Women's Building 303

* Note: Dial 100 on Intercom Phone for Assistance

SELECTING A VIDEO OR COMPUTER SOURCE   **Extron Controller Image #1**

Turn on the video/data projector with the **Projector ON** button located on the Extron controller **(see Image #1)**. Select a source by pressing the button corresponding to the device that you want to use. **Mute** projector image with buttons located in center of controller. **Volume** knob is used for playback control of all media sources with audio.

TO DISPLAY VIDEO (DVD)
1. Select **AV Presentation** on Extron controller **(See Image #1)**.
2. Press the **PC** button on Extron
3. DVD will need to be inserted into **PC** and played through the **PC**.
4. Open DVD on PC with Windows Media Player or VLC Player.

LAPTOP COMPUTER
1. Connect laptop to Extron Input Panel located next to the Extron Controller using the cables provided. HDMI (Video) cables are stored in accessory drawer.
2. Turn on **DISPLAY** and press button **LAPTOP** on Extron Controller **(see Image #1)**.
3. Boot up computer (Select a key combination on laptop of the FN key, located in the lower left corner of the keyboard, plus one Function key, located in the top row of the keyboard). All computer manufacturers use a different top row key. For example, Dell manufacturer uses the combination of FN + F8 to turn on their laptop video output.
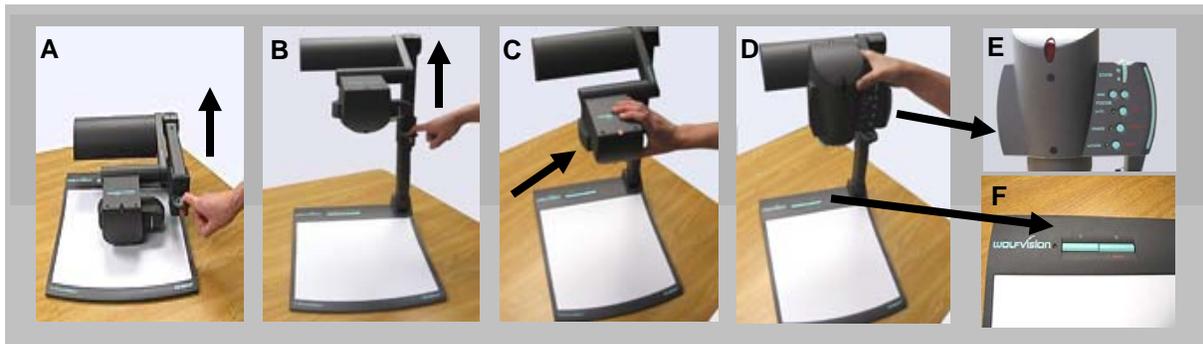
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DOCUMENT CAMERA
Turn on **DISPLAY** and press button **DOC CAM** on Extron Controller
 (see Image #1).

DOCUMENT CAMERA ASSEMBLY & CONTROLS
1. Grasp green ring and pull up (see **Images #2A and #2B**).
2. Grasp camera head and rotate camera up (see **Images #2C and #2D**).
3. Auto-focus on/off and Zoom in/out buttons are on camera (see close-up **Image #2E**).
4. Power and Light buttons are on base (see close-up **Image #2F**).

Document Camera Images# 2 A-F

5. To store, rotate camera so lens points towards light, pull forward and down on green ring.

DOCUMENT CAMERA CONTROL
1. Press the **POWER** button located on the upper left of Document Camera stage to turn on Document Camera. A green LED will illuminate (see **Image #2F**).
2. Press the **LIGHT** button located next to the **POWER** button (see **Image #2F**).
3. Place media on Document Camera stage. The unit will auto focus and adjust brightness automatically.
• Zooming in or out can be done by using the Zoom Wheel located on top right side of the camera head. The auto focus on/off button is also located on the right of the camera head. A light above the button indicates auto focus is on (see **Image #2E**).
• A remote for the Document Camera is located in the accessory drawer in the teaching station. All basic functions can be performed without the remote. However some advanced functions can be done only with the remote. For the advanced functions please contact ITS for a demonstration and/or training at 3-5659.

LOCAL COMPUTER
1. The built-in Windows computer can be powered up by accessing the machine through a cut out located in the teaching station cabinet.
2. Turn on **DISPLAY** and press **PC** button on Extron controller to view local computer **(see Image #1)**.

POWER OFF – Press the **DISPLAY OFF** Button located on the Extron Controller **(see Image #1)**.

Call 3-5659 for individual or group instruction in media equipped classrooms
Please send suggestions for improving these instructions to aswowelk@syr.edu