

## Starting the Audio-Visual system

1. Touch the logo screen. This will wake the system and reveal the next screen.



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## Select a video source



1. Press the button corresponding with the cable you connect to the appropriate port on your laptop. *Hint: once you've connected the cable, the lettering under the button will change to white indicating the system is receiving signal.*
2. After you press the button, wait a moment for the projector to warm up and the screen to lower, and it will turn on.

## 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.

- 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:
    - 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 with Extron in the name.
  6. **Turn off the projector when you're done using it!** Press the **Power Off** button on the lower left corner of the touch 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.
  - 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 **Power Off** button on the lower left corner of the touch 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 touch 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 **Power Off** button on the lower left corner of the touch panel to turn off the projector & raise the screen.

## System controls on the bottom of the touch screen



### How to control the volume

1. Touch your finger to the right side of the blue line and slide it right (louder) or left (quieter), or press the + or – sign to adjust the level. The black square is a mute switch.

### How to control the lights

1. Press the light bulb icon. This will bring up a screen with three lighting level options
  - a. All On
  - b. Presentation (lights near the screen will be switched off)
  - c. All Off (all lights off)
2. If the the lights don't turn back on using this control, use the switch next to the door. The column of buttons closest to the door frame control the lights. Top button is on, bottom button is off.

### How to turn off the AV system

Press the red power icon on the lower left of the touch panel. Please turn off the system when not in use.

For help with classroom technology, please email [help@help.carthage.edu](mailto:help@help.carthage.edu)

or call the helpdesk at (262) 551-5950.

Leaving the projector running for extended periods while it's not in use significantly shortens the life of the projector. **Please turn off the projector when you're done using it!**