START-UP:
With Designated Code, Unlock Cabinet Doors/Drawer.
1) Punch in assigned code and turn knob to the RIGHT Gently.
2) Turn on Extron Power Supply with BLUE switch located in upper right corner of cabinet under the drawer. The system panel lights up.
3) Turn on the Ceiling Projector with Sony remote.

QUICK GUIDE
PC......................................... Push First Button labeled PC/Laptop
Laptop..................................... Push Same Button as PC & #2 on Switchbox above PC.
VCR ..................................... Push Second Button labeled VCR/Cable TV - Hit Play on VCR.
Cable TV.............................. Push Same Button as VCR - Use VCR remote to switch channels.
Document Camera .................. Push Third Button labeled Doc Camera
Digital Camcorder Push Last Button labeled Laptop/Camcorder - connect cables

Ceiling Projector:
Sony remote is in drawer. Aim at ceiling projector, press green button; red light changes to green. Lower or raise screen with beige wall switch behind the podium. Control lighting with 3 wall switches behind the podium. If “Network Projector” appears in the middle of the wall screen, the input has accidentally been changed to INPUT-B, Video or S-Video. Change by toggling the INPUT button on the Sony remote back to INPUT-A. To turn OFF the projector, aim the remote at the ceiling projector, press the green button twice. Green light flashes during cool-down.

Computer:
The PC is displayed via the FIRST Button labeled PC/Laptop on the Extron System Panel (under the drawer). Turn on PC by pressing BLUE ON button on Front Panel which is located in the cabinet under the PC monitor.

Novell dialog window appears...
1) If you need access to your F: drive, login with your USERID and Novell Password. Click OK. (Changing context is no longer necessary.)
2) If you only need access to the Internet, click Workstation Only BOX (no password).
USERID changes to Faculty. Click OK. Within a few minutes, the Novell Login screen will pop-up on your screen reminding you to login. Click the X in the upper right corner to cancel the screen. The network repeats this approximately 3 times, and then the login prompt stops.
3) If you logon as Workstation Only and then decide you need access to your F: drive, either shutdown and restart the PC, or Logoff Faculty and type your Userid, Password. When prompted for a Windows password, type: faculty.
**Laptop:**
In the drawer there is a cable with 2 wires. One is the display (video) and one is the sound (audio) cable. Plug them into the tilt & plus pop-up connector on the podium desktop, and to the laptop. Switch the Extron box above the PC in the cabinet to #2. The laptop image will appear on the projector screen, the laptop screen and the monitor on the podium desktop. Depending on the laptop model, remember to switch the monitor using Function F4 or F8. If the laptop does not have a wireless network card installed, a network card and blue network cable will be needed to access the Internet. A blue network cable is in the drawer for laptop network (Internet) connection if the laptop has a network card that is set to obtain its IP address automatically (DHCP/Dynamic).

**DVD:**
Putting a DVD movie into a podium PC might bring up RealPlayer or Windows Player and neither will give you sound. Launch the **INTERVIDEO DVD icon** on your PC, insert your DVD and you will have movie with sound.

**VCR:**
The VCR is just below the Extron Switch Panel in the cabinet, and the remote is in the drawer. Insert VCR tape. If you are not playing a VHS Tape, Cable TV will be functioning on this button.

**MyCap Close Captioning:**
For hearing impaired students, the MyCap unit display close captioning for Cable TV and VHS tapes. Unit is on bottom shelf of the cabinet. If not lit up, hit the ON button. Also available in Tech Resources are “Personal Auditory Receivers” with ear buds, for the central sound system.

**Cable TV:**
Cable TV is currently functioning on the same Button as the VCR. When a VHS tape is not playing, Cable TV will . Use the VCR remote to change the cable channels. Channel 22 is NIU, Channel 27 is Barsema Auditorium. The remote for the VCR/Cable Channel Selection is in the drawer.

**Document Camera:**
On the base of the Document Camera, push the POWER button. The remote to control the camera is in the drawer of the podium. The remote allows you to zoom in/out and rotate the document on the screen. The camera has a nine-image memory option. Place document on the bed...hold a memory key down for 2 seconds; it is now stored to that number key.

**Digital Camcorder:**
Connect the Audio/Video cables (you provide) into the Extron Switch Panel to the right of the last button. There is also a jack available to connect a laptop if a second laptop is required.
**Microphone:**
Microphones are available in the LARGE classrooms only. There is a remote microphone in the drawer of the cabinet. Slide the plastic cover back and press the ON button. A frequency number will appear in the window. Remember to turn off the microphone when you are done so as not to drain the battery. HOLD the red button down until you see the word “OFF” in the window. The switch on the top of the microphone unit is a MUTE button. Never change the frequency numbers.

**Remote Mouse/Laser Pointer:**
Use to advance or reverse your PowerPoint presentation slides. Left button on the front or the Scroll Button on the side. If the battery is removed/falls out, synchronization will be lost from the PC-contact COB Tech.

*To turn ON* the laser pointer ... hold down the **Orange Button** and the **Mode Button** simultaneously. The mode Button will flash a red light when the laser is activated.

**Music CD:**
Can’t get the sound to play from the CD Drive on the PC? If you have Windows Media Player launched and the volume control is not muted, make sure Extron System is ON and the PC button is selected.

**Volume:** Volume control for the VCR, Cable TV and Computer is in the right upper corner of the Extron Panel - marked VOLUME.

**ShutDown:**
1. Remove CD ROM Disk/ Floppy Disk/ Zip Disk/ VHS tape, etc.
2. Properly shut down the Computer from Windows.
3. **Turn off the LCD Projector** ... press GREEN twice.
4. Put all 4 remotes in Drawer. Turn off MICROPHONE and put in cabinet.
5. Turn off Power Switch (BLUE switch on Extron Panel- upper right corner)
6. **Lock doors & drawer** on cabinet - turn knob to the LEFT (GENTLY).
7. Lock the room door and turn off the lights. **Thank you!**