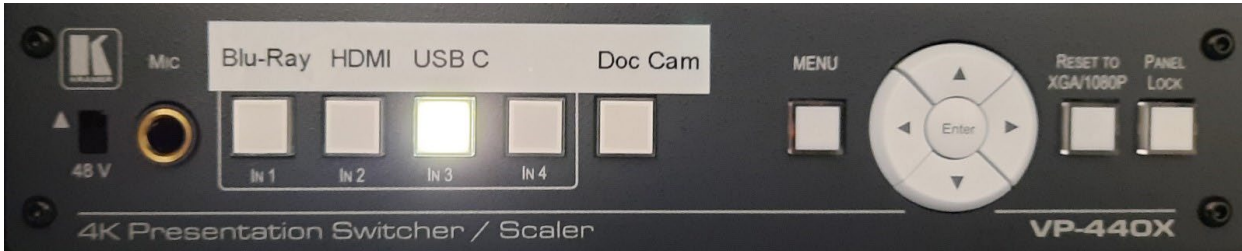# AV Equipment Set
Kramer switcher to HDMI1

1. **Powering Up the System**
   - Turn the projector on and off using the remote control.
   - The projector input will be **HDMI 1** for wired connections at teacher station. Use the HDMI button on the remote control to set the projector to **HDMI 1**.
     o The selected projector input will be shown on the projection screen.
   - Volume is adjusted using the projector remote control. The computer volume can also be used if projector volume is maxed out.
   - Make sure the station power is turned on. When the station is turned on a red light will be visible on the power switch on the front of the teacher's station.

2. **Using the Document Camera**
   - To turn on the Document Camera, locate the power button on the top or side of the device.
   - Ensure that the large black cable is connected to **VGA OUT** on the back of the Document Camera. DO NOT UNPLUG THE CABLE.
   - Locate the video switcher, shown above, on the front of the teacher station. Press the button below labeled **Doc Cam**. (See the photo above for reference.)
3. **Using A Laptop Computer**
   - Turn on the computer.
   - Laptops with **HDMI** connection:
     o Plug the cable into the computer.
     o Locate the Video switcher shown above on the front of the teacher station. Press the button below labeled **HDMI**. The button should be illuminated.
       - It will take a few seconds to sync up before the projector displays and image.
     o Audio will play over the HDMI cable.
   - Laptop with **USB C** connection:
     o Plug the USB C cable into the computer.
     o Locate the Video switcher shown above on the front of the teacher station. Press the button below labeled **USB C**. The button should be illuminated.
       - It will take a few seconds to sync up before the projector displays an image.
     o Audio will play over the USB cable.
   - **Troubleshooting no audio playing from computer:**
     - Check the projector and computer volume.
     - Make sure computer speaker is not muted
     - Click on the speaker icon in the lower right of the laptop screen and make sure the audio device **VP-440X** is selected, click the up arrow and select VP-440X (Intel display audio)
   - You *MAY* need to press and hold the **windows key** and the '**P**' key and click on **duplicate to display on the projector** selection window. When you exit power point slides it may leave the display mode in **extended desktop**, use the **windows key** and the '**P**' key to change the display mode.
4. **To use the Blu-Ray player**
   - Turn on Blu-ray player.
   - Locate the Video switcher shown above on the front of the teacher station. Press the button below labeled **Blu-Ray,** the button will then become illuminated.
   - It will take a few seconds to sync up before the projector displays and image.
5. **Equipment Shut-Down**
- SHUT OFF LCD PROJECTOR(s) using the projector remote control.

To report a problem, call the Northwest Technology Service Center at 660-562-1634.