

Instructions for Using Equipment in School of Social Work Podiums

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. 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. (see below).
- 2) Then turn on the equipment you need for you class.



To turn on/off the Epson projector:

- 1) To turn on projector, push the “ON” button on the Extron panel.
- 2) When the Projector turns on, select the source to project.
- 3) To turn off projector, push the “OFF” button on the Extron panel.

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

Computer - Boot the computer, and then 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 - Use the remote to turn on the player, and select **DVD/VCR** on the Extron Panel.

Extron Control Panel

