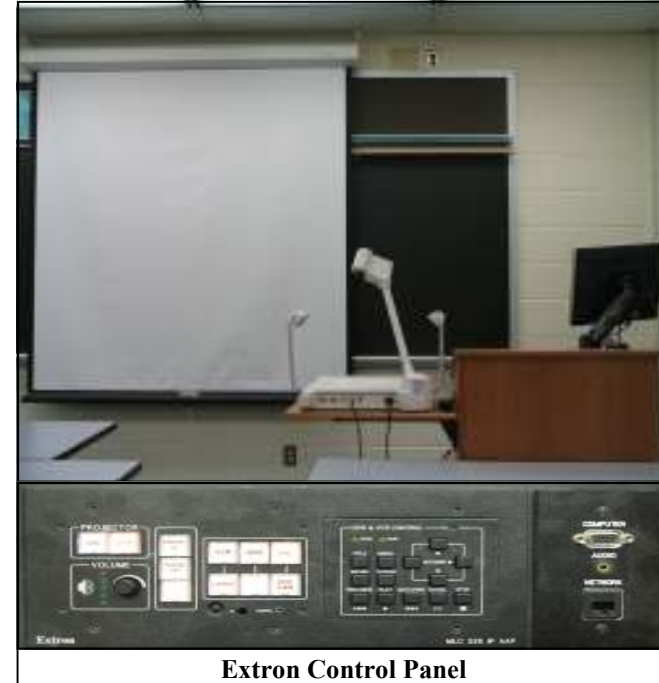




## Zug Classrooms



Extron Control Panel

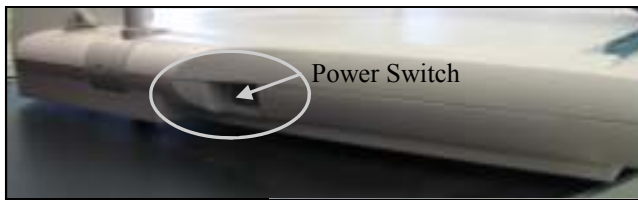
This brochure includes instruction on how to use the media equipment in Nicarry 203, including the **VCR/DVD** player, the **Extron Podium**, the **Podium's Computer** and the **Volume Controller**. Also included is instruction on how to connect a **Laptop**.

Please note that there is no remote to control the functions of the podium.

If you experience any problems or difficulties, please call the **Helpdesk** at ext. 3333 or e-mail us at [mediaservices@etown.edu](mailto:mediaservices@etown.edu).

## How to use the Document Camera:

1. Press the **ON** button under the Projector section on the Extron Control Panel to turn on the projector. *Note: **Wait** for the projector to warm up.*
2. Press the **DOC CAM** near the center of the panel.
3. Raise the camera arm using the release at the bottom of its arm. Lift the side arms. The power switch is on the left-hand side. The panel lights will turn green when turned on.
4. Press the buttons on the front of the Document Camera in order to control the view.



Power Switch

Control the Document Camera directly with detail, focus and zoom.



Release to Collapse

Collapsed Arms

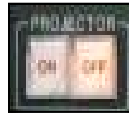
## Volume, Frequent Situations, and Misc.:

- Adjust the volume by turning the volume dial on the Extron Control Panel on top of the podium. The lights next to the dial indicate the level of volume for the system. If you don't hear anything, make sure that the volume is not muted on the computer or laptop.
- On the computer or laptop, go to the volume icon located at the bottom-right corner of the screen, near the clock. Make sure there is no red mark on the icon. If there is click the icon once and uncheck the mute option.
- Also, check the amplifier located at the bottom of the podium to make sure it is turned on. It should never be turned off.
- Please note that there is no reachable outlet on the podium to plug in equipment. There is an outlet on the wall for you to use.
- To turn off the projector, press the **OFF** button located on the Extron Control Panel. Give ample time for the projector to cool down before turning it on again. It is very expensive to replace the bulb.
- Please make sure that everything is left in order for the next person to use the podium and media equipment. Thank you!



## How to Connect a Laptop:

1. Begin with the laptop turned **off** in order to connect.
2. Connect the laptop to your **VGA, Ethernet** and **sound** cables and to the jacks on the right side of the Extron Control Panel. If you do not have any cables, you may borrow them from the **Helpdesk**.
3. Press the **ON** button under the Projector section on the Extron Control Panel to turn on the projector. *Note: **Wait** a few moments for the projector to warm up.*
4. Press the **LAPTOP** button on the Extron Control Panel.
5. Turn on the laptop. If you need power, plug your power adaptor into the wall outlet.
6. Press the appropriate keyboard combination to display the laptop image on the projection screen.\*\*



\*\*Note: All laptops have different keyboard combinations that allow the two screens to match.

Here are some common settings:



VGA Jack

Sound Jack

Ethernet Jack



## How to use the Podium and its Computer:

1. Press the **ON** button under the Projector section on the Extron Control Panel to turn on the projector. *Note: **Wait** for the projector to warm up.*
  2. Press the **PC** button near the center of the Control Panel.
  3. Press the center power button located on the front of the computer and monitor if not already turned on. Log on with your network username and password.
  4. The computer image will appear on the projection screen.
  5. **NOTE:** The **MONITOR** stays on only if the **PC** button is highlighted. If you select **Doc Cam, VCR** or **DVD**, the monitor will black out but will still be turned on. As soon as you select the **PC** button again, the monitor image will appear.
- \*Warning: Computer resets upon restart and shut down. Save your files to the network or removable media only.**



Power Distributor

VCR/DVD Player

Make sure that the power distributor is **always turned ON.**

Podium Computer

Amplifier

## How to use the VCR/DVD Player:

1. Press the **ON** button under the Projector section on the Extron Control Panel to turn on the projector. *Note: **Wait** for the projector to warm up.*
- \*2. Press the **power** button on the silver VCR/DVD player if not turned on already.
3. Place a DVD in the left or a VHS tape in the right side of the VCR/DVD player.
4. Press the **VCR** or **DVD** button on the Control Panel depending on what media you are playing.
5. Use the control panel or the **VCR/DVD remote** in order to control the VCR/DVD player.
6. **NOTE:** You will not be able to use the Computer Monitor screen for the when the VCR/DVD Player is selected.



\*2: Power Button

