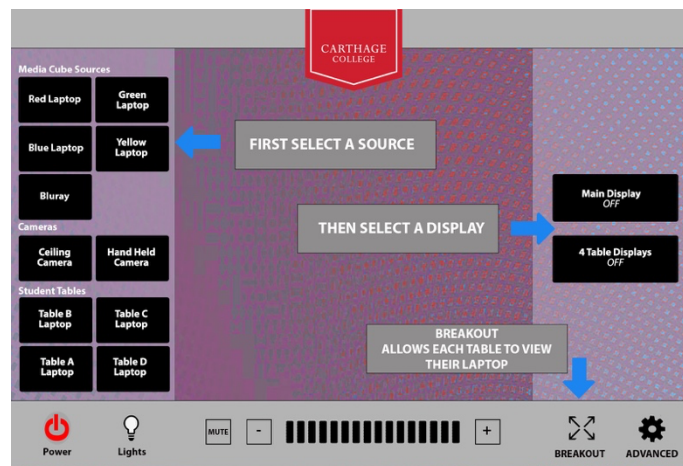


Starting the Audio-Visual system



QuickStart



1. Select the source you wish to display. *<cables by color, camera>*
2. Select the display(s) you wish to display content on.
3. Adjust the volume if necessary.

How to Project using HDMI

1. Make sure your computer is turned **all the way on** and that you're logged in.
2. Plug the HDMI cable into the HDMI port on your machine.
 - o If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
3. If your laptop does not automatically duplicate your screen and the image from the TV(s): 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(s).

On a Mac, navigate to **Apple menu () > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.

4. 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.
5. **Turn off the TV(s): when you're done using it!** Press the **Power Off** button on the lower left corner of the touch panel to turn off the TV(s).

How to Project using VGA

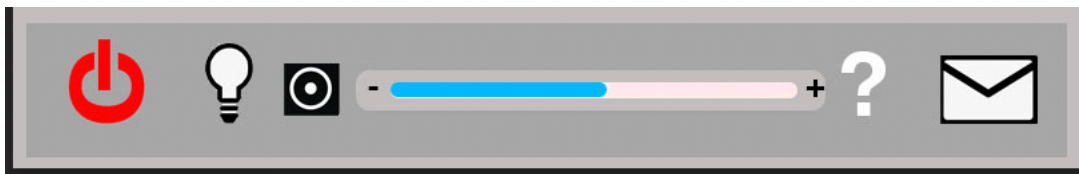
1. Make sure your computer is turned **all the way on** and that you're logged in.
2. Plug the VGA cable into the VGA port on your machine.
 - If you need to use an adapter, plug the VGA cable **first** into your adapter, and **then** plug the adapter into your computer.
3. If your laptop does not automatically duplicate your screen and the image from the TV(s): On
 - Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the TV(s):.
 - On a Mac, navigate to **Apple menu () > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.
4. 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.
5. **Turn off the TV(s) when you're done using it!** Press the **Power Off** button on the lower left corner of the touch panel to turn off the TV(s).

How to Project using the Blu-ray Player

***Note:** Blu-ray players play Blu-ray disks, DVDs, and CDs.*

1. Make sure the TV is turned on (see instructions above).
2. Press the **Blu-ray** button on the Extron control panel.
3. Press the **Eject** button on the face of the Blu-ray player on the front of the equipment rack. The Blu-ray player is the only rack mounted unit with a screen on it. The **Eject** button is located to the left of the screen and the right of the disk tray.
4. Put your Blu-ray, DVD, or CD on the tray, and then use the **Eject** button to close the tray.
Don't push the tray closed manually!
5. Your disk will automatically start playing.
6. Control playback using the arrow and menu buttons on the touch panel.
7. Don't leave your disk in the player when you're done! Be sure to retrieve your disk before you leave.
8. **Turn off the TV(s) when you're don!** Press the **Power Off** button on the lower left corner of the touch panel to turn off the TV(s).

System controls on the bottom of the touch screen



How to control the volume

1. Touch your finger to the right side of the blue line and slide it right (louder) or left (quieter), or press the + or – sign to adjust the level. The black square is a mute switch.

How to control the lights

1. Press the light bulb icon. This will bring up a screen with three lighting level options
 - a. All On
 - b. Presentation (lights near the screen will be switched off)
 - c. All Off (all lights off)
2. If the lights don't turn back on using this control, use the switch next to the door. The column of buttons closest to the door frame control the lights. Top button is on, bottom button is off.

How to turn off the AV system

Press the red power icon on the lower left of the touch panel. Please turn off the system when not in use.

For help with classroom technology, please email help@help.carthage.edu

or call the helpdesk at (262) 551-5950.

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