

Auditorium

A301

Laptop / PowerPoint Operation

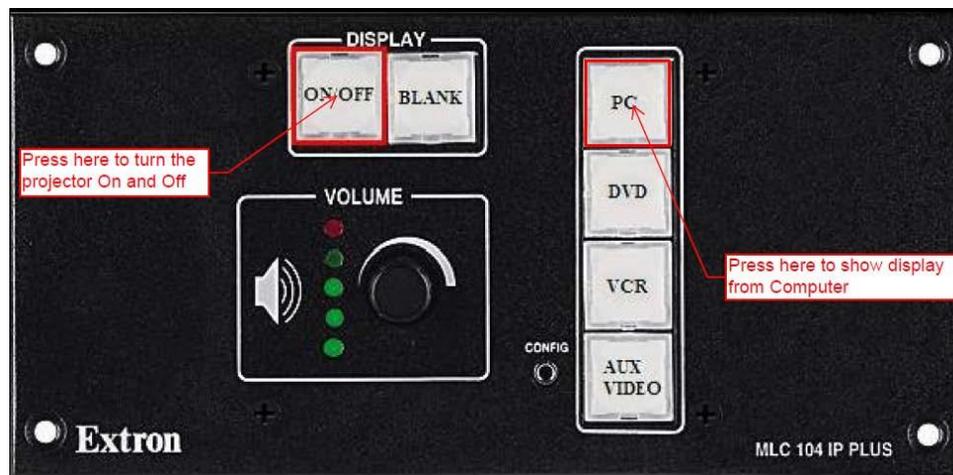
1. Turn the Laptop on.
2. Low down the projector screen (the switch is on the backstage wall)

Special Notes:

- a. You may need to press and hold **Fn** key while tapping **F4** key to show display on projector screen.
3. Logon using your username and password. (same as the login used at your desk)*.
 4. Open your PowerPoint file from your H:\ drive (not available from the guest account), or from your USB thumb drive.
 5. Turn on the projector by pressing the On/Off button on the Extron's Controller.

*If you do not have a username and password, login using the guest account; Username: concordia; Password: concordia; in the log on to box, click the drop down arrow and select CSERV-xx (this computer); Click OK.

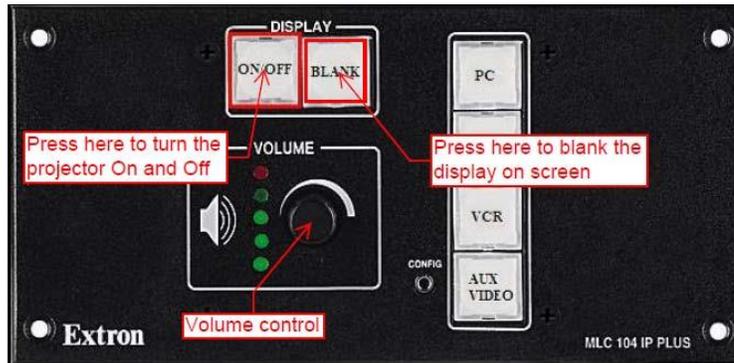
Note: Guest users will need to have their presentation on CD or USB memory stick



6. Once the **GREEN** light stops flashing, press the PC button to show display from the PC.
7. Use the Logitech wireless presenter for your presentation slide show.



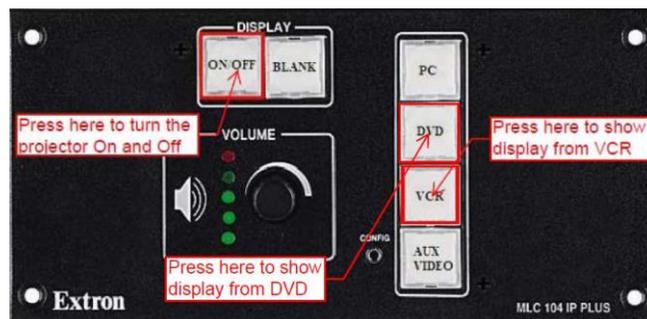
8. If you wish to blank the screen so you can use it again later in your class, you may do so by pressing the BLANK button on the Extron's Controller (this will blank out the display screen).
9. Use the Volume control knob to adjust your audio.

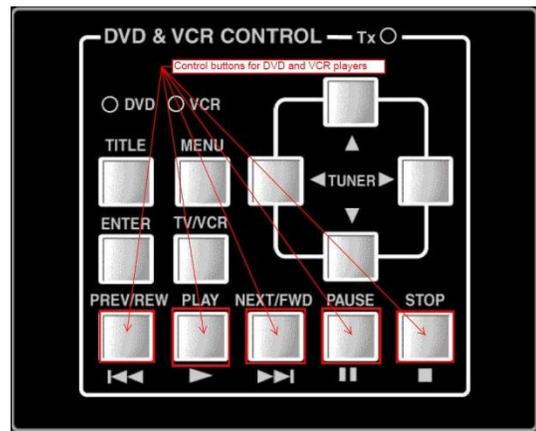
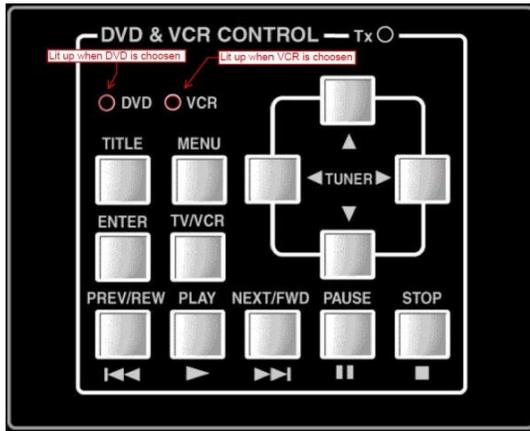


10. At the end of your use or your class please turn off the projectors by pressing the On/Off button.
11. Raise the screen.

DVD/VCR Operation

1. Extend the projector screen using the screen switch on the wall.
2. Turn on the projector by pressing the On/Off button on the Extron's Controller.
 - a. The On/Off key's blinking **GREEN**, indicates the projectors are in the warm up process.
 - b. The On/Off key's blinking **AMBER**, indicates the projectors are in the cool down process.
3. Once the green light goes steady, press the DVD or VCR button on the Extron's Controller depending on whether you are showing a VHS tape or a DVD disc. This will switch the input to either DVD or VCR and enable the DVD's & VCR's controls.





(Fig.7)

4. Turn the DVD or VCR unit on.
5. Insert your DVD disc or VHS tape into the appropriate player.
6. Use the appropriate buttons for controlling your DVD or VHS player during your play (Fig.7).
7. Use the Volume control knob to adjust your audio.
8. Eject your DVD disc or VHS tape and turn the DVD or VCR machine off after your use.
9. Turn the projector off by pressing the On/Off button.



Please contact Help Desk at (780) 479 9316 for more assistance