of the room. (See photo of room 201; other rooms are similar)



Brossman 201

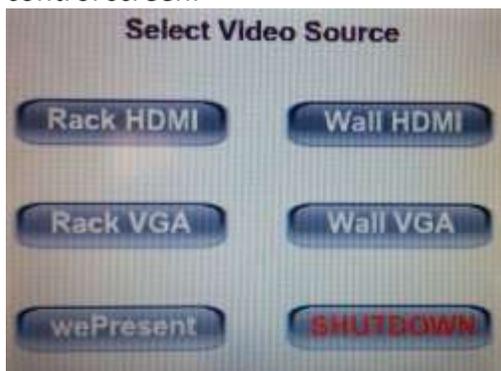
Most Windows computers support VGA, HDMI, or both. Apple computers and all brands of tablets generally require an adapter. If you have a choice, HDMI usually gives better image quality.



To turn on the projector and lower the screen, go to the equipment rack at the front of the room. The control panel will be showing the following screen:



Tap the screen a couple times with your finger to wake it up, and to go to the main control screen:



Press the button for the input you wish to use. If you're using VGA and want to play sound, you'll need to connect the audio cable attached to the VGA cable to the headphone jack on your computer. If you're using HDMI, your computer's audio should automatically play through the HDMI cable. If not, you'll need to set that up on your computer.



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When you're done, press the SHUTDOWN button on the rack control panel.

