## Koessler Athletic Center G20 - Level 3 Classroom - Seats 40

### 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 40
- Tablet arm desks (movable)
- Light switches by door & behind lectern
- Internet and network access
- Phone (wall-mounted in hallway)
- Whiteboard (front wall)

### 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.

The MASTER POWER switch, located on the lectern by the "Volume Control" knob, 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 left-side of the lectern.

**Resident Computer @ Lectern**
Press the POWER button on the resident computer to turn it on. KC G20 is equipped with a rack-mounted HP computer. USB ports are located next to the computer's power button.

A phone is located in the hallway outside the room.

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.


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

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

When the projector displays the "SHARP Notevision" 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 in the lower-left corner).

2. Click the "Shut Down" button.