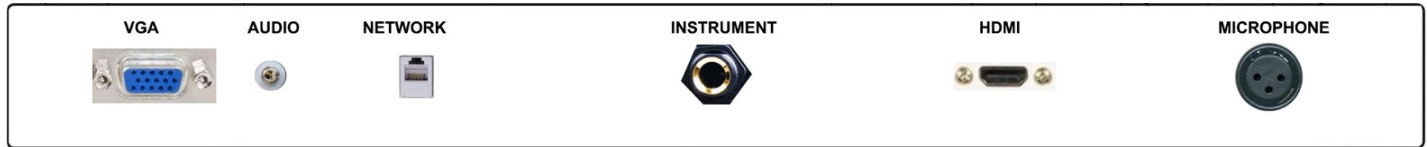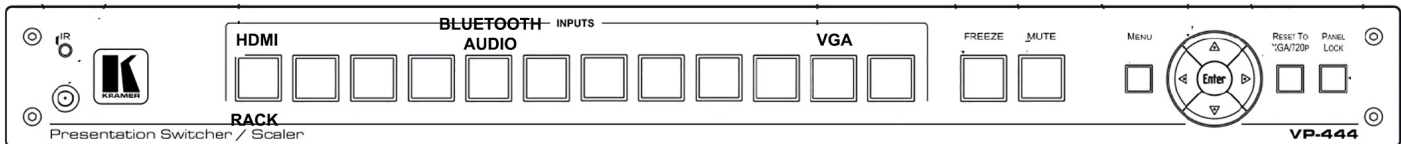## Connect cable to rack input plate
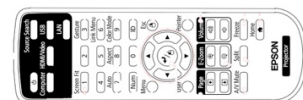

Select input on the Kramer switcher

1. Select the input you wish to hear on the speakers and/or see on the Projector.
2. The AV system audio is connected to the house PA. Make sure the PA is turned on.

Turning on the Projector

1. Press the **ON** button projector remote control.
2. Wait a moment for the projector to warm up.

   * If you only wish to hear audio, you do not need to turn on the PROJECTOR.

   ** The projector remote volume buttons only effect the projector speaker, not the mounted in-room speakers. There is no need to adjust the projector volume.

Projector Remote

How to Project using HDMI

1. Make sure the projector is turned on (see instructions above).
2. Connect the HDMI cable to the rack input plate and your laptop.
3. Select the HDMI input on the Kramer switcher.
4. Make sure the HDMI cable is plugged in to the HDMI input on the rack plate.
5. 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.
   o If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.

6. If your laptop does not automatically duplicate your screen and the image from the projector:
    ° On Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
    ° On a Mac, navigate to **Apple menu (🍎)** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
7. If your computer doesn't switch its audio output to HDMI automatically:
    o 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.
    o On a Mac, navigate to **Apple menu (🍎)** > **System Preferences** > **Sound** > **Output** tab > Select the device with Extron in the name.
8. Make sure your computer audio output is set to the HDMI cable (may say VP-XXX).
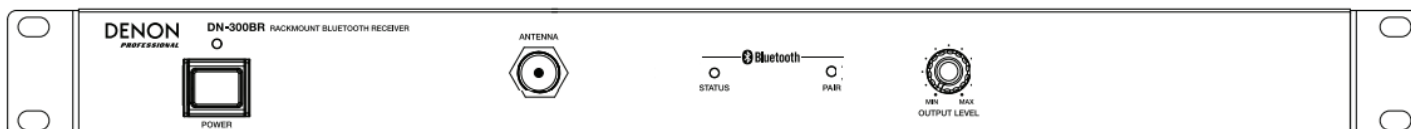9. **Please turn off the projector when you're done using it!**

How to Project using VGA

1. Make sure the projector is turned on (see instructions above).
2. Connect the VGA and audio cable to the rack plate and to your laptop.
3. Select the VGA input on the Kramer switcher.
4. `Make sure your computer is turned **all the way on** and that you're logged in.
5. 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.
6. If your laptop does not automatically duplicate your screen and the image from the projector: On
    ° Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
    ° On a Mac, navigate to **Apple menu (🍎)** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
7. 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.
8. Make sure your computer audio output is set to speakers or headphones.
9. **Please turn off the projector when you're done using it!**

How to connect using Bluetooth audio

You can play audio from an audio device that sends its signal over a Bluetooth connection (e.g., smartphones, tablet computers, etc.). DN-300BR uses Bluetooth CSR 4.0 and has a range of up to 100 feet . Once you "pair" your Bluetooth device with DN-300BR, they are "connected" wirelessly.

* Pro-tip: once you are connected, locate the DN-300BR on your device input settings. Open the Bluetooth settings on your device, select the DN-300BR and select the information about the device. You should be able to name the room number to the DN-300BR which will make it easier to differentiate this device from DN-300BR devices if you connect to this device in other rooms.

* This device is black and installed mid rack just above the laptop cable inputs

Status Light: This LED indicates the DN-300BR's Bluetooth pairing status:
- Flashing slowly (approximately twice every 3 seconds): DN-300BR is not paired to a Bluetooth device. DN-300BR will automatically try to pair with a previously paired Bluetooth device within range, if any.
- Flashing quickly (approximately twice per second): DN-300BR can be paired to any available Bluetooth device.
- Solidly lit: DN-300BR is paired to a Bluetooth device.

To connect to the Bluetooth receiver:

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**.
4. To disconnect from the Bluetooth receiver, either repeat step 1 above or disconnect using the Bluetooth settings on your device.

If you do not remove DN-300BR from the list of Bluetooth devices on your phone, you can begin at step 3 the next time you use the room.

To adjust the volume:
1. Turn up the volume on your connected Bluetooth device.
2. Use the volume knob on the Bluetooth receiver in the equipment rack to adjust the output level of the receiver.
3. Use the left/right buttons on the Kramer switcher.

For help with classroom technology, please email **help@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.

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