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

**Room Features**
- Light switches by door
- Internet and network access
- Phone (wall-mounted in hallway)
- Whiteboard (front wall)

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**Powering Up the Equipment**
The ceiling-mounted LCD projector is controlled from the lectern using an Extron Control Panel.

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.

**NOTE**: The MASTER POWER switch, located on the rack behind the lectern, must be turned on in order to use the technology in the room.

**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 "Volume Control" knob located on the right-side of the 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. **KC G19 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 left shelf inside the lectern.

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**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.

To view the document camera on the LCD projector, turn on the resident computer and press the PC button on the Extron. Once you’ve logged in, follow the steps below to display the document camera image:

1. Open the Start Menu (lower left corner).
2. Click on “All Programs”.
3. Click on the “ELMO” folder.
4. Click on the “Image Mate” folder.
5. Click on the “Image Mate” application.

The document camera image will now appear on the screen. Maximize the window to view the document camera image full screen.

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**DVD Playback (via the DVD/VCR combo unit)**
Once the equipment is powered up, insert your disc into the DVD/VCR combo unit. The combo unit is controlled using the Extron.

Press the DVD button on the Extron to display the DVD/VCR image on the LCD projector. Playback and menu navigation are handled with the DVD & VCR CONTROL buttons on the right-side of the Extron.
**VHS Playback (via the DVD/VCR combo unit)**

Once the equipment is powered up, insert your tape into the DVD/VCR combo unit. The combo unit is controlled using the Extron.

Press the VCR button on the Extron to display the DVD/VCR image on the LCD projector. Playback is handled with the DVD & VCR CONTROL buttons on the right-side of the Extron.

**Connecting a Laptop**

The cables needed for connecting a laptop computer are found on the instructor's lectern. In addition to cables for connecting a laptop, power outlets are also located on the lectern for your convenience.

**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, 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.

"No Signal" Auto-Shutdown
The projector will display the following image when it is not receiving a signal from one of the available sources (resident computer, document camera, DVD/VCR, etc.). This happens because either the source itself is turned off or, in the case of a laptop, not set to display its image on the projector.

"No Signal" Screen

After displaying the above image for 15 minutes the projector will shut off automatically.

When the projector displays the "No Signal" Screen, you have 15 minutes to select your desired source on the Extron. If the projector does not receive a signal after 15 minutes it will shut off automatically. The OFF button on the Extron will then flash as the projector cools down. After 30 seconds the OFF button will be lit solid and the system will be ready to be turned back on.
**Powering Down the Resident Computer**

1. Open the Start Menu (click on \[\text{Start Menu}\] in the lower-left corner).
2. Click the "Shut Down" button.