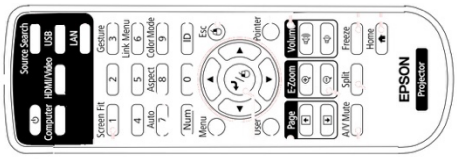
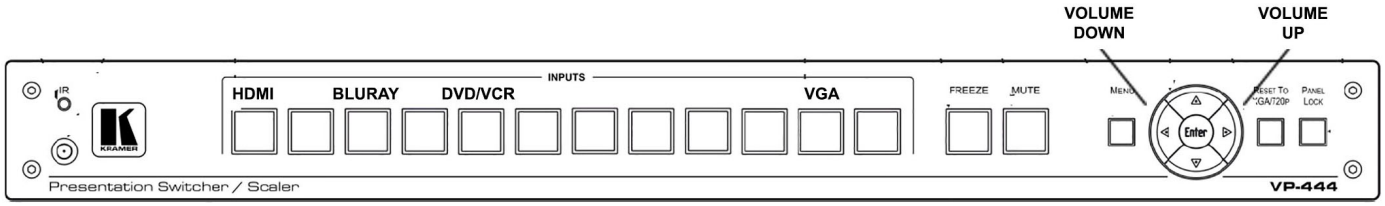
# Turning on the Projector

1. Press the **ON** button projector remote control.
2. Wait a moment for the projector to warm up.




# Select input on the Kramer switcher




1. Select the input you wish to project.
2. Control the volume using the left and right arrows.

# How to Project using HDMI

1. Make sure the Projector is turned on (see instructions above).
2. Select the HDMI input on the Kramer switcher.
3. Make sure your computer is completed booting up and that you're logged on. Plug the HDMI cable into the HDMI port on your machine.
   - If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the projector: On
   - Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
   - On a Mac, navigate to **Apple menu (** **)** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
5. If your computer doesn't switch its audio output to HDMI automatically:
   - On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
   - On a Mac, navigate to **Apple menu (** **)** > **System Preferences** > **Sound** > **Output** tab > Select the device with Extron in the name.
6. **Turn off the projector when you're done using it!**

# How to Project using the Mac Mini

1. Make sure the projector is turned on (see instructions above).
2. Select the VGA input on the Kramer switcher.
3. Make sure the Mac Mini is turned all the way on and that you're logged in. If the Mac Mini is not powered on, reach around the left rear corner of the computer and press the power switch.
4. If the Mac Mini does not automatically duplicate to the projector screen, navigate to **Apple menu (** **)** > **System Preferences** > **Displays** > **Arrangement** tab > check **Mirror Displays**.
5. **Turn off the projector when you're done using it!**

# How to Project using the Blu-ray Player

**Note**: Blu-ray players play Blu-ray disks, DVDs, and CDs.

1. Make sure the projector is turned on (see instructions above).
2. Select the VGA input on the Kramer switcher.
3. Press the **Eject** button on the face of the Blu-ray player on the front of the equipment rack. The Blu-ray player is the only rack mounted unit with a screen on it. The **Eject** button is located to the left of the screen and the right of the disk tray.
4. Put your Blu-ray, DVD, or CD on the tray, and then use the **Eject** button to close the tray. **Don't push the tray closed manually!**
5. Your disk will automatically start playing.
6. Control playback using the arrow and menu buttons on the Extron control panel.
7. Don't leave your disk in the player when you're done! Be sure to retrieve your disk before you leave.
8. **Turn off the Projector when you're done using it!**

# How to Project using the DVD/VCR

1. Make sure the projector is turned on (see instructions above).
2. Select the DVD/VCR input on the Kramer switcher.
3. Select DVD/VCR on the face of the player for the type of media you want to play.
   ** The player cannot play Blu-ray discs.*
4. Insert your VHS tape into the tape slot or DVD disc into disc tray on the player.
5. Your disk should automatically start playing.  If not, use the play button.
6. Don't leave your tape or disc in the player when you're done! Be sure to retrieve your disk before you leave.
7. **Turn off the Projector when you're done using it!**

For help with classroom technology, please email help@help.carthage.edu
or call the helpdesk at (262) 551-5950.

**Experiencing an issue? Restart the System**

1. Shut off what you can by going to **Power Control** > **Shut Down System**.
2. Follow the bundle of cables running from the equipment rack to the wall.
3. From that bundle of cables, identify the power cable plugged into the power outlets in the wall. Unplug it from the wall.
4. Count to 20 seconds.
5. Plug the power cable back into the wall.
6. Wait for the touch panel to finish starting up, then try projecting again.

Leaving the projector running for extended periods while it's not in use significantly shortens the life of the projector. **Please turn off the projector when you're done using it!**