

## **Equipment Setup (Garrett Strong Lecture Halls)**

### **1. POWERING UP THE SYSTEM**

- Turn the projector on and off using the touch screen.
- All volume adjustments are done with the Kramer touch screen controller.

#### **A. To use the Document Camera**

NOTE: The document camera will make some noise during focus and zooming, this is normal.

- Turn Document Camera power on through switch located on top of the document camera lower left hand corner.
- Push the **Document Camera** button on the touchscreen.
- Input on the document camera front panel should be Camera. Button labeled camera should have the blue light.
- Large black cable should be connected to VGA OUT on back of the Document Camera. **DO NOT UNPLUG THE CABLE.**

#### **B. To use a Laptop Computer**

- Turn on the computer
- Using the **USBC**: Plug the USBC cable into the computer and make sure the USBC input is illuminated on the touch screen. Volume is adjusted on the Kramer touch screen using **Source Volume**.
- Using **HDMI cable** (Labeled HDMI): Plug the cable into the computer and make sure the HDMI button is illuminated on the touch screen. Audio will play over the HDMI cable, **DO NOT** connect the separate audio cable.
- 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.
- To adjust the volume of the computer or Blue-Ray player, touch the up or down arrow under **source volume** on the Kramer touch screen. The **room volume** button controls the computer, Blue-Ray player and room microphone volumes. The bar will move accordingly. Touching mute turns off the audio, touch unmute to restore the audio.
- You can switch between inputs by clicking **HDMI** or **USBC** on the touch screen.
- Power the Document Camera off by holding the **power** button until the blue light turns red.

#### **C. To use the Blu-Ray player**

- Turn on Blu-Ray player and make sure the button labeled Blu-Ray is illuminated on the touch panel.
- The Blue-Ray remote can be used to control the power, volume and eject buttons.

### **2. Equipment Shut-Down**

- **SHUT OFF LCD PROJECTOR** by clicking the room **Power** button on the touchscreen, then select **Yes**.

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

#### **Notes:**

- Microphone volume can be adjusted from the touch screen on the Kramer controller. Each room has a clip-on lapel type microphone. A hardwire microphone is available if needed.
- The room must be turned on to use the microphones.
- The handheld microphone is mute by default, to avoid interference. Make sure to unmute it if you would like to use the device.