



## Extron control panel

This controls the input, projector, camera, screen and volume settings.

1. Tap Start to turn on the Extron control panel.
2. Select one of the inputs at the top and follow the relevant instruction below.

## PC

1. Turn on the PC and Monitor (the PC power button should be white and the monitor blue).
  - a. A flashing PC power button indicates you need to press it once to wake it.
  - b. You may need to restart the PC by holding the power button down for 10+ secs.
2. Log in using your IT username and password.
3. Begin your lecture as normal.
4. When finished save any local files to a Box/OneDrive folder and log out.
5. Tap the System Off button on the Extron control panel.

## Laptop

1. Select the **Laptop** input at the top of the control panel.
2. Plug in either the HDMI or USB-C cable into your laptop.
3. If the projector doesn't automatically display your laptop image;
  - a. Try pressing 'fn' + 'f5' on your keyboard.
  - b. Change the display properties in your device's system preferences.
  - c. Consult your device's manual.
4. When finished tap the System Off button on the Extron control panel.

## Document Camera

1. Select the **Doc Cam** input at the top of the control panel.
2. Turn on the HoverCam using the power button on the base.
3. Zoom, focus and illumination can be adjusted on the HoverCam.
4. When finished switch off the control panel and the camera.

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## Wireless BYOD

1. Select the **BYOD** input at the top of the control panel.
2. Open the screen sharing application for your device.
  - a. Windows – Windows logo key + K.
  - b. Mac – Click the Control Centre and then Screen Mirroring.
3. When finished tap the System Off button on the control panel.

## Wireless mic (where applicable)

1. If you have Salto access, use your key card to open the strongbox below the desk.
  - a. Alternatively, contact the building manager.
2. To power on;
  - a. **Lapel** – press the power button on the side of the mic.
  - b. **Handheld** - press the power button at the base of the mic.
3. Press the ON switch and wait a few seconds for it to connect.
4. When finished power it off and place it back on the cradle in the strongbox.

## Dual monitors (where applicable)

Dual monitors have been installed to enable presenter mode in PowerPoint.

1. In PowerPoint, under the Slide Show tab, make sure 'Use Presenter View' is ticked.
2. During your presentation another screen will open with any notes or prompts you saved.
3. If the notes window appears on the projected screen instead of the small monitor;
  - a. