The Canisius College Media Center Presents

The Student Center Executive Conference Room Equipment Guide

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1. Press the **ON** button on the **Extron Control Panel** (Figure A). The ON button will flash while the projector is warming up. Do not select the desired source button until the ON button has stopped flashing.

2. Press the **DVD/VCR** button found on the Extron Control Panel.

3. The Extron Control Panel also controls volume and can be used to put the projector in standby mode. The audio level is adjusted by using the **VOLUME** knob, while standby mode is activated by pressing the **PIC MUTE** button. Press PIC MUTE again to restore the image.

4. The DVD/VCR combo unit is located in the **Equipment Cabinet** (Figure B) in the front corner of the room.

5. Insert your DVD or VHS tape into the DVD/VCR combo unit. Use the buttons on the front of the combo unit or the provided **remote control** (Figure C) to operate the DVD/VCR. The remote control should be located inside the cabinet by the DVD/VCR.

6. At the end of the presentation, please remove your DVD or VHS tape from the DVD/VCR and shut off the projector by pressing the **OFF** button on the Extron Control Panel.

Executive Conference Room
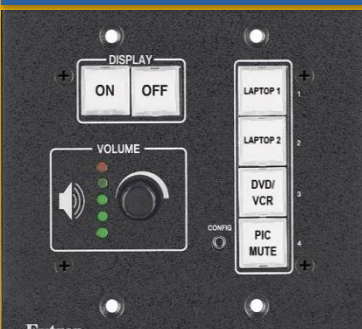## Laptop Projection Guide

Figure A: VGA Cable

Figure B: Monitor Port

Figure C: Ethernet Cable

Figure D: Extron Control Panel

Please Note: If you have requested a Media Center Event Laptop and it was set out in advance, all necessary cables should already be connected to the laptop for your convenience.

1. Plug the **15-pin VGA cable** (Figure A) into the matching **monitor port** (Figure B) on the laptop.

2. Plug the audio cable into the laptop's headphone jack, if desired.

3. If you need internet access, you should be able to connect to the Canisius wireless network. However, if you cannot access the wireless network, plug the **Ethernet cable** (Figure C), located under the table, into the Ethernet jack on the laptop.

4. Plug the power supply for the laptop into the black extension cord located under the table, if needed.

5. Press the **ON** button on the **Extron Control Panel** (Figure D); it is found to the left of the projection screen. The ON button will flash while the projector is warming up. Do not select the desired source button until the ON button has stopped flashing.

6. Turn on the laptop computer.

7. To display your laptop image on the projector, press the **LAPTOP 1** button found on the Extron Control Panel if your laptop is set closest to the screen side of the room. If your laptop is set on the side of the table furthest from the screen, press the **LAPTOP 2** button.

8. If an image appears on the laptop or projector only, try toggling the output of the laptop so that the image is mirrored on the laptop and projector.

   Windows 7 / 8: Press the Windows logo key + P together until *Duplicate* is selected.

   Mac OS: Click on *Displays* in *System Preferences* and then click on the *Arrangement* tab. Click on the *Mirror Displays* checkbox.

9. The Extron Control Panel also controls volume and can be used to put the projector in standby mode. The audio level is adjusted by using the **VOLUME** knob, while standby mode is activated by pressing the **PIC MUTE** button. Press PIC MUTE again to restore the image.

10. At the end of the presentation, please shut down the laptop, unplug all necessary cables from the laptop, and shut off the projector by pressing the **OFF** button on the Extron Control Panel.