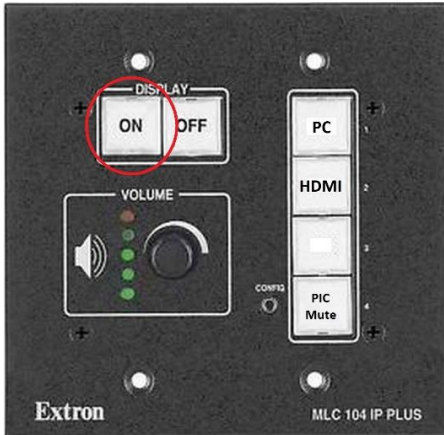


Using the Teacher's Station

1. Press the "On" button on the Extron control panel located either on the table of the teacher's station, or mounted on the side. This will turn on the projector.

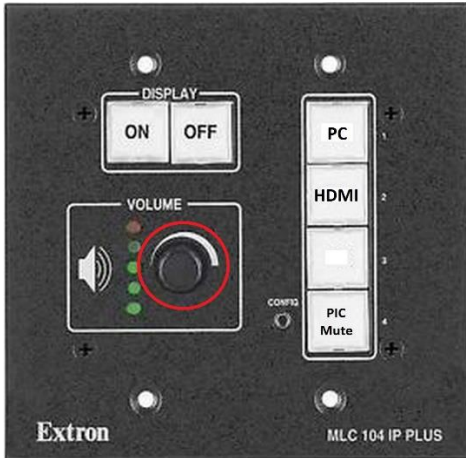


2. Turn on the all in one computer and let it boot up to the login screen.



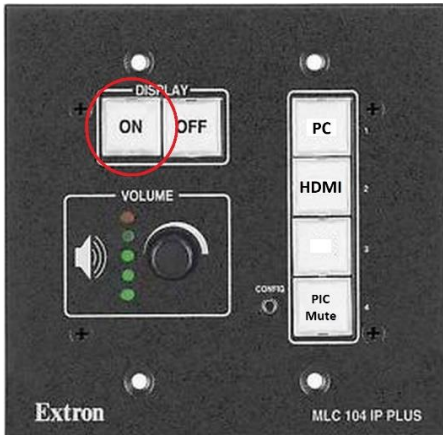
3. Log in with your A number and password.

4. Audio volume can be adjusted by turning the volume dial on the Extron Control panel



How to display content on the projector from a Laptop

1. Press the “On” button on the Extron control panel located either on the table of the teacher’s station, or mounted on the side. This will turn on the projector.



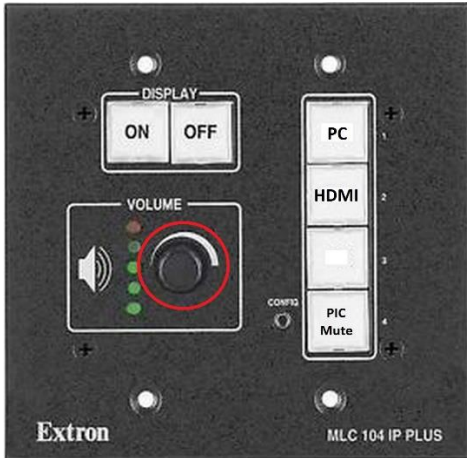
2. Plug in the HDMI cable labeled “Laptop” into your laptop.



3. Press the “HDMI” button on the Extron Control panel.



4. Audio volume can be adjusted by turning the volume dial on the Extron Control panel



Using the Document Camera

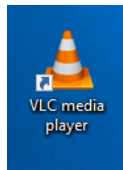
1. Turn on the all in one computer and let it boot up to the login screen.



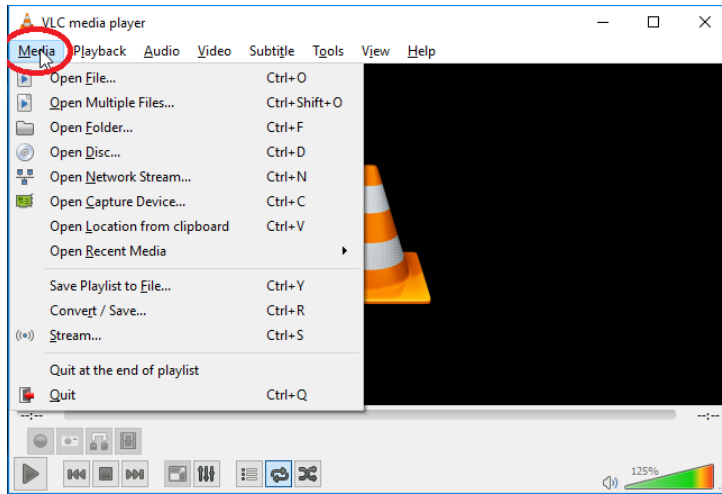
2. Log in with your A number and password.
3. Turn on the document camera by pressing the power button. If there is a solid blue or solid green light illuminating on the power button, that means that it is on.



