

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.

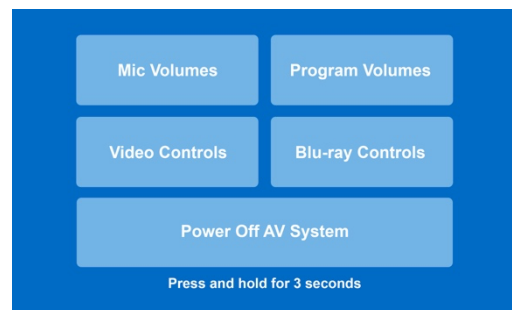
This room supports projecting from the following sources:

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

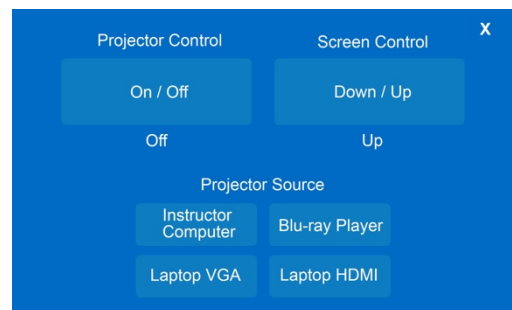
Let's get started!

Power up the system

1. Touch the touch panel screen to activate it. You will have to wait for the system to warm up.
2. Once warmed up, you will see the Main control screen.
3. Select **Video Controls**



4. Press the **Projector Control** button to turn on the projector. There is an on/off indicator underneath the button.
5. Push **Screen Control** button to lower the screen. There is an on/off indicator underneath the button.
6. Select the source you wish to project.
7. Press the **X** in the top right corner of the screen to return to the Main screen.



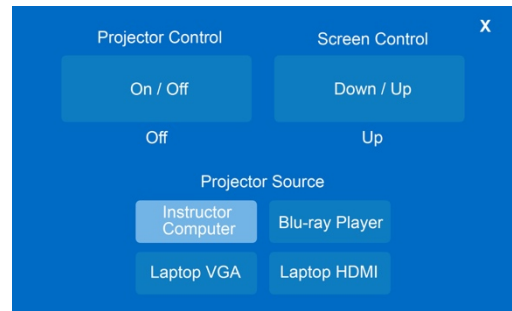
Choose the device you wish to display on screen

Select your source from the **Video Controls** screen, which can be accessed on the Main screen.



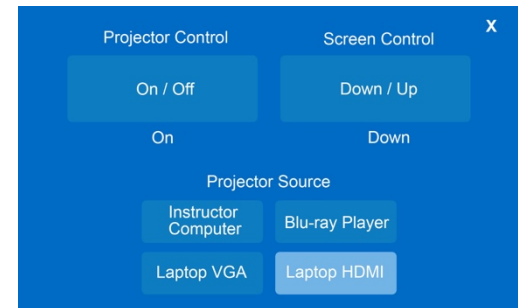
Projecting the Instructor Computer

1. From the Main Screen, tap **Video Controls**
2. Tap the **Instructor Computer** button.
3. Make sure your computer is turned on and that you're logged in using your Carthage username and password.



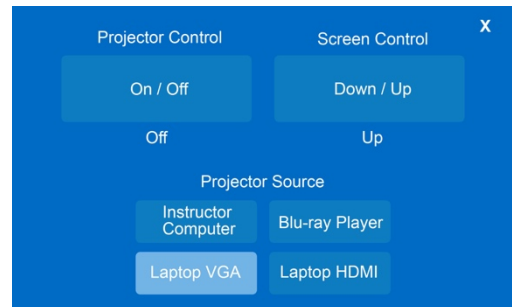
Projecting HDMI Sources

1. From the Main Screen, tap **Video Controls**
2. Tap the **Laptop HDMI** button.
3. Make sure your computer is turned on and that you're logged into your computer before plugging the HDMI cable into your laptop.
 - o If you use an adapter to project to HDMI, **FIRST** plug the HDMI cable into your adapter, **THEN** plug the adapter into your computer.
 - o Make sure you select Extron Scaler as your audio output destination.



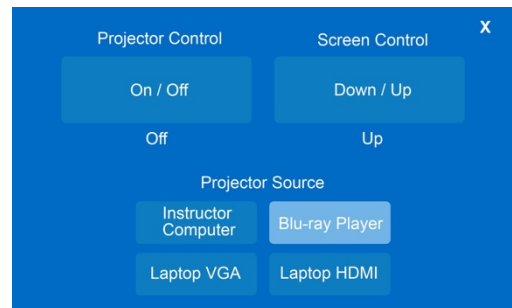
Projecting VGA Sources

4. From the Main Screen, tap **Video Controls**
5. Tap the **Laptop VGA** button.
6. Make sure your computer is turned on and that you're logged into your computer before plugging the VGA cable into your laptop.
 - o If you use an adapter to project to VGA, **FIRST** plug the VGA cable into your adapter, **THEN** plug the adapter into your computer.
7. Plug the 3.5mm VGA sound cable into your computer's headphone jack to project sound. Make sure you select your laptop's speakers as the output destination.



