System Operation Instructions - Polk 19

All Projection Needs: Computer, Laptop, VCR/DVD and Document Camera

1. Turn on the Main Power using the red switch located on the front of the cabinet at the top left hand corner. The Main Power switch will illuminate red when in the “on” position.
2. Press the video projector power button--top left on the Extron control panel on the front of the cabinet. The video projector will turn on. Within 30-40 seconds, you should see a blue screen projected.
3. The volume knob is located directly under the projector power button. Adjust this for volume control.
4. Press the black button for the equipment of choice from the panel directly to the right of the projector and volume controls. Press VHS/DVD if you have a tape or DVD, press PC for the rolling computer, or press Portable PC if you are using your own laptop computer.
5. If the IT center is delivering a document camera or a rolling Macintosh computer to the classroom, press the Portable PC button, which is used to control those items.
6. When finished using the equipment you must shut off the video projector. Press the projector power button and hold until you see the message “Please wait a moment” on the bottom of the projection screen. The video projector will shut off the lamp and cool down.
7. Turn off the main power by pushing the red switch at the top left hand corner of the cabinet.

VHS/DVD Instructions

Follow the System Operation Instructions steps 1, 2 and 3 to turn on the cabinet and video projector.
1. Press VHS/DVD on the control panel
2. If using a VHS, insert the tape on the left side of the unit and press play when the tape has loaded.
3. If using a DVD, push the open/close button on the under the DVD tray on the right side of the unit and place DVD in tray. Close the tray. Press play to Play Movie. Use the remote control to forward or skip chapters.
4. Adjust the volume using the volume knob directly under the projector power button.
5. When finished, press stop. Rewind the tape if using a VHS, then eject. If using a DVD, press the open/close button to retrieve your DVD.
6. If you are not going to use the computer, you should now shut off the projector. Press the projector power button and hold until you see the message “Please wait a moment” on the bottom of the projection screen. The video projector will shut off the lamp and cool down.
7. If you are finished using the system, turn off the main power by pushing the red switch at the top left hand corner of the cabinet.

Computer Projection Instructions

If you need assistance with any computer applications, please contact the Academic Computing Help Desk directly by calling 424-3020.

Follow the System Operation Instructions steps 1, 2 and 3 to turn on the cabinet and video projector.
1. Press the button under PC, (picture of a computer and Monitor), on the Extron panel.
2. Press the power button on the PC to turn on the computer. The monitor will turn on with the PC.
3. Shut down the computer when finished. DO NOT turn off the individual computer pieces. They will turn off when the computer shuts down.
4. If you are not going to use the DVD/VCR, you should now shut off the projector. Press the projector power button and hold until you see the message “Please wait a moment” on the bottom of the projection screen. The video projector will shut off the lamp and cool down.
5. If you are finished using the system, turn off the main power by pushing the red switch at the top left hand corner of the cabinet.

Connecting Your Laptop

For assistance or training on computer applications, please contact the academic computing help desk directly at 424-3020.

1. Connect your laptop using the RGB cable located on the hook directly below the chalkboard. For audio, connect the 1/8” audio cable to your audio output.
2. Follow the System Operation Instructions steps 1–3 to turn on the projector and adjust the volume control.
3. Press the button under PC, (laptop picture), on the Extron panel on the front of the cabinet.
4. You must know how to tell your laptop to split or clone the image. Your user manual will provide you with the correct information.
5. When finished, remove the cable from your laptop, wrap the cable and return it to the hook.
6. If you are not going to use the DVD/VCR, you should now shut off the projector. Press the projector power button and hold until you see the message “Please wait a moment” on the bottom of the projection screen. The video projector will shut off the lamp and cool down.
7. If you are finished using the system, turn off the main power by pushing the red switch at the top left hand corner of the cabinet.

Playing an Audio CD

Note: You do not need to turn on the projector to use the audio CD player.

1. Turn the Red Main Power, the red switch located at the top left hand corner of the cabinet. The Main Power switch will illuminate red when in the “on position”.
2. Press the button above VHS/DVD on the Extron Panel on the cabinet.
3. Press the open/close button on the DVD and place CD on the tray. Press the open/close button to insert the CD.
4. Press play to play the first track on the CD, or use the remote control to choose the correct track.
5. Adjust the volume by turning the volume knob on the Extron panel on the front of the cabinet.
6. When finished, stop your CD and open drawer to remove.
7. If you are finished using the system, turn off the main power by pushing the red switch at the top left hand corner of the cabinet.

Using the Document Camera

Call or stop by the Polk IT office to order the document camera 24 hours before you need the equipment. Polk staff will deliver and connect the document camera.

1. Turn on the Main Power using the red switch located at the top left hand corner of the cabinet. The Main Power switch will illuminate red when in the “on position”.
2. Press the video projector power button--top left on the Extron control panel on the front of the cabinet. The video projector will turn on. Within 30-40 seconds, you should see a blue screen projected.
3. Press the button under PC, (laptop picture), on the Extron panel on the front of the cabinet.
4. Press the power switch on the top of the document camera.
5. Adjust document image using the control buttons on the document camera.
6. When you have finished using the document camera, push the power switch on the document camera to turn it off.
7. If you are not using the computer or VHS/DVD player, you should now turn off the projector. Press the projector power button and hold until you see the message “Please wait a moment” on the bottom of the projection screen. The video projector will shut off the lamp and cool down.
8. If you are finished using the system, turn off the main power by pushing the red switch at the top left hand corner of the cabinet.

When Completely Finished Using System

1. Turn the video projector off by pressing and holding the projector power button until you see “Please Wait a Moment” on the screen. The projector will turn off in a few seconds.
2. Remove all materials from the Computer and/or VHS/DVD player.
3. Shut down the computer if appropriate. You must shut the computer down before turning off the Red Main Power switch, or you will lose your monitor image and won’t be able to shut down the computer.
4. Turn off the main power by pushing the red switch at the top left hand corner of the cabinet.