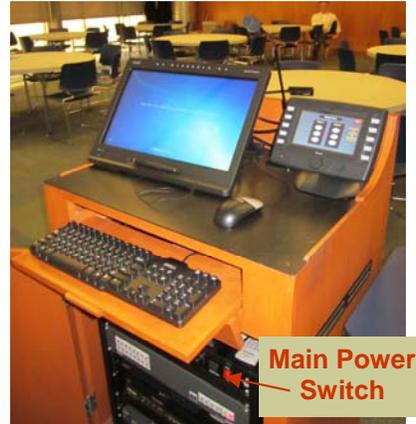


# Instructions for Using Equipment in the Alger 110 Podium

[http://www.ric.edu/toolbox/building\\_information/levels/eclassroom\\_lab\\_information.htm](http://www.ric.edu/toolbox/building_information/levels/eclassroom_lab_information.htm)



The equipment in this room is controlled by the Extron Control Panel, on the podium and/or the AV Closet. If you need assistance with operating the system, please call the Help Center at 456-8803.



- 1) In the podium, make sure that the Main Power Switch is on the rack. The “red switch” needs to be lit.
- 2) Then turn on the equipment needed for your class.

## Extron Control Panel



## To turn on/off the Epson projectors:

- 1) To turn on projector, press the “” screen button on the Extron panel.
- 2) Then select the “**On**” button for each projector
- 3) Once the Projectors turns on, select the “**Close**” button to get to the source input menu.
- 4) To turn off projector, you will need to shutdown the sytem. Press “**System Off**” on the Extron panel, then select “**Power Down**”.

## Selecting equipment to be displayed through the Epson projectors by the Extron Panel:

*You must select the Display, either 1 or 2, then the Source. For each projector.*

*Display 1 - Right Projector*

*Display 2 - Left Projector*

**Computer** - Boot the computer, and select **PC** on the Extron Panel.

**Laptop** - Hook laptop to the VGA cable, and select **LAPTOP** on the Extron Panel.

*Note: If the laptop is not projecting, You may need to send the image from your laptop. On the laptop, push both the “Fn” & “CRT/LCD” keys from the keyboard at the same time until you see the image from your laptop projected on the screen.*

**DVD/VCR Player** - Turn on the player, and select **DVD** on the Extron Panel.

**Blu-ray Player** - Turn on the player, and select **Blu-ray** on the Extron Panel.

## Mute/Project Display on the Extron Panel:

- 1) To mute the projection on the screen, press the “**Video MUTE**” button on the Extron screen.
- 2) To turn the projection on again, press the “**On**” button on the Extron panel. Then select the **Source** to project.

*Note: In order to see and hear the equipment, the **Source** needs to be selected on the Extron Panel.*