

HL 159 Niemann Media Theater

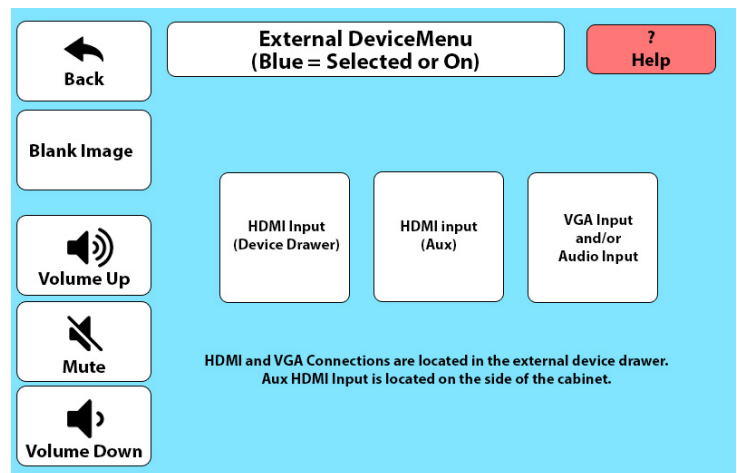
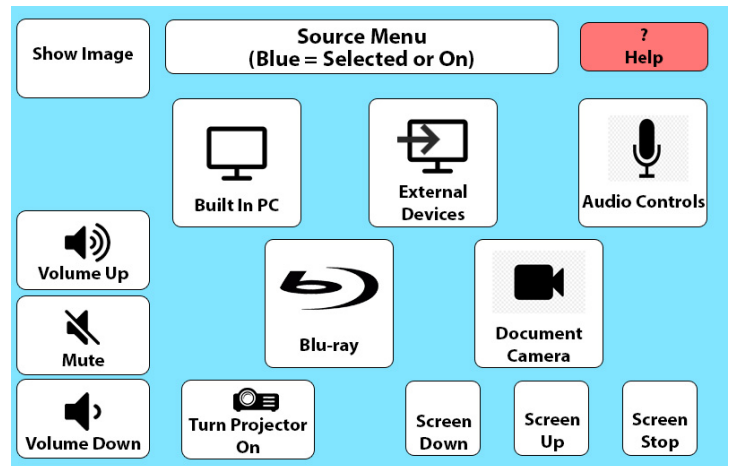
Classroom Technology Instructions

Turning on the Projector

1. Press the **ON** button projector remote control.
2. Wait a moment for the projector to warm up.

Select input source

1. Select the input you wish to project.
Screen 1 features
 - Built In PC
 - Document Camera
 - Blu-ray player
 - External device cable inputs
2. If you select External Devices, you will see choices for:
 - HDMI input (in drawer with Document Camera)
 - HDMI Input Aux (on right side of Podium)
 - VGA Input (also on right side of podium)
3. Press **Back** to return to page one with projector and screen controls.



Control volume

1. Use the up/down/mute buttons to control the volume.

How to Project using HDMI

1. Make sure the Projector is turned on (see instructions above).
2. Select the External Devices button on the touch panel, then select the HDMI cable you are connecting to.
3. Make sure your computer is turned **all the way on** and that you're logged on. 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 projector: 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!**

How to Project using VGA

1. Make sure the projector is turned on (see instructions above).
2. Select the External Devices button on the touch panel, then select the VGA input.
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 Projector: 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!**

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 touch panel
3. Press the **Eject** button on the face of the Blu-ray player on the front of the podium.

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!**

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

Experiencing an issue? Restart the System

1. Shut off what you can by going to **Power Control > Shut Down System**.
2. Follow the bundle of cables running from the equipment rack to the wall.
3. From that bundle of cables, identify the power cable plugged into the power outlets in the wall. Unplug it from the wall.
4. Count to 20 seconds.
5. Plug the power cable back into the wall.
6. Wait for the touch panel to finish starting up, then try projecting again.

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!** Pressing "Blank Projector" will not turn the projector off. Please use the "Turn Projector Off" button.

