

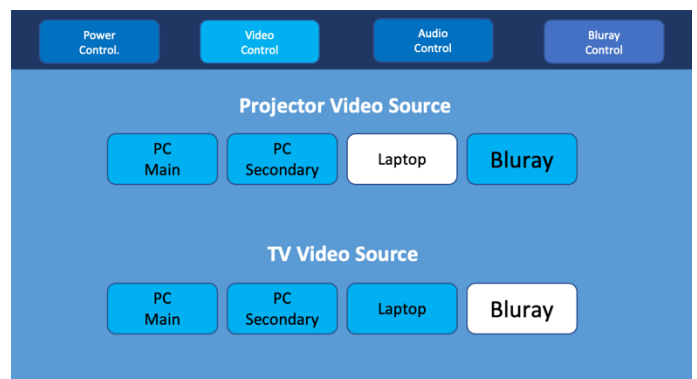
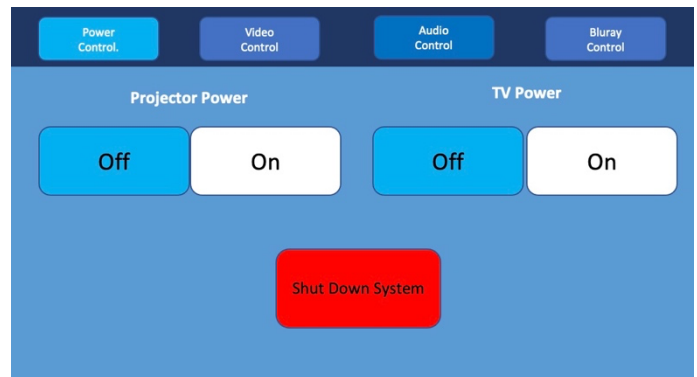
## Getting started

### Starting the Audio Visual system.

1. Wake the AV system by touching the touch panel screen
2. Press **Power Control** from the buttons at the top of the touch panel.
3. Turn **On** the display(s) on which you will show content.

### Select a video source

1. Select "**Video Control**" button on the top of the touch panel.
2. Select the source you wish to display by selecting one available buttons under the appropriate display.

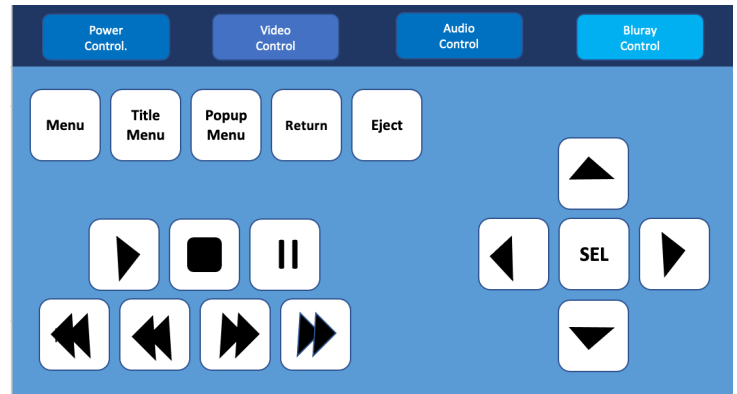


## How to Project your laptop

1. Make sure your computer is **fully booted and awake**, and that you're logged in.
2. Plug the HDMI cable into the HDMI port on your machine.
  - If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
3. If your laptop does not automatically duplicate your screen and the image from the TV:
4.
  - On Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the TV.
  - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.
5. If your computer doesn't switch its audio output to HDMI automatically:
  - On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
  - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Sound > Output** tab > Select the device named "CC207Core Sound Card."
6. **Turn off the TV when you're done using it!** Press the **Off** button on the remote control.

## Using the Blu-ray player

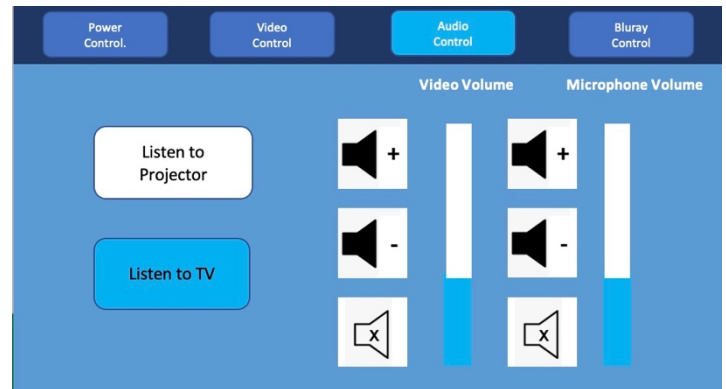
1. Press **Blu-ray** from the buttons at the top right corner of the touch panel.
2. Locate the Blu-ray player in the equipment rack inside the cabinet to the right of the TV.
  - Press the Eject button on the control panel to open the disc drive. If the door does not open, press the **Open/Close** button on the physical player to open the disc drive.
  - Place your Bluray disc, DVD, or audio CD on the drive.
  - Press **Eject** or **open/close** again to close the disc drive.
3. Use the Bluray navigation buttons on the touch panel to start/stop/pause your disc.



**Note:** Blu-ray players play Blu-ray disks, DVDs, and CDs.

## Adjusting the volume

1. Press **AUDIO** from the buttons in the top right corner of the touch panel.
2. Select the source you wish to adjust button from the list of available sources.
  - **Video Volume** controls the volume of the selected audio source selected with the “Listen to” button.
  - Microphone Volume controls the volume of a microphone\* plugged in to the XLR input inside the equipment cabinet to the right of the TV.
3. To **mute** a source, press the mute button below the source you wish to mute



\*XLR input

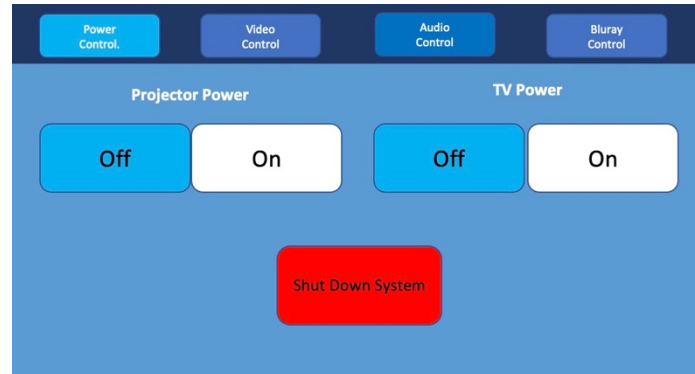
**Note:** We do not by default have XLR microphones setup in all of our classrooms. If you need to borrow an XLR mic from Media Services for a lecture, send an email requesting an XLR

microphone and XLR cable to [media@help.carthage.edu](mailto:media@help.carthage.edu) and we'll set something up. Be sure to mention your name, your classroom, and the start & end dates and times for your request. We need at least 1 (one) full business day to process your request and get things ready for you. If you make your request less than one full business day in advance, we cannot promise that we will have the equipment and personnel ready for you in time.

## Turning off the system

Please power off the system when you are finished.

1. Press **Power Control** from the buttons at the top of the touch panel.
2. Press the red “Shut Down System” button.



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For help with classroom technology, please email [media@help.carthage.edu](mailto:media@help.carthage.edu) or call the helpdesk at (262) 551-5950.

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