

# 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)



Touch Control Panel

## 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

### 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 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."

### 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 "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!