Instructions for Using Equipment in Building 3 Podiums

http://www.ric.edu/toolbox/building_information/levels/eclassrom_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 set to ON in the rack. (see below).
2) Then turn on the equipment needed for your class.

Extron Control Panel

To turn on/off the Epson projector:

1) To turn on projector, push the "**DISPLAY ON**" button on the Extron panel.
2) Once the Projector turns on, select the **Source** to project.
3) To turn off projector, push the "**DISPLAY OFF**" button on the Extron panel.

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

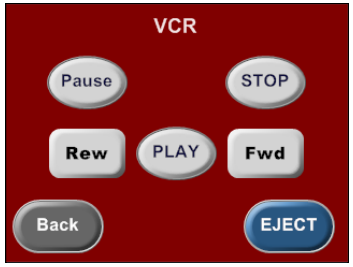
Computer - Boot the computer, and select **PC** on the Extron Panel.

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 - Use the remote to turn on the player, and select **DVD** on the Extron Panel.

*Note: For the VCR controls, Press **More** on the touch screen.*



Mute/Project Display on the Extron Panel:

1) To mute the projection on the screen, push the "**MUTE**" button on the Extron panel.
2) To turn the projection on again, push the "**DISPLAY 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.*