### Instructions for Enhanced Classroom – BO 219

#### You can use the following equipment:
- Desktop Computer
- VGA hookup for laptop
- HDMI hookup for laptop
- Blu-Ray player
- Document Camera
- Hookup for other equipment such as VCR player (contact Media Services)

#### Turn the projector on and lower the screen
- Press the **POWER** button on the Touch Panel to activate the projector.
- There will be a **30 second delay** as the projector warms up.

#### Select device on Touch Panel
- For the **desktop computer**, press the **Podium PC** button.
- For a **laptop with VGA connection**, plug the VGA and audio connectors into the laptop. Press the **LAPTOP** button.
- For a **laptop with HDMI connection**, plug the HDMI connector into the laptop. Press the **LAPTOP** button.
- For the **Blu-Ray player**, press the **DVD** button.
- For the **Document Camera**, make sure it is powered on and press the **DOCUMENT CAMERA** button.

#### Use the Projector IMAGE ON/OFF button if you want to keep the image ready but want the screen to be dark.

#### Volume
- **Volume** is controlled through the Touch Panel. If you are using a laptop, please make sure the master volume on the laptop is high.

#### Troubleshooting

**Video**
- **If your device is not projecting:**
  - Try selecting a different device and then switch back.
  - Try restarting your device.
- **If your laptop is still not projecting:**
  - Check your cable connections and make sure LAPTOP is selected on the touch panel. **For a PC**, hold the Windows key and letter P, and choose “duplicate.” **For a Mac**, make sure your display setting is “mirroring.”

**Audio**
- **If you cannot hear any sound from HDMI:** you may have to change your audio output on your laptop. **For a PC**, right-click on the sound icon and choose “Playback devices.” Then choose “Crestron.” **For a Mac**, Option-Click on the sound icon. Then choose “Crestron” for your Output Device.

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Please CALL MEDIA SERVICES (504-864-7120) for all other assistance.

Please press System OFF at the end of your class!

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