

ED CENTER AUDITORIUM OVERVIEW

A. TURNING ON/OFF THE PROJECTION SYSTEM

1. There are two stations set up in the auditorium:
Laptop 1 at Board Action Officer's seat on the dais and **Laptop 2** by the east wall near the press table. You are welcome to use either station. Each has an "Extron" control panel (see photos to right).
2. Hit **ONLY** the "ON" button on Extron Panel (in the display section, above volume knob.)
3. **You do not need to use the "Screen UP" or "Screen Down" buttons.**

4. System takes a few minutes to warm up and for projectors to display full brightness.



B. ATTACH YOUR LAPTOP

1. Plug in Mac or PC laptop using VGA cable. MACs require an adapter (Mini DisplayPort or DVI). Plug in attached audio cable to your green headphone jack on laptop.



2. Laptop image should appear on projection screens. If not, use appropriate key command for your laptop to "send" the video to the projection system (i.e. Function F-7). If key commands do not work, usually restarting your computer will fix it.
3. Toggling the "Pic Mute" allows temporary hiding of the screen image and mutes any audio.

C. WIRELESS ACCESSORIES

1. Users need to provide **their own** wireless presentation remotes (clickers), keyboards, laser pointers, etc. We can only provide them for Board meetings.



D. DVD/VCR PLAYER

1. We recommend playing DVDs through your laptop. TIP: Mac laptops generally play DVDs much better than PCs (which are inconsistent and sometimes choppy). Otherwise, you can play the DVD through the combo DVD/VHS player. Refer to the Support Section at the end of this document for help.
2. If you need access to the DVD/VCR player, you will need a key to the media cabinet from the main reception desk.

3. Once the cabinet is open, you'll see the player looks similar to this



E. DOCUMENT CAMERA (DOC CAM)

1. The Document Camera is set up on the media table near the east wall. Turn it on using  button.
2. Plug the VGA cable from section B above into the Doc Cam where it says "VGA OUT".
3. The attached light is necessary to brighten up the image area. Use the button called "lamp" on the remote control to toggle the light on and off.
4. If you want to switch between a laptop and the Doc Cam, plug a VGA cable from your laptop into the "VGA IN" on the Doc Cam.
5. You can then use the "IN/EXT" button on the Doc Cam to switch between the two.



F. WIRELESS MICROPHONES

There are two wireless microphones restricted for use during Board meetings or special events. One is a wireless handheld microphone and the other is wireless lapel microphone. Both are locked up. Please contact the **Communications Dept.** (725-5578).



G. PODIUM

The podium is usually kept plugged in and turned on at all times. There is an ON/OFF button for the microphone located at Cheryl Ward's seat (Board Action Officer) on

stage. It's a big, round, red button labeled "Podium". Toggle it (push it) in or out to turn the podium on or off.

H. AUDIO RECORDING

If you need an audio recording of sound or speech that is heard through the sound system in the auditorium, there is a press box attached to the east wall offering XLR and ¼" outputs. You can plug in **your** recording equipment there. Keep adapters handy since the XLR outputs are

female rather than male. XLR outputs mic level. ¼" outputs line level (louder). There are no 3.5mm outputs.



I. SHUTTING DOWN THE SYSTEM

When you are finished with your presentation, simply hit the **OFF** button on the Extron Panel and unplug the VGA cable from **your** laptop. **You do not need to hit the**

Screen Up or Screen Down buttons. Please return all borrowed equipment to the same place you signed it out.

J. SUPPORT

- See the attached FAQs to find out who to contact for support (depends on your needs).
- You can also ask the **main reception desk** for help finding the correct resources to answer your questions.