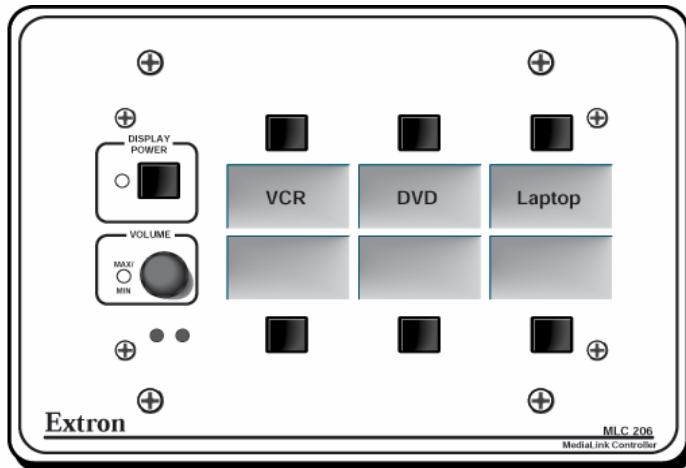


Instructions on how to use the PC/projection systems

1. Obtain keys from your department office, or from ACS.
2. Unlock cabinet in order to access PC.
3. Turn PC monitor and PC power on.
4. There is an Extron control panel located on the top of the cabinet. It is similar to the photo below.



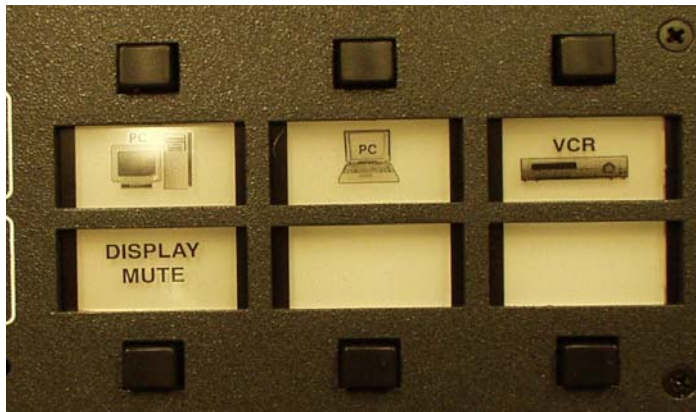
MLC 206

5. The power switch for the ceiling-mounted LCD projector is located on the left-hand side of the panel.
6. The volume control is located immediately below the power switch on the panel.



7. To power up the projector, press and hold the “display power” button until you hear a slight “click.”

8. Select the correct input device from the three buttons on the top row of the controller. Most systems include a tower PC (in the cabinet,) connections for a notebook PC, and connections to a VHS VCR.



9. Adjust the volume (if needed.)
10. To “mute” both the video and audio during a presentation, press the “DISPLAY MUTE” button. This will “blank” the screen and silence the audio, with out having to turn the projector off. To “Un-mute” the system, simply select the appropriate input device button on the panel.
11. To connect a notebook PC for use with the system, connect the video cable and audio cable that are labeled “for notebook PC” to the correct connectors on you notebook. (Locations will vary depending on the model notebbok you have.)
12. AC power and the network cable connections are located on the control panel on its lower right side.



13. When finished, please turn the projector “OFF” by pressing the “DISPLAY ON” button and holding it until you hear a slight click. Turn off the PC and the monitor.
14. Lock the cabinet.

Please note: The projector will turn off after three hours of no activity.