

Extron Podium Controls Classroom Technology

University of Dayton Information Technology
Classroom Support

Data Projector Controls

MUTE

Select **MUTE** to temporarily blank the projected image. Press again to restore the image.

The **MUTE LED** lights when mute function is on. **MUTE** will deplete the life span of the projector lamp.

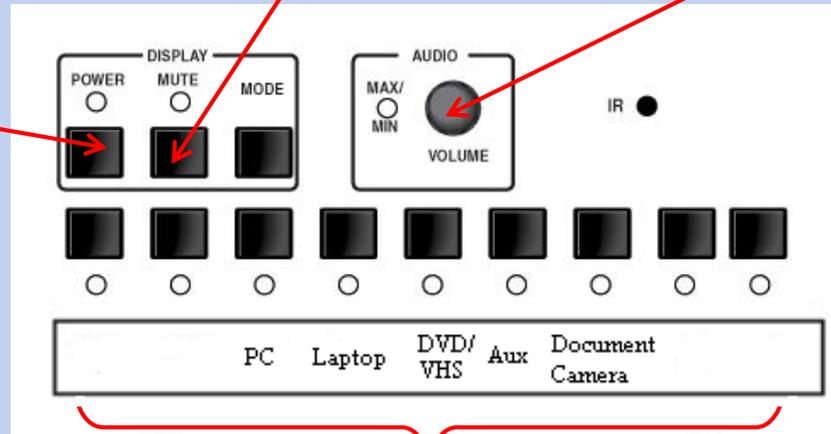
SOUND

Turn the knob to adjust **AUDIO** volume. The LED flashes when minimum or maximum levels have been reached.

POWER

To power the projector ON/OFF press **POWER**. The LED lights when projector is on.

The **POWER LED** flashes during the projector warm up/cool down period, Wait for flashing to stop before pressing the **POWER** again.



INPUT

Select what **INPUT** to display. LED light signifies what **INPUT** is selected.

PC Instructions

Access the Windows Desktop

Login to the Workstation

1. Press the **Ctrl+Alt+Del** keys simultaneously and release
2. The login screen should say “Log on to this computer”, if not, select the “computer only login” option under the username and password fields.
3. Enter the username **faculty**; and leave the password field blank.
4. Click **the blue arrow** or hit the **enter** key to login

Access Your Network (Novell) Files

Login to the Campus Network

1. Right-click the Novell Services icon (**N**) in the lower right corner of your screen
2. The Novell Services menu will appear; select “Novell Login . . .”
3. Enter your Novell/LDAP username and password
4. Click **OK** (a status window will open to display the login process and close when fully completed)

Gain Secure Access to the Internet

Login to the UD Network Authentication System

1. Upon login a web browser window will appear prompting you for network access.
2. Enter your LDAP username and password in the provided text fields.
3. Click **Sign in**
4. Before you leave the room log out of the workstation by pressing **Ctrl+Alt+Del** and clicking “logoff”.

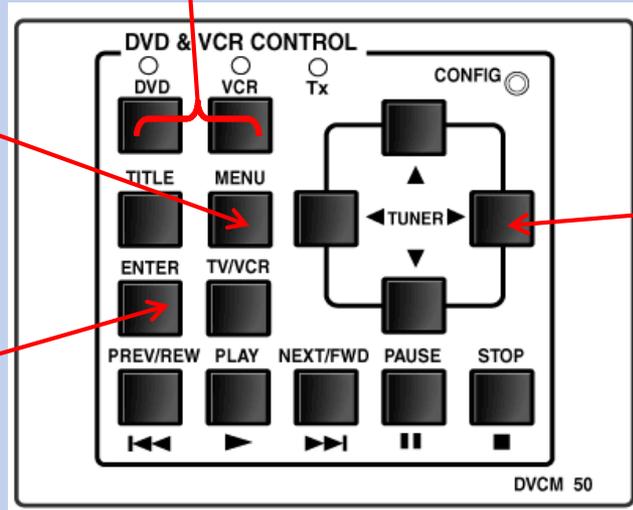
VCR/DVD Controls

Select the
DVD or **VCR** function.

Select **MENU** to enter
the DVD's menu.

Select **ENTER** to
commit a selection
on the DVD's menu.

