

## Overview to using the AV system

All of the functions of the instructional technology (controlling the projector, screen, volume, etc.) in the room are controlled by the touch panel sitting on the instructor podium. The touch panel has four pages of functions.

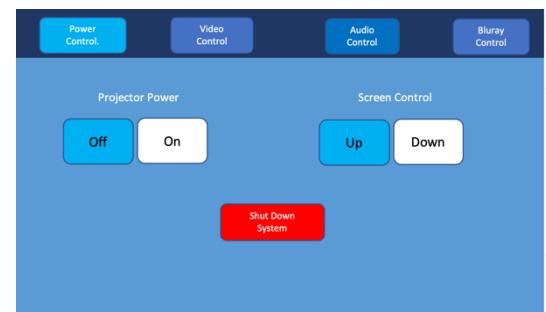
This room supports projecting from the following sources:

- Laptops via HDMI or VGA
- CDs, DVDs, & Blu-ray disks via Blu-ray player

### Let's get started!

#### Power up the system

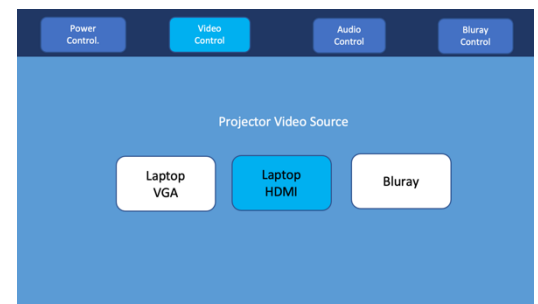
1. Touch the touch panel screen to activate it.
2. Power ON the projector. This will automatically lower the screen.



#### Choose the device you wish to display on screen

##### Projecting HDMI Sources

1. Tap the **Laptop HDMI** button.
2. Make sure your computer is turned on and that you're logged into your computer before plugging the HDMI cable into your laptop.
  - If you use an adapter to project to HDMI, **FIRST** plug the HDMI cable into your adapter, **THEN** plug the adapter into your computer.



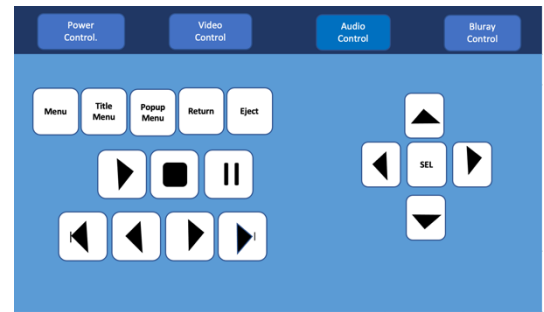
##### Projecting VGA Sources

1. Tap the **Laptop VGA** button.
2. Make sure your computer is turned on and that you're logged into your computer before plugging the VGA cable into your laptop.
  - If you use an adapter to project to VGA, **FIRST** plug the VGA cable into your adapter, **THEN** plug the adapter into your computer.
3. Plug the 3.5mm VGA sound cable into your computer's headphone jack to project sound.



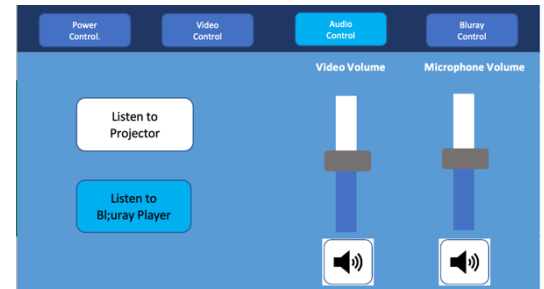
## Projecting Blu-ray, DVD, or CD

1. Tap the **Video Control** button along the top.
2. Tap the **Blu-ray** button.
3. Tap the **Audio Control** button along the top of the touch screen, then tap **Listen to Blu-ray Player**.
  - o Use the + / - buttons to turn **Video Volume** up and down.
  - o If the button with the x over the speaker is blue, then audio is muted. Tap that button to unmute it.
4. Tap the **Blu-ray Control** button along the top of the touch screen.
5. Tap the **Eject** button to open the Blu-ray player's tray. Put your disk on the tray, then tap the **Eject** button again to close the Blu-ray player's tray.
6. Control the playback of your disk using the controls on the **Blu-ray Control** page



## Adjusting Audio Levels

1. Tap the **Audio Control** button along the top of the touch screen, then tap **Listen to Projector**.
  - a. Move the slider to turn **Video Volume** up and down.
  - b. *If the mute button is blue, then that channel of audio is muted. Tap that button to unmute it*



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Leaving the projector running for extended periods while it's not in use significantly shortens the life of the projector. To turn off the projector, Tap the **Power Controls** button along the top of the touch screen, then tap the **Shut Down System** button.

For help with classroom technology, please email [media@help.carthage.edu](mailto:media@help.carthage.edu) or call the helpdesk at (262) 551-5950.

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## Experiencing an issue? Restart the System

1. Shut off what you can by going to **Power Control > Shut Down System**.
2. Follow the bundle of cables running from the equipment rack to the wall.
3. From that bundle of cables, identify the power cable plugged into the power outlets in the wall. Unplug it from the wall.
4. Count to 20 seconds.
5. Plug the power cable back into the wall.
6. Wait for the touch panel to finish starting up, then try projecting again.