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| HO 107 seats 21 students. | • 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)  
• Wireless lavaliere microphone  
• Motorized projection screen | • Seats 90  
• Tablet arm desks (non-movable)  
• Light switches by door & across from lectern  
• Internet and network access  
• Phone (on lectern)  
• Chalkboard (front wall) |

**Powering Up the Equipment**
The equipment is controlled from the lectern using an Extron Control Panel.

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**Volume**
The adjustment of volume is done using the knob located to the left of the Extron.

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

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**Projection Screen**
Use the screen control wall switch, found by the sink on the lab table, to operate the motorized screen.

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**Resident Computer @ Lectern**
Press the POWER button on the resident computer to turn it on. **HO 107 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 1 button on the Extron to display the image on both the monitor and LCD projector simultaneously.
The computer is located on a shelf on the left-side 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 SONY DVD/VCR combo unit. The combo unit is controlled using the buttons on the unit or the corresponding SONY remote control provided.

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

**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, a power outlet is 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 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 1 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.

Wireless Microphone
Due to the size of this room, a wireless microphone is available for use. Training on this system can be setup by contacting the Media Center.
Powering Down the Equipment
Press & hold the OFF button on the Extron for 4 seconds 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. After powering off the equipment, turn the MASTER POWER switch off before leaving the room.

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

Powering Down the Resident Computer

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

2. Click the "Shut Down" button.