Please Note: This room’s PC does NOT have a DVD drive. If you are planning on playing a DVD, CD, etc. you will need to use the room’s DVD or Blu-ray player.

Need to access files saved on a DVD from the computer? You can arrange for use of a portable optical drive by contacting the ITS Help Desk at ext. 8340.

Staff can also provide assistance outside of class time with moving files off a disc to D2L, Google Drive, etc. so you can access the files without needing to use a portable optical drive.

Press the ON button to turn on the LCD projector. After pressing ON, wait until the button has stopped flashing before selecting the desired source button on the Extron. The projector will not receive the command to switch until after it has finished warming up.

The resident computer and DVD/VCR combo unit are powered on using the appropriate button located on each device.

Projector Standby (AV MUTE)
The AV MUTE button is located to the right of the display ON/OFF buttons. Pressing this button once will place the projector in standby (or pic-mute) mode. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode.

Volume
The adjustment of volume is done using the knob located to the left of the Extron (located on the instructor’s lectern).

NOTE: Computers have their own volume controls which may need to be adjusted separately.

Resident Computer @ Lectern
Press the POWER button on the resident computer to turn it on. HS 207 is equipped with a HP computer. USB ports are located next to the computer’s power button.

Once the computer has been powered up, press the PC button on the Extron to display the image on both the monitor and LCD projector simultaneously.
The computer is located on the lower shelf of the lectern.

**DVD or VHS Tape Playback (via the DVD/VCR combo unit)**
Once the equipment is powered up, insert your disc or VHS tape into the Toshiba DVD/VCR combo unit. The combo unit is controlled using the buttons on the unit or the corresponding Toshiba remote control provided.

![DVD/VCR combo unit](image)

<table>
<thead>
<tr>
<th>Click on the image below to zoom</th>
<th>Toshiba DVD/VCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>The DVD/VCR combo unit is located on the upper shelf of the lectern</td>
<td></td>
</tr>
</tbody>
</table>

Press the DVD button on the Extron to display the DVD/VCR image on the LCD projector. To switch between DVD and VCR modes, press the VCR/DVD button found on the combo unit itself.

**Connecting a Laptop**
The cables needed for connecting a laptop computer are found on the instructor’s lectern.

**Using the VGA cable**

1. Plug the VGA cable into your laptop’s VGA port.
2. Plug the audio cable into your laptop's headphone jack.

3. Press the LAPTOP button on the Extron.

4. Turn on your laptop's power.

5. If needed, set your laptop to display on a secondary display.

Don't have a VGA port on your laptop? Visit Training & Support to find out what type of adapter is needed to connect your laptop.

Powering Down the Equipment
Press the OFF button on the Extron to turn off the LCD projector.

The resident computer and DVD/VCR combo unit must be powered off separately. Instructions for shutting down the computer are found below.

Be sure to remove any media from the equipment before shutting it down.

Powering Down the Resident Computer

1. Open the Start Menu (click on in the lower-left corner).

2. Click the “Shut Down” button.