General Directions
1. Press the Extron Touch Screen (located toward front-right-side of the room) to begin.

2. Press the Video Sources button to select your source, as follows:
   - Bluray
   - CD Player
   - Laptop
   - Aux Audio
   - Dish TV
   The projector will turn on automatically once a selection has been made.

3. Control the Volume with the Up and Down arrow buttons on the right side of screen.
4. Switch between volume control of your Program playback sound and Mic sound by pressing the Volume Select button. **N.B. - Make sure you are controlling the correct audio.**
5. Use the Power button to shut the system down when you have finished. **Do Not use the Environment buttons or Display Mute to shut off the projector when finished. You will cause damage to the projector.**
6. See the Brooks House Dean if you need access to the A/V closet rack in the upper hallway.

To select a laptop as your source (VGA)
1. Attach a VGA cable, from your laptop to the VGA IN wall plate. Attach the audio cable if desired.
2. Press the Laptop source button.
3. Turn the laptop on.

To select a laptop or HDMI device as your source (HDMI)
1. Attach an HDMI cable, from your laptop/device to the HDMI IN wall plate.
2. Press the Laptop source button.
3. Operate using the controls on the Laptop/device.
   **N.B. - You may need to change your sound output preferences to HDMI**

To view a DVD (via the Bluray/DVD player in the A/V closet rack)
1. Press the Bluray source button.
2. Press the More button to go to the Bluray/DVD playback controls screen.
3. Press the onscreen Open/Close button to eject the tray.
4. Open the A/V closet and place the DVD or Bluray in the tray of the Bluray/DVD player.
5. Return to the Grt Rm touch screen - Press the Open/Close button again to close the tray.
6. Control playback using the onscreen buttons.
7. Press the Back button for additional DVD controls and Menu access.
8. (For DVDs) Press Disc Menu. Use the ← → ↑ ↓ touch screen buttons to navigate. Press the Enter button to make your selection.
9. (For Blurays) Press Info/Menu then right arrow to highlight Title/Popup and press Enter.
10. Press the More button to return to the Bluray/DVD playback controls.
11. When finished, press the onscreen Open/Close button to eject the tray.
12. Retrieve the DVD or Bluray from A/V closet. Press the Open/Close button to close tray.

To play an audio CD (via the 5-CD player in the A/V closet rack)
1. Press the CD Player source button.
2. Open the A/V closet.
3. Press the Open/Close button on the CD player in the closet to eject the tray.
4. Insert your CD into the tray. Note the Tray number (1,2,3,4 or 5) in order to control it.
5. Press the Open/Close button on the CD player in the closet to close the tray.
6. Return to the Great Room and Control the CD using the touch screen controls.
7. Press the Open/Close button on the player to eject the disc.
8. If your disc doesn’t appear, with tray open, press Disc Skip until your disc rotates to you.
Laptop-ready TEC  
Brooks Great Room

AUX Audio Jack (aka MP3 Jack)
1. Any device with an 1/8” headphone/speaker jack or an RCA Audio L & R Out can be plugged into the Aux Audio jacks in the A/V closet rack, and played out via the system. Use the provided 1/8” cable OR provide your own RCA Audio L & R cable.
2. Press the Aux Audio source button.
3. Operate using the controls on the device.

To view Dish TV
1. Press the Dish TV source button.
2. Type in the channel number if you know it, and press Enter. Or use the up/down arrows to navigate to the channel you wish to view.
3. Press the More button for additional Dish controls, such as Guide, Info, and Search.
4. Press Guide to see a list of all scheduled programs for every channel. Use up/down arrows to view more channels. Press either Select button to choose your channel and program.
5. Press Info to get more info on a particular program.
6. When viewing a channel, press the right arrow to see the program listings for that channel.
7. Press the left arrow to Search all channels by Theme or with a specific title or key word.
8. Press Cancel to revert to a previous screen (after press Guide, Info, Search, etc.)
9. Press Back to return to the previous Dish TV channel entry screen.
N.B. - The Dish Box in the A/V closet must be ON (green light) and the electronic eye must be attached.

Final Shutdown
1. Power off the system properly. Press the Power button on the touch screen. Press Yes when it asks “Are you sure you want to exit and shut the system down?”. The LCD projector will cool down and shut off automatically.

DO NOT USE DISPLAY MUTE TO SHUT DOWN PROJECTOR AT END OF CLASS - YOU WILL SOON BURN IT UP. ALWAYS PRESS POWER ON THE TOUCH SCREEN TO SHUT DOWN.

2. Detach any laptop or HDMI device.
3. Eject any DVDs or CDs or audio-playback devices (MP3 players) in the A/V cabinet.

For Assistance, Call:
291-4279   TEC Assistance Hotline, OR
358-4467   Wendy Baker Davis