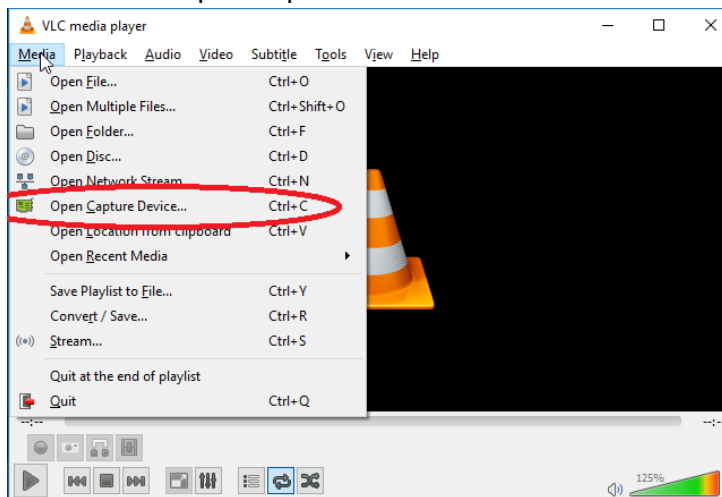
4. On the desktop of the computer double click on the VLC icon (orange traffic cone).



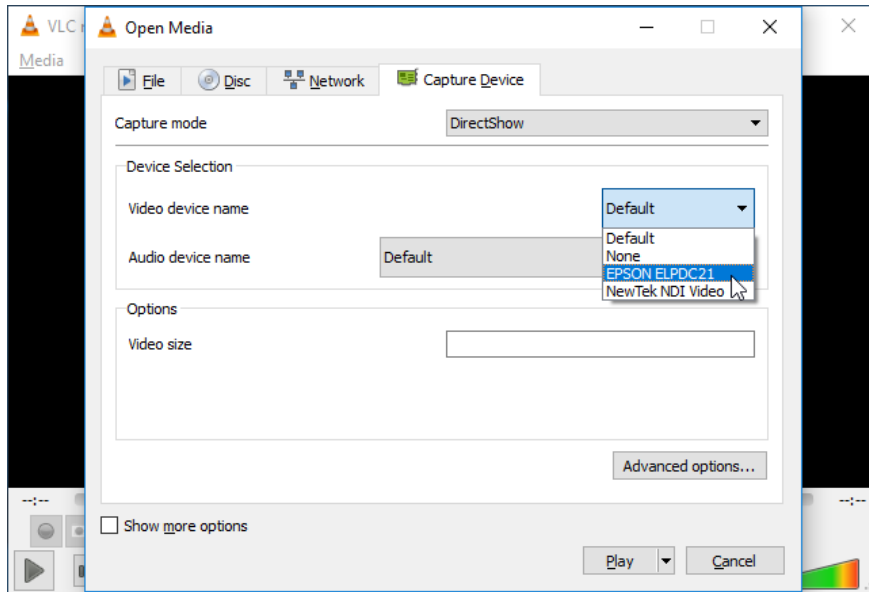
5. Once the VLC window is open, click on the "Media" button on the top left.



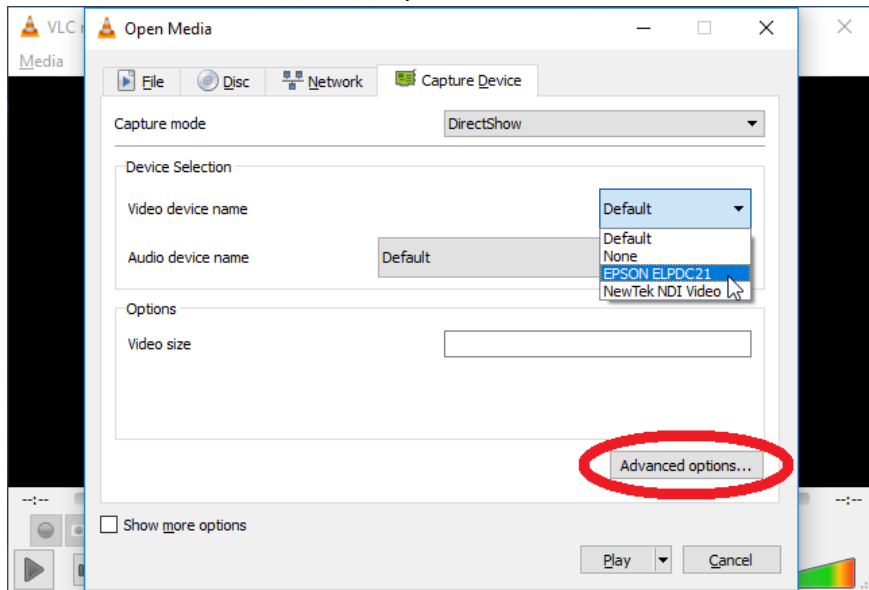
6. Then select "Open Capture Device..." from the menu