Use directional buttons ▲ ▼
▶ ◀ to navigate through
the DVD's menus.



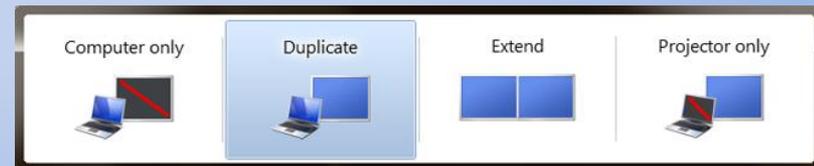
Helpful Tips: Connecting a Laptop to the VGA input

- 1) Make sure that you have powered on the projector and selected the “Laptop” input from the podium controls.
- 2) Connect your laptop to the VGA input via a VGA cable
- 3) Connect the audio end of the VGA cable into your laptop’s headphone jack. Make sure the opposite end is plugged in securely to the input plate



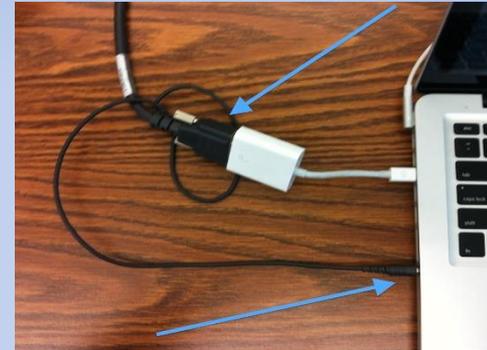
If the image is not being shown on the projector, perform the following steps:

- 1) Press the Windows key and the P button at the same time
- 2) Select “Duplicate”



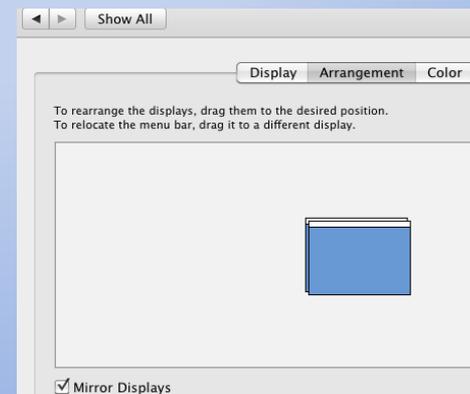
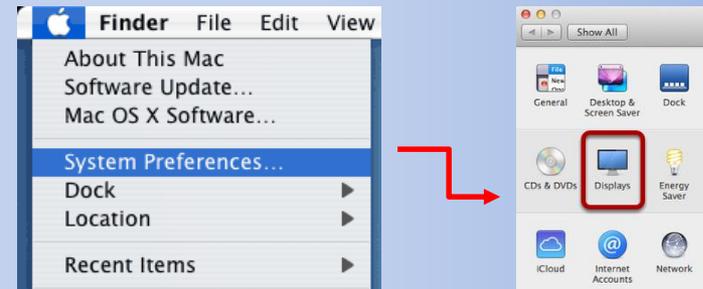
Helpful Tips: Connecting a Mac to the VGA input

- 1) Make sure that you have powered on the projector and selected the “Laptop” input from the podium controls.
- 2) Connect your Mac to the VGA input on the podium (you will need the appropriate VGA adapter for your Mac)
- 3) Connect the audio end of the VGA cable into your Mac’s headphone jack. Make sure the opposite end is plugged in securely to the input plate



If the image is not being shown on the projector, perform the following steps:

- 1) Click the Apple Icon. Then select “System Preferences”
- 2) Click “Displays”
- 3) Select the “Arrangement” tab and then check the “Mirror Displays” box



Document Camera Quick Reference Guide

LIGHT

- Move switch to left to light subject
- Move switch to right to turn off light



POWER

Press grey power button

LED Color Indicates Status		
GREEN	Normal	
RED	Standby	Press power button to activate
ORANGE	Incorrect input	Switch input from TV to VGA or contact support for assistance



ZOOM +/-

Press to increase or decrease image of subject

AUTO FOCUS

Press and lens automatically adjusts for best image of subject

This is a shared space

So please...

- Do not store sensitive data on the Classroom PC
- Log off of the Classroom PC after use (Do not shut down)
- Power off projector
- Turn off room lighting
- Remember any flash drives, belongings