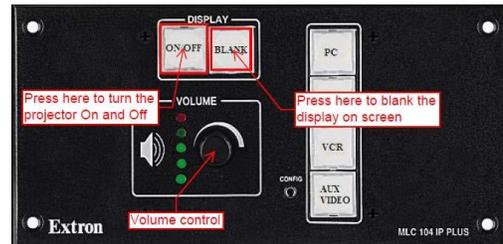# T104 A/V Instructions

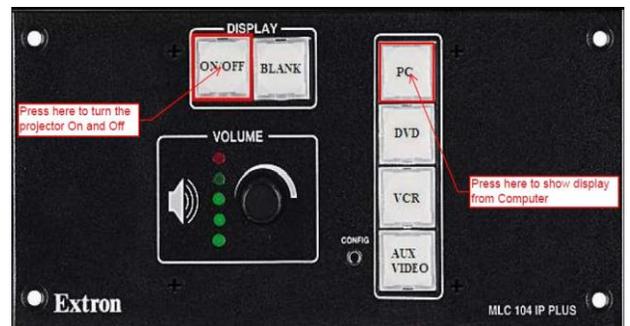## PowerPoint Operation

1. Turn the PC (Acer) on.

2. Log on using your user ID or guest account ID.

3. Open your PowerPoint file from your H:\ drive (not available from the guest account).

4. Pull down the Projector screen.

5. Turn the projector on by pressing ON/OFF button.

> *If you do not have a username and password, login using the guest account:
> Username: .\concordia; Password: concordia; in the log on to box, click the drop down arrow and select CSERV-xx (this computer); Click OK.
> Note: Guest users will need to have their presentation on CD or USB memory stick.

6. Once the ON button is solid GREEN, press the PC button to show display from the PC.

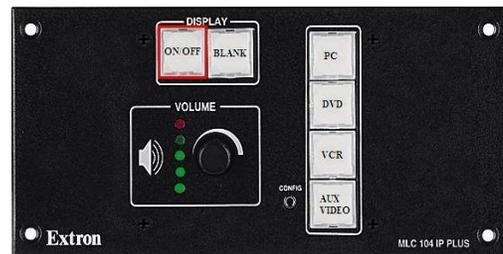7. Use the Logitech Wireless Presenter for your presentation slides show.

8. If you wish to blank the screen so you can use it again later in your class, you may do so by pressing the **BLANK** button, otherwise skip to Step 10.

9. Always turn off the projector when you are finished your presentation or class by pressing the ON/OFF button on the Extron's Controller.

Note:

The ON/OFF button is flashing **GREEN** means the projector is warming up.

The ON/OFF button is flashing **AMBER** means the projector is cooling down.

10. Do not turn off the Computer, instead log off from it and leave the PC on for the next user.

DVD / VCR Operation

1. Pull down the projector screen.

2. Turn on the projector by pressing the ON/OFF button.

Note:
The ON/OFF button flashing **GREEN** means the projector is warming up.

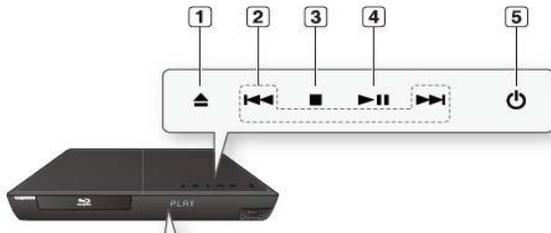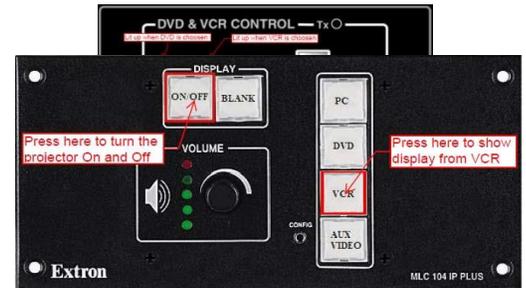Concordia University of Edmonton – Information Techno
(479-9316 or ext. 316)

The ON/OFF button is flashing AMBER means the projector is cooling down.

3. Once the green light stops blinking, press the DVD or VCR button depending on whether you are showing a DVD or a VHS tape.

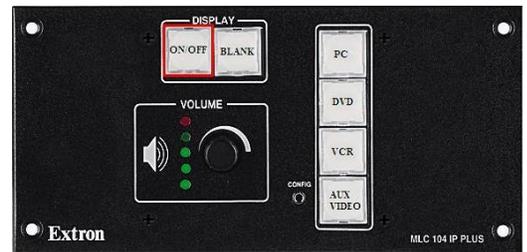4. This will switch the input to either DVD or VCR and enable the DVD & VCR controls.

5. Insert your video tape or DVD into the appropriate player. DVD player will need to be powered on in order to open the tray.

