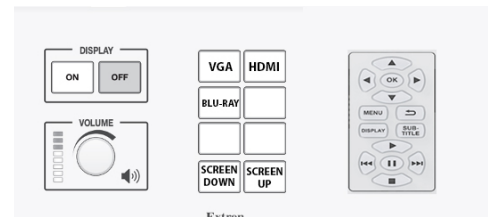## Turning on the Projector & Lowering the Screen

1. Press the **ON** button on the Extron control panel, located on the top of the equipment rack.
2. Wait a moment for the projector to warm up and the screen to lower, and it will turn on.

The screen will automatically be raised when you turn the projector off using the **Off** button on the Extron control panel. There is no need to manually raise lower i the screen by pressing the **Screen Up** button on the Extron control panel

How to Project using HDMI

1. Make sure the projector is turned on (see instructions above).
2. Make sure your computer is turned **all the way on** and that you're logged in.
3. Plug the HDMI cable into the HDMI port on your machine.
   o If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the projectors: On
   ° Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
   ° 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:
   o 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.
   o On a Mac, navigate to **Apple menu (**⌘**)** > **System Preferences** > **Sound** > **Output** tab > Select the device with Extron in the name.
6. **Turn off the projector when you're done using it!** Press the **Off** button on the Extron control panel to turn off the projector & raise the screen.

How to Project using VGA

1. Make sure the projector is turned on (see instructions above).
2. Make sure your computer is turned **all the way on** and that you're logged in.
3. Plug the VGA cable into the VGA port on your machine.
   o If you need to use an adapter, plug the VGA cable **first** into your adapter, and **then** plug the adapter into your computer.

4. If your laptop does not automatically duplicate your screen and the image from the projectors: On
   ○ Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
   ○ On a Mac, navigate to **Apple menu (**⌘**)** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
5. Volume is controlled **first** by your computer's output volume and **then** by the room's sound system. Turn your computer's volume all the way up before adjusting the room's sound system's volume.
6. **Turn off the projector when you're done using it!** Press the **Off** button on the Extron control panel to turn off the projector & raise the screen.

How to Project using the Blu-ray Player

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

1. Make sure the projector is turned on (see instructions above).
2. Press the **Blu-ray** button on the Extron control panel.
3. Press the **Eject** button on the face of the Blu-ray player on the front of the equipment rack. The Blu-ray player is the only rack mounted unit with a screen on it. The **Eject** button is located to the left of the screen and the right of the disk tray.
4. Put your Blu-ray, DVD, or CD on the tray, and then use the **Eject** button to close the tray. **Don't push the tray closed manually!**
5. Your disk will automatically start playing.
6. Control playback using the arrow and menu buttons on the Extron control panel.
7. Don't leave your disk in the player when you're done! Be sure to retrieve your disk before you leave.
8. **Turn off the projector when you're done using it!** Press the **Off** button on the Extron control panel to turn off the projector & raise the screen.