## Turning on the TV

- 1. Press the **ON** button located on the left side 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. The HDMI cable should be plugged in to the HDMI 1 input which shows up as the PC input on the TV.

## How to adjust the volume

1. Use the VOLUME + and – button on the left rear side 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 (<sup>()</sup>) > 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!

For help with classroom technology, please email <u>help@help.carthage.edu</u> 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!