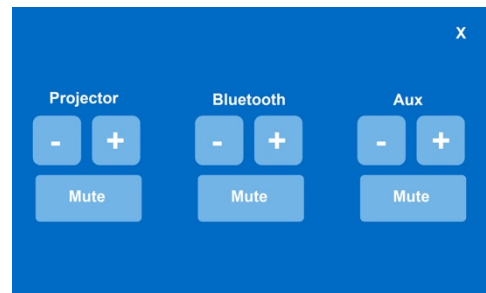
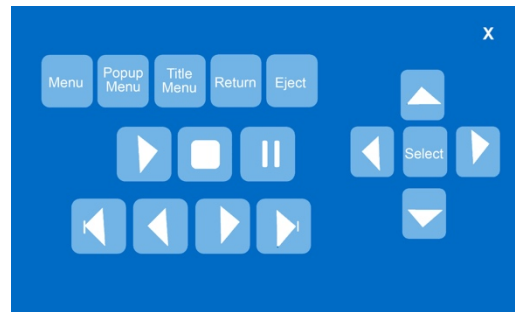
Projecting Blu-ray, DVD, or CD

1. From the Main Screen, tap **Video Controls**
2. Tap the **Blu-ray Player** button.
3. Tap the **X** in the top right of the screen to return to the main screen.
4. Tap the **Blu-ray Controls** button.
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

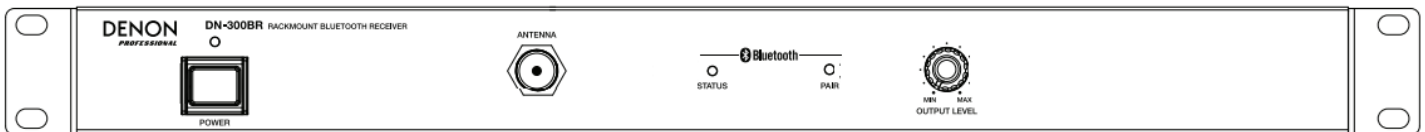


Adjusting Audio Levels

1. From the main screen, tap the **Program Volumes** button.
 - Use the **+**, **-**, and **mute** buttons for the projector to control volume level of your laptop, instructor computer or Blu-ray content being projected.

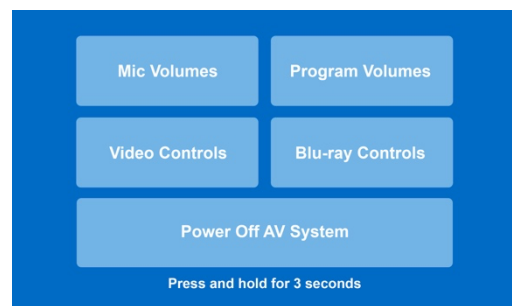


Listen to a Blu-tooth audio source.



Listen to a Blu-tooth audio source.

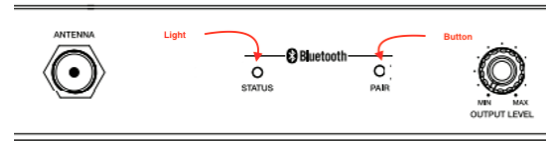
1. From the main screen, tap **Program Volumes**.



Connect to the Bluetooth receiver:

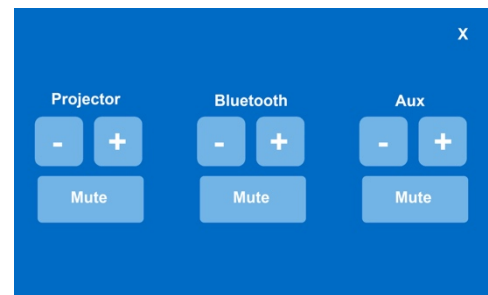
On the Bluetooth receiver in the rack

1. If the status light is solid, press and hold the “pair” button for 3 seconds then release. This will disconnect any paired device from the receiver.
2. If the status light is blinking slowly, tap the “pair” button. The status light should flash quickly for up to 60 seconds to indicate the receiver is in pairing mode.
3. While the receiver is flashing quickly, open the Bluetooth settings on the device you are trying to pair. Select **DNR-300 BR** from the list of available devices. If required to enter a passcode, use **0000**.



Adjusting Audio Levels

1. From the main screen, tap the **Program Volumes** button.
 - Use the **+**, **-**, and **mute** buttons to adjust the volume of the Bluetooth receiver.
 - *You can also increase/decrease volume on your Bluetooth device.*
 - *You can adjust volume on the Bluetooth receiver in the rack.*



Turn off the system

*When you are done – **PLEASE turn off the AV system.***

1. From the Main Screen, **Press and hold** the “**Power Off AV System**” button for **3 seconds**. The projector should turn off and the screen should go up.

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

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.

