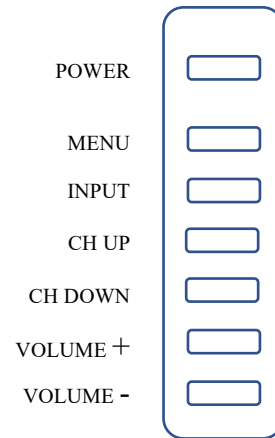


# HL 109 Trower Group Study Room

## Classroom Technology Instructions

### Turning on the TV

1. Press the **ON** button located on the back of the TV.
2. Wait a moment for the TV to warm up.
3. Select your input by pressing the **INPUT button** repeatedly until your desired input is highlighted on the screen.



### How to adjust the volume

1. Use the VOLUME + and – button on the back of the TV.

### How to Project using HDMI

1. Make sure the TV is turned on (see instructions above).
2. Select the HDMI input on back of the TV using the steps above.
3. Make sure your computer is completed booting up and that you're logged on. Plug the HDMI cable into the HDMI port on your machine.
  - If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the TV: On
  - Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the TV.
  - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Displays > Arrangement tab > check Mirror Displays.**
5. If your computer doesn't switch its audio output to HDMI automatically:
  - On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
  - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Sound > Output tab > Select the device with Extron in the name.**
6. **Turn off the TV when you're done using it!**

# How to Project using VGA

1. Make sure the TV is turned on (see instructions above).
2. Select the VGA input on the back of the TV using the steps above.
3. Make sure your computer is turned **all the way on** and that you're logged in.
4. Plug the VGA cable into the VGA port on your machine.
  - o If you need to use an adapter, plug the VGA cable **first** into your adapter, and **then** plug the adapter into your computer.
5. If your laptop does not automatically duplicate your screen and the image from the TV: On
  - o Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the TV.
  - o On a Mac, navigate to **Apple menu () > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.
6. Volume is controlled **first** by your computer's output volume and **then** by the room's sound system. Turn your computer's volume all the way up before adjusting the room's sound system's volume.
7. **Turn off the TV when you're done using it!**

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

Leaving the TV running for extended periods while it's not in use significantly shortens the life of the TV. **Please turn off the TV when you're done using it!**