



### Turning the Equipment On

Push the ON button on the Extron.  
Ensure the monitors are on; turn on if necessary.  
Turn on the PC or other equipment you will be using.

### Adjusting the volume

Adjust the audio volume for the classroom by rotating the knob on the Extron device.

### How to switch between sources:

Push the button for the appropriate device.  
(Example: If you want to show your desktop PC screen, push the PC button.)



Extron

### Using the DVD or VCR player:

Push the button marked either DVD or VCR.

### How to connect to the other site:

If you scheduled this ahead of time, or this is a regularly scheduled connection it will happen automatically. If the connection does not happen, call the Help Desk at x7280.

### Using a Laptop

Connect the VGA cable to the laptop  
Connect the Ethernet cable to the laptop  
Connect the power adapter to the laptop  
Connect audio cable to laptop's headphone jack  
To show your laptop screen, push the LAPTOP button.



Cables for laptop

**IMPORTANT:** Your laptop may require additional settings for it to send an external signal that the ITV equipment can display. See your documentation or call the Help Desk (x7280) if you need help.

### Turning Everything Off

If you are the last one in the classroom for the day, please shut off the monitors and shut down the PC.

### Microphone Information

The instructor microphone is located on the equipment desk. Your audio will be better if you keep the microphone clear of obstruction.



Instructor Microphone

The student microphone is ceiling mounted near the front of the room. Although the microphone is very sensitive your students should speak clearly.



Student Microphone