



Projector Input Controls

ATTENTION:

After pressing any button on the Extron Control Panel, please wait before pressing another button! Also, do not press another button when the projector is turning on or off.

Press the “**ON**” button **ONCE** under “**PROJECTOR**” to turn projector on

- a. It will take about a minute
- b. Please wait for the light to stop blinking before pressing another button!

LAPTOP

1. First; connect the VGA cable (from the cubby as pictured above) into the **VGA port** on the back of the laptop
2. Second; turn on the projector (if not already on)
3. Third; turn on your computer. Plug your AC Adapter into the cubby electrical outlet (never rely on the laptop's battery). AFTER computer is in Windows (or other operating system) then press “**LAPTOP**” on the Control Box (see below)
4. If the image is not projecting, you will need to press the “Fn” key + “function key” (often marked in blue or with an icon) on your laptop system to mirror the image
5. When finished, carefully disconnect the VGA cable, select input or turn the projector off

AUDIO

- The audio cable can be found in the cubby.
- Insert the cable into your headphone connector
- Volume is controlled by turning the knob on Control Box

LAN CONNECTION

- Blue cable from cubby; carefully insert the plastic end into the network port on the laptop

DVD or VCR

1. Units are located in teaching station cabinet or in black box mounted on the wall
2. Press the **VCR** or **DVD** function buttons
 - a. The small yellow LED will light when selecting DVD or VCR
3. To control playback, use the buttons under “**DVD & VCR Control**”

Aux Video and VGA

1. Aux Video is used for camcorders using RCA cables
2. VGA is used for an external monitor

TURNING THE PROJECTOR “OFF”

- Press the “**OFF**” button **ONCE**. The LED will flash as the projector turns off and cools down

Grimm Hall

Extron Control System

The button pad is similar to all classrooms.

- To turn on the projector, press **ON**. This will automatically bring down the screen and active the projector. It takes about 20 seconds for the projector to warm up.
- To turnoff the projector, press **OFF**. This will turn off the projector and raise the screen.
- Press **MUTE** to leave the projector on but show no image on the screen. Do NOT use this feature at the end of class. **Turn OFF the projector!**

Select the input you want:

- **PC** is the computer built into the podium (see note below).
- **DVD** and **VCR** activate the unit in the podium. Load your DVD/tape in the machine. You will have control of the unit with the black buttons on the Extron control, same as on a remote.
- **Doc Cam** is found in some rooms. Turn on the unit and press the button for this function on the control panel. It will preview on the screen.
- **Aux Video** is the set of RCA inputs in the cubby. This is for a video camera or something else with RCA outs on it that you might bring into the class (video microscope, etc.)
- **Laptop** is for your laptop. Connect it via the VGA cable in the cubby. There is also an audio out on that cable. If you are presenting something with audio, plug this into the headphone jack of your laptop. You may need to mirror your laptop to the projector. Depending on the brand and model of the laptop, the key combination will vary.

Using a Podium PC in Grimm Hall

The PC in the podium is on the campus network. You will log into the computer as if it was the computer in your office. You will have access to your P:\ (personal) network drive to retrieve presentations and materials. If you do not have a campus network login, please speak to your Dean. He/she can provide you with the necessary paperwork to have IT provide you an account. When your course is over, **LOG OUT OF THE COMPUTER!** You do not need to turn off the computer.

You can access your presentation materials:

- From your network personal drive
- From a CD or DVD
- From a thumb drive (there are ports for USB thumb drives on the front of the computer and in the cable cubby).

The benefit of the computer in the room is its annotation capability. You can mark up, highlight, and emphasize by drawing on the screen. The highlighted presentation or document can then be saved and posted on your course website for future use by students for review, etc. The annotation works in all Microsoft Office products. The process is similar in all the Office products except PowerPoint. The stylus for writing on the screen is tethered to the top of the Wacom monitor. It has functions similar to a mouse. Please see the document on Annotation in Office Applications.