CT 203 seats 9 students.

CT 203 is equipped with two chalkboards.

The volume knob is found on the right speaker of the SMART Board Interactive Whiteboard.

Lighting controls are found by the door.

### Instructors Table with Hide-Away Computer Monitor

The equipment for this room is located at the instructor’s table, which has a Hide-Away feature for the computer monitor.

Lowering the computer monitor into the table when not in use provides the students a clear view of the chalkboard, as well as provides the instructor an unobstructed view of the students. In addition, this table design includes tabletop power plugs and cables for laptop connectivity inside the cable cubby.

Follow the instructions below to use the computer monitor. Simply reverse the steps if you wish to lower the monitor inside the table.

Lift open...and pull the monitor up...

### Powering up the equipment

The LCD projector is controlled using the Extron Control Panel located beneath the SMART Board Pen Tray.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Room Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Extron Control Panel</td>
<td>• Seats 42</td>
</tr>
<tr>
<td>• Smart Board Interactive Whiteboard</td>
<td>• Tablet arm desks (non movable)</td>
</tr>
<tr>
<td>• LCD projector</td>
<td>• Light switches by door</td>
</tr>
<tr>
<td>• Windows computer</td>
<td>• Internet and network access</td>
</tr>
<tr>
<td>• DVD/VCR combo unit with remote control</td>
<td>• Phone (located in hallway)</td>
</tr>
<tr>
<td>• Ability to connect a presenter’s laptop (VGA &amp; HDMI)</td>
<td>• Chalkboards (front and side walls)</td>
</tr>
</tbody>
</table>
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 Control Panel. 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.

Volume

The adjustment of volume is done using the knob located on the right speaker of the SMART Board.

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

Resident Computer @ Equipment Rack

Press the POWER button on the resident computer to turn it on. **CT 203 is equipped with a rack-mounted 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 Control Panel to display the image on both the monitor and LCD projector simultaneously.
SMART Board Interactive Whiteboard

The SMART Board Interactive Whiteboard is connected for use with the room’s resident computer. The SMART Board software will automatically load after you log in to the computer.

Click here for more information regarding the SMART Board Interactive Whiteboard found in this classroom.

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 DVD/VCR button on the Extron Control Panel 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 inside the cable cubby on the instructor's table. The HDMI connection carries both video and audio. For more information see Selecting HDMI Audio Output.
### 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 Control Panel.
4. If needed, set your laptop to display on a secondary display.

### Using the HDMI cable

1. Plug the HDMI cable into your laptop’s HDMI port.
2. Press the HDMI button on the Extron Control Panel.
3. If needed, set your laptop to display on a secondary display.

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

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### Powering Down the Equipment

Press the OFF button on the Extron Control Panel to turn off the LCD projector. The resident computer and DVD/VCR must be powered off separately.

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

1. Open the Start Menu (click on in the lower-left corner).
2. Click the "Shut Down" button.