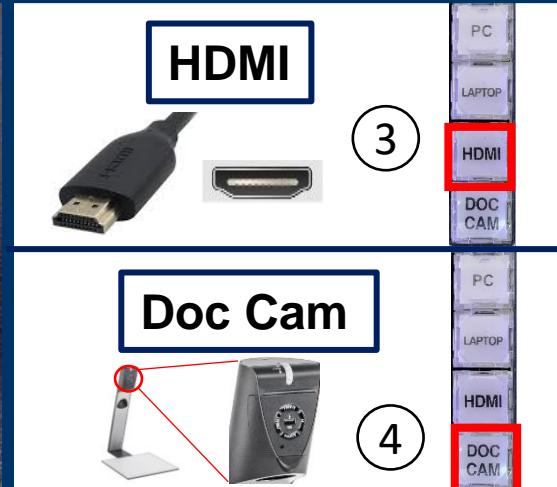




Projecting PC Image

- Press the **ON** button on the Extron controller.
- See Figure 1 in above image
- *(Projector takes about one minute to complete its warm-up sequence)*
- Switch ON the PC under the desk/cabinet
- Press the **PC** button on the Extron controller.
- See Figure 2 in above image



Projecting Laptop Image

- Press the **ON** button on the Extron controller.
- Locate the laptop HDMI cable on the desk and connect to the laptop. (All cables are labelled)
- Switch ON the laptop
- Press the **HDMI** button on the Extron controller.
- See Figure 3 above

Projecting Document Camera Image

- Press the **ON** button on the Extron controller
- Lift up the camera arm to wake the document camera and turn on the overhead light.
- Press the **DOC CAM** button on the Extron controller.
- See Figure 4 in the image directly left.
- Adjust zoom as necessary using buttons located on the head of the camera arm.

Troubleshooting

- **If no audio is playing:**
 - Check that volume level on the Extron controller is turned up.
 - Check that volume level in Windows/application (e.g. YouTube) is turned up.
 - Increase the volume on the Extron controller 4 or 5 times, or until sound is restored.
- **If image is showing on laptop/PC but not screen:**
 - Press **Win + P** keys on the keyboard until the “Duplicate” option is selected
 - If using a MAC laptop, check Display settings under System Preferences and make sure that the “Clone” option is selected.

No internet on laptop?

- Ensure that the laptop is connected to Eduroam.
- Eduroam will require your staff @ucc.ie email address and password that logs onto the central domain
- For help with connecting contact helpdesk@ucc.ie

Panopto issues?

- Email panoptosupport@ucc.ie

**PLEASE SWITCH OFF EQUIPMENT AFTER USE
- PRESS OFF ON EXTRON - CONTROLLER**

**Contact Audio Visual Media Services at +2596 if you have any difficulties.
avms@ucc.ie**