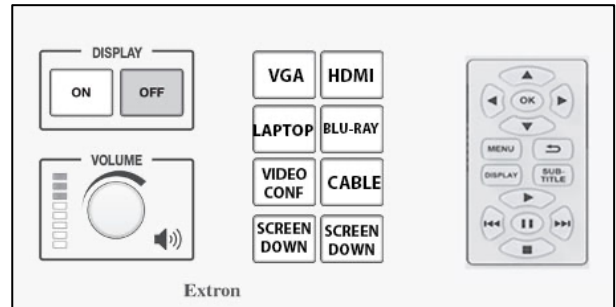


## Turning on the TV and Projector and Lowering the Screen

1. Press the **ON** button on the Extron control panel, located on the top of the equipment rack.
2. Wait a moment for the TV and projector to warm up and for the screen to lower. The projector make take a few moments to warm up.
3. Your selected source will display on both the TV and the projector with the exception of the in-room Mac Mini which only displays on the. TV.



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 the screen by pressing the **Screen Up** button on the Extron control pane

## How to Project using HDMI

1. Make sure the and projector are turned on (see instructions above).
2. Select **LAPTOP** on the Extron controller.
3. Make sure your computer is turned **all the way on** and that you're logged in.
4. Plug the HDMI cable (located in the center of the table) 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.
5. 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.**
6. 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.**
7. **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 and projector are turned on (see instructions above).
2. Select **LAPTOP** on the Extron controller.
3. Make sure your computer is turned **all the way on** and that you're logged in.
4. 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.
5. 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**.
6. 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.
7. **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 and projector are 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.

## How to use the in-room Mac Mini computers

1. Make sure the TV is turned on (see instructions above).
2. Click the wireless mouse to wake the computer.
3. Press the keyboard power button, located on the top right corner of the wireless keyboard. You should see a green light glow on the top right corner of the keyboard. If not, the 2 AA batteries require replacement.
4. If the above 2 steps do not wake the computer, press the power button on the computer. The Mac Mini is located on the back of the TV on the top right side. The power button is on the top, exposed edge of the computer
5. The Mac Mini will only appear on the TV. It will not display on the projector.
6. **Turn off the TV 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 videoconference using the in-room computer

1. Make sure the TV is turned on (see instructions above).
2. Click the wireless mouse to wake the computer.
3. Press the keyboard power button, located on the top right corner of the wireless keyboard. You should see a green light glow on the top right corner of the keyboard. If not, the 2 AA batteries require replacement.
4. If the above 2 steps do not wake the computer, press the power button on the computer. The Mac Mini is located on the back of the TV on the top right side. The power button is on the top, exposed edge of the computer
5. The Mac Mini will only appear on the TV. It will not display on the projector.
6. Use the provided keyboard and mouse to control the computer and run your choice of videoconferencing software (Zoom/Skype/Google Meet) on the Mac Mini.
7. The camera and microphone settings within your videoconferencing app should be set to the webcam mounted on top of the TV.

## Other available source buttons on the controller

1. The **HDMI** button can be used. A HDMI cable must be plugged into the input plate on the equipment rack to the left of the TV.
2. The **VGA** button can be used. A VGA cable must be plugged into the input plate on the equipment rack to the left of the TV.
3. The **Cable TV** button is no longer an available source.

## Getting help

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