Instructions for Multimedia Room 1

You can use the following equipment:
- Desktop Computer
- VGA hookup for laptop
- HDMI hookup for laptop
- DVD player with remote
- VCR Player
- Hook up for other equipment such as document camera (please contact Media Services)

Turn the projector on

• Press the PROJECTOR POWER button, followed by the PROJECTOR ON button on the touch panel.
• There will be a 30 second delay as the projector warms up.
• To lower the SCREEN, press SCREEN followed by the ↓.

Select device on Touch Panel

• For the desktop computer, press PC.
• For a laptop with VGA connection, plug the VGA and audio connectors into the laptop. Press the LAPTOP VGA button.
• For a laptop with HDMI connection, plug the HDMI cable into the laptop. Press the LAPTOP HDMI button.
• For the DVD player, press DVD.
• For the VCR Player, press VCR.

Use the PROJECTOR BLACKOUT ON/OFF button if you want to keep the image ready but want the screen to be dark.

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

Lighting and drapes are controlled by the touch panel.

Troubleshooting

• 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 VGA or HDMI is selected on the push button control unit. For a PC, hold the Windows key and letter P, and choose "duplicate." For a Mac, make sure your display setting is “mirroring.”

• 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 “Extron D.” For a Mac, Option-Click on the sound icon. Then choose “Extron D.” for your Output Device.

Please CALL MEDIA SERVICES (504-864-7120) for any assistance.
Please press SYSTEM OFF at the end of your class!