Smart Classroom @ LA Mission College

Instructions on HOW-TO use Audio-Visual equipment in Smart Classrooms (wall button control panel) in the Health Fitness & Athletics Complex Building

1. To turn on the ceiling mounted LCD projector (Figure 1-PE) and projector screen (Figure 2-PE)
   - Press the switch to drop down the electronic projector screen. The switch (see Figure 3-PE) is either in white or black, and is located next to a white board or next to a wall mounted control (Extron) panel (Figure 10-PE)
   - Press the “ON” button on the wall mounted Extron panel and wait for about 30 seconds. The projector will count down as it warms up. DO NOT PRESS ANY BUTTONS ON THE PANEL UNTIL THE FLASHING YELLOW LIGHT BECOMES A SOLIDE LIGHT.

2. To view resources (Internet or presentation files) of a computer via the projector
   - Complete instruction number 1 (above)
   - Turn the computer on.
   - For file on a DVD or CD: insert the CD or DVD into the DVD/CD drive of a computer.
   - For Internet: Click on the Internet Explorer icon to access to the Internet (no login required). All computers in A/V cabinets are connected to a physical Ethernet port.

3. To play and view a DVD disk or VHS tape using the DVD/VHS player (Figure 9-PE)
   - Complete instruction number 1 (above)
   - Press DVD button on the Extron panel to play a DVD disk
   - Press VCR button on the Extron panel to play a VHS tape.
   - Use the DVD & VCR controls located on the right side of the wall mounted Extron panel (Figure 10-PE) to simulate remote control functions (e.g., fast forward, reverse, pause, stop, etc.)

4. To view resources from a laptop computer
   - Complete instruction 1 (above)
   - Connect the audio and VGA cables (Figure 5) to the VGA and audio ports of your laptop. The audio and VGA cables located in the A/V cubby (Figure 8) installed on the instructor desk.
   - Touch the “LAPTOP” icon on the touch screen panel (Figure 10) to switch the display to laptop.

Troubleshooting:
If you do not get an image on both your laptop and the projector screen, do the following:

- **For Windows users**
  Hold down the following laptop keys simultaneously:
  The (Fn) key located on the bottom left of the keyboard, and the “F” key displaying two monitor symbols or labeled (LCD/CRT)

- **For MAC users**
  Hold down the “F” key displaying two monitor symbols (usually F7)

5. To View Cable TV in the classroom
   - Complete instruction number 1 (above)
   - Press AUX VIDEO button on the wall mounted Extron panel (Figure 10-PE) to switch to Cable TV.
6. To control the sound level
The sound level can be adjusted by turning the volume control knob on the wall mounted Extron panel (Figure 10-PE).

7. To turn off the equipments
- Close all application windows, and eject any CD/DVD, USB drive or any other media you used from a computer or the player. You don’t need to shut down a computer.
- Press “OFF” button of the power control group on the wall mounted Extron panel (Figure 10-PE) to turn off the system. Press the projector switch (Figure 3-PE) to roll up the projector screen.
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<td><strong>1-PE</strong></td>
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| **3-PE** | Projector Screen Switch  
(The switch is in black or white color and it is located next to a white board or next to a wall mounted Extron panel.) |
| **4-PE** | Audio and 15-pin VGA cable |
| **5-PE** | Audio and 15-pin M-M VGA cable for Windows laptop |
| **6-PE** | VGA cable for MAC laptop |
Figure 8 – PE
A/V Cable Cubby

Figure 9 – PE
Computer and DVD/VHS player
(The DVD/VHS player and computer are located in a black box inside the cabinet)

Figure 10 – Wall Mounted Extron Panel