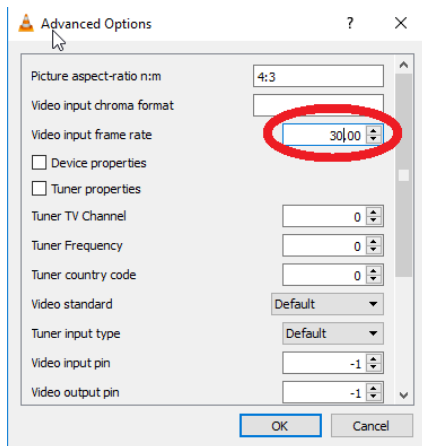
7. On the “Open Media” window, click on the “Video Device Selection” drop down and select the document camera (eg. EPSON ELPDC21, EPSON ELPDC20, etc.).



8. Next, click on the “Advanced options...” button below.



9. Change the “Video Input Frame Rate” to “30” then click “OK”

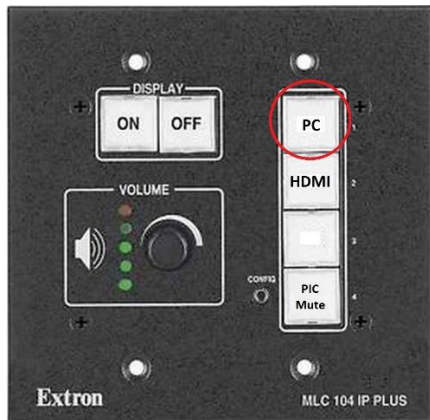


10. Click “Play” on the window. It will now be displaying the document camera in VLC window that you can then share to remote students on Teams.

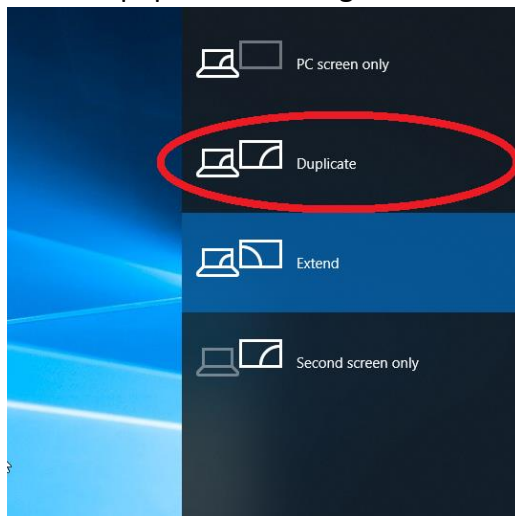
NOTE: You can display the document camera in Teams directly by selecting the document camera as the webcam input, but this will display the document camera in the Teams preview window in a mirror image. Remote users will see the image correctly.

Troubleshooting

1. If the projector is displaying a blank blue screen:
 - Make sure that the “PC” button on the Extron controller is selected by pressing the “PC” button.



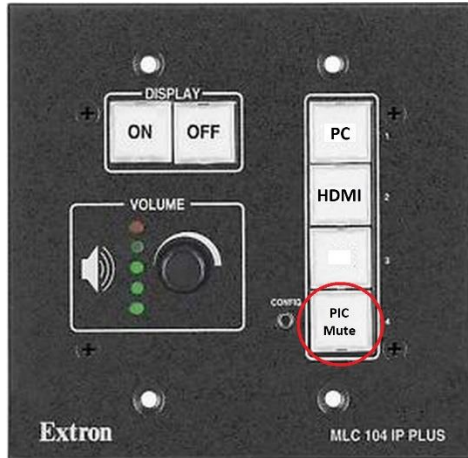
2. If the projector is displaying a blue screen with “MCLA” in the middle:
 - This means that the computer is in “Extended Screen” mode and you have to drag the windows open on the computer over to the projector screen. If you want the projector screen to be a “duplicate” of what is on computer, then you must press “**Win+P**” on the keyboard then click on the “Duplicate” option from the menu that will pop out on the right side of the computer screen.



3. The document camera in Teams is displaying a mirror image.
 - This is due to the fact that the preview image in Teams (How you see yourself) is natively in a mirror image. On the remote end, the image is displayed correctly. This can be tricky though when you are using the preview window to see what you are doing under the document camera. A work-around is to bring up the document camera in a VLC window, then share that window in Teams. The steps to do that are listed under “Using the Document Camera”

Tips and Tricks

1. If you want to temporarily blank the projector screen without having to completely turn off the projector, you can press the “Pic Mute” button on the Extron controller*. When you want to turn the screen back on, just press “Pic Mute” again.



When the Pic Mute button is:
SOLID GREEN: Pic Mute is OFF
FLASHING RED: Pic Mute is ON

*NOTE: Pic Mute is NOT an alternative to TURNING OFF the projector. When you are done using the projector please press the OFF button on the Extron control panel.