

Presentation Classroom Instructions For Swenson Hall



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If you need additional help call the Technology Helpdesk at x8300 or stop by Swenson Hall 1061

Presentation Classroom Instructions For Swenson Hall

Turning on the Presentation System



1. Press the **System On** button on the Extron display that is on top of the teaching station. This will lower the screen and turn on the projector.

Note: The System On button will flash while the system warms up. You can't select any of the equipment or turn the system off until this has completed.

2. Press the button for the equipment you would like to display through the projector. The default setting is the PC.

Presentation Classroom Instructions For Swenson Hall

Blocking the Projection to the Screen for Whiteboard Use



1. When you want to use the whiteboards during your lecture, press the **Video Mute** button to stop the projector from displaying the presentation equipment to the screen.



2. Press the **Screen UP/DN** button to raise the screen. Use the whiteboard as needed, then press the **Screen UP/DN** button again to lower the screen.



3. Press the **Video Mute** button again to resume displaying the equipment on the screen.

Presentation Classroom Instructions For Swenson Hall

Displaying the Computer through the Projector



1. Press the **System On** button on the Extron display panel that is on top of the teaching station. This will lower the screen and turn on the projector.



2. While the system warms up, turn on the computer and log in as you normally would.



3. If the **PC** button is not lit, press it to project the computer onto the screen.

Presentation Classroom Instructions For Swenson Hall

Displaying a Laptop through the Projector



1. Press the **System On** button on the Extron display panel that is on top of the teaching station. This will lower the screen and turn on the projector.



2. While the system warms up, connect the laptop cable to your laptop.

3. Plug your power cord into the electrical outlet next to the laptop cable.



4. Press the **Laptop** button on the Extron display panel to project the laptop onto the screen.

Note: If your laptop does not automatically display on the screen, make sure the laptop is ready to project to the screen. Holding the Function key and pressing F8 on most laptops will cycle through the display options until it projects to the screen.



Presentation Classroom Instructions For Swenson Hall

Displaying a DVD through the Projector



1. Press the **System On** button on the Extron display panel that is on top of the teaching station. This will lower the screen and turn on the projector.



2. Press the **DVD** button on the Extron display panel to project the DVD player onto the screen.



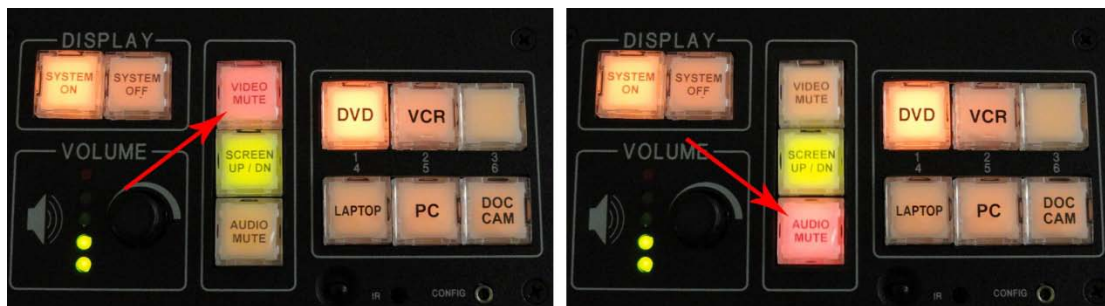
3. If the DVD/VCR player isn't on, press the **On/Off** button. Next, press the **Open/Close** button to open the disc tray and place the DVD on the disc tray. Press the **Open/Close** button again to close disc tray.





4. Most DVDs give the viewer several options on the menu screen. Selecting the Play/Play Movie option will start the movie, selecting the Scenes/Chapters will start the movie from a certain scene/chapter, selecting Set Up will allow you to make changes to how the movie is played. Use the Menu and Arrow buttons on the Extron display panel to use these functions.

5. After the **Play** option has been selected from the menu, use stop, pause, fast forward, and rewind in the DVD & VCR Control area on the Extron display panel to view the movie.



6. There is a **Video Mute** button that will play the DVD's sound but not display the video and an **Audio Mute** button that will display the DVD's video but not play the sound.

Presentation Classroom Instructions For Swenson Hall

Displaying a Video through the Projector



1. Press the **System On** button on the Extron display panel that is on top of the teaching station. This will lower the screen and turn on the projector.



2. Press the **VCR** button on the Extron display panel to project a VHS tape onto the screen.



3. If the DVD/VCR player isn't on, press the **On/Off** button. Next, put your VHS tape into the player.



4. After the Play option has been selected, use stop, pause, fast forward, and rewind in the DVD & VCR Control area on the Extron display panel to view the movie.



5. There is a **Video Mute** button that will play the tape's sound but not display the video and an **Audio Mute** button that will display the tape's video but not play the sound.



6. When you have finished watching your video, the **Eject** button is on the right of where you put your VHS tape into the player.

Presentation Classroom Instructions Swenson Hall

Displaying the Cable Television through the Projector



1. Press the **System On** button on the Extron display panel that is on top of the teaching station. This will lower the screen and turn on the projector.



2. Press the **VCR** button on the Extron display panel to project the cable television onto the screen.



3. If the DVD/VCR player isn't on, press the **On/Off** button.



4. In the DVD & VCR Control area on the Extron display panel, press the **TV/VCR** button.

Note: Use the Tuning Up and Down buttons to go up or down through the television station channels.

Presentation Classroom Instructions Swenson Hall

Displaying the Document Camera through the Projector



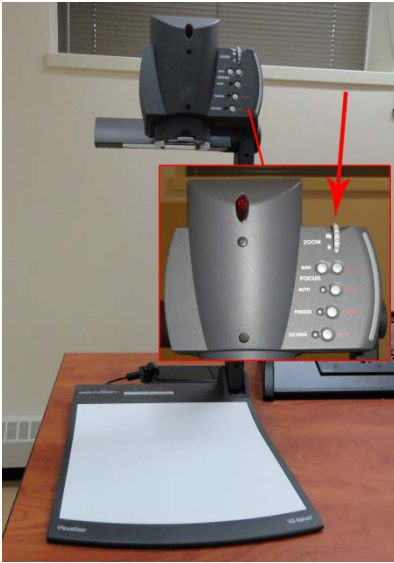
1. Press the **System On** button on the Extron display panel that is on top of the teaching station. This will lower the screen and turn on the projector.



2. Press the **Doc Cam** button on the Extron display panel to project the cable television onto the screen. This will also turn on the Document Camera.



3. Place your materials in the display area on the Document camera's base.



4. Use the gray wheel on the top of the Document Camera arm to zoom in and out on your materials.

5. Changing to another piece of equipment or pressing the System Off button will turn off the Document Camera.

Shut Down for this Swenson Hall Classroom

1. Log off the computer like normal.



2. Press the **System Off** button on the Extron display panel that is on top of the teaching station. This will raise the screen and turn off the projector.

Note: The button light will blink while the system cools down.