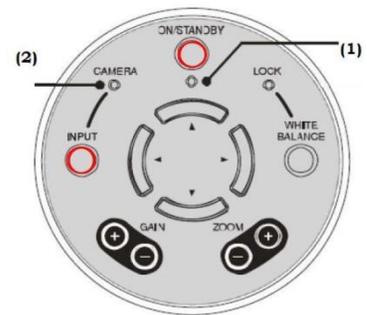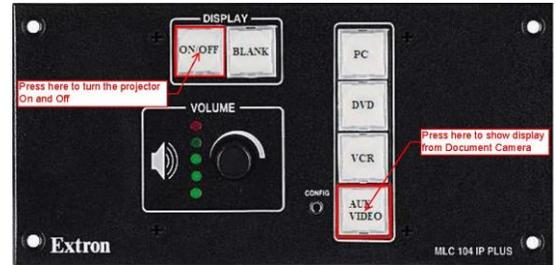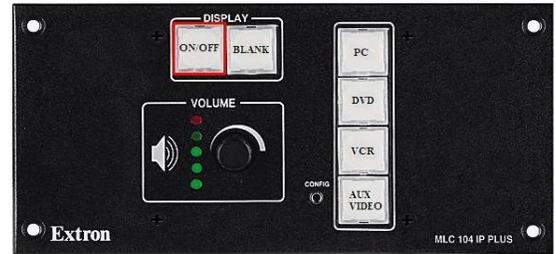|		
1	OPEN/CLOSE BUTTON	Opens and closes the disc tray.
2	SEARCH/SKIP BUTTONS	Goes to the next title/chapter/track or goes back to the previous title/chapter/track.
3	STOP BUTTON	Stops disc playback.
4	PLAY/PAUSE BUTTON	Plays a disc or pauses playback.
5	POWER BUTTON	Turns the Blu-ray Disc Player on and off.
6	USB HOST	A USB storage device can be connected here and used as storage when connected to BD-LIVE. It can also be used for firmware upgrades and MP3/JPEG/DivX playback.
7	REMOTE CONTROL SENSOR	Detects signals from the remote control.
8	DISPLAY	Displays the playing status, time, etc.
9	DISC TRAY	Opens to accept a disc.

6. Use the DVD/VCR control to play, pause or even move forward and backward
    through the video.

7. Always turn off the projector when you are finished your class by
    pressing the ON/OFF button.

8. Do not turn off the Computer, instead log off from it and leave the PC on for the next user.

Document Camera Operation

1. Pull down the projector screen.

2. Turn the projector on by pressing the ON/OFF button on the Extron's Controller.

3. Once the green light stops blinking, press the AUX VIDEO button.

4. Turn the Document Camera on by pressing the On/Standby button on Document reader control panel until the LED (1) is GREEN (AMBER indicates off).

5. Turn the camera light switch on by using the On/Off switch on the side of the camera.

6. Press the Input button on the Document Camera control panel until the Camera LED(2) lit up(AMBER).

7. Place the document directly under the camera.

8. When you finish with the Document Camera please turn it off.

9. Always turn the projector off when you are finished your class by pressing the ON/OFF button.

TROUBLESHOOTING

*before calling the Help Desk, try some of these common problems / solutions

Problem: There is no display on the monitor (or display on projector only).

Solution: Check if the PC is ON and the Projector is ON.

                     Check if the PC button is pressed (to show the display from PC).

Problem: When I try to use the Podium Control it flashes **AMBER** and does not respond.

Solution: If the ON/OFF button is flashing **GREEN** or **AMBER**, wait for it to stop, and then try again.
If the ON/OFF button is not flashing, call Computing Services at ext. 316 to have the unit reset. We will need the room number in order to reset the Control Panel.

Problem: I cannot login to the desktop. It states my username and/or password is incorrect.

Solution: In the drop down box next to 'Log in to:' change it to 'ADANET' and try again. If this does not work, press and hold the power button on the desktop until it powers off, and wait 3 seconds then power it back up and try logging in again. If you still cannot login, call the helpdesk or use the Concordia guest account.
*See step 3 under the Laptop/ PowerPoint Operation on Page 1 for the login procedure.

Problem: I get an error that the Domain is not available when I try to logon to the desktop.

Solution: Restart the Computer and try logging in again, if the same problem occurs call Computing Services at ext. 316.

Functions of the buttons on the Extron A/V Controller
(images combined for illustration purposes)

1) Turns the projector on and off. When this button is flashing **GREEN**, the projector has been turned on and is warming up. If it is flashing **AMBER**, the projector has been turned off and is cooling off. No buttons can be pressed while this button is flashing.
2) Blanks the projector screen so nothing is displayed.
3) Controls the volume level being output to the ceiling speakers.
4) Selects the PC as the input to be displayed on the projector.
5) Selects the DVD as the input to be displayed on the projector.
6) Selects the VCR as the input to be displayed on the projector.
7) Selects the auxiliary input on the right side of the podium as the input to be displayed on the projector. This is the input to use when connecting another laptop/desktop or document camera to the podium.
8) Functions as the remote control for the DVD player. Activates when DVD button is selected (see #3)
9) Functions as the remote control for the VCR player. Activates when VCR button is selected (see #3)