HO 103 seats 18 students.

HO 103 is equipped with two chalkboards.

Lighting controls and a phone are located on the wall near the Extron Control Panel.

### Equipment
- Extron Control Panel
- Ceiling-mounted LCD projector
- Windows computer
- Document camera (click here for more info)
- DVD/VCR combo unit with remote control
- Ability to connect a presenter’s laptop (VGA)
- Pull-down projection screen

### Room Features
- Seats 18
- Tablet arm desks (movable)
- Light switches by door & behind lectern
- Internet and network access
- Phone (wall-mounted behind lectern)
- Chalkboards (front & hallway walls)

### Powering Up the Equipment
The ceiling-mounted LCD projector is controlled using the wall-mounted Extron Control Panel located on the wall behind the lectern.

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, document camera, and DVD/VCR combo unit are all powered on using the appropriate button located on each device.

### Projector Standby (PIC-MUTE)
Press the PIC-MUTE button on the Extron once to place the projector in standby mode. Simply press the button again to take the projector out of standby.

### Volume
The adjustment of volume is then done using the knob located on the wall-mounted Extron Control Panel (located behind 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. **HO 103 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 right shelf of the lectern

**Document Camera (ELMO)**
The Doc Cam's power and lights must be turned on manually using the controls located on the camera itself. Click [here](#) for more information regarding the document camera found in this classroom.

Once the camera's power is on, press the DOC CAM button on the Extron to display the image on both the monitor and LCD projector simultaneously.

**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.

Press the VCR/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 Ethernet cable into your laptop's network jack (if needed).

3. Plug the audio cable into your laptop's headphone jack.

4. Press the LAPTOP button on the Extron.

5. Turn on your laptop's power.

6. 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, document camera, 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.