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 into the driveway. Our classes are held in the **Brossman Center**.

Parking: Stay to the right as you turn into the driveway. Follow to the end of the driveway at the Brossman Center. Park at the far end of the lot. The entrance to 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.

Campus Map:
https://assets.website-files.com/5ef7c7ab36fe0248900a03d2/5ef7c7ab36fe026f64 0a051f_ULS%20Philadelphia%20Map.jpg

Brossman Center Map:

https://mtairylearningtree.org/wp-content/uploads/ULS-Classroom-Map-for-MALT-1.pdf

Personnel:

- Kyle Barger is our contact at this location. If you would like to plan a time to view your classroom before your course begins please reach out to info@mtairylearningtree.org.
- If you need assistance at the time of your class, campus security can help. Call them at **215-248-4665** or look for guards wearing LTS jackets/uniforms.

Wifi Access: In Brossman Center connect to "ULSGuest" (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.

<u>General Rules</u>:

- Arrive early to allow plenty of time to get settled before students arrive.

- **Please post MALT signs to direct students 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.

- **DO NOT** move any monitors or equipment in the classrooms, this could lead to damaged wires.

- **DO NOT** turn off the computer or A/V equipment in the room.

- Turn off all lights, close any windows you opened, and leave the room as you found it - or better!

- Have fun! Enjoy your course!

<u>Room Information</u>:

- We use 4 different classrooms in the Brossman Center: 201, 204, 209, and 204

- **Zoom Rooms:** 201 (seats 25) and 204 (seats 60): TV monitors + cameras + "Zoom Room" software. Free-standing individual desks that can be moved around as desired.

- **Traditional Classrooms:** 209 & 304 with projector, rectangular tables seating 20-25 each.

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)
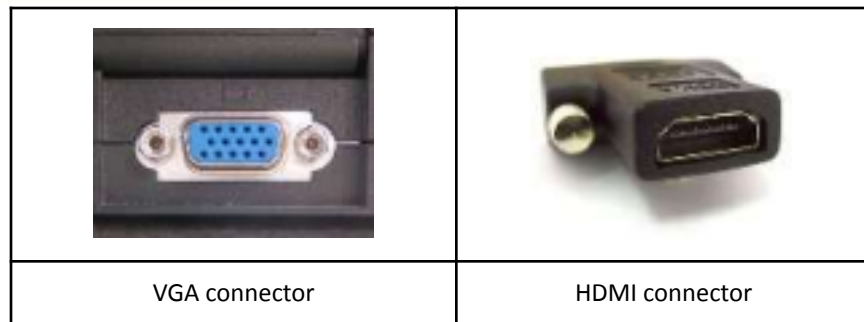

Brossman 201

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.

VGA connector	HDMI connector

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.

MT. AIRY
LEARNING TREE
NEIGHBORS TEACHING NEIGHBORS

THE LUTHERAN THEOLOGICAL SEMINARY AT PHILADELPHIA
CAMPUS MAP

Security office circled in red.

Find the phone and call the number listed to reach the guard on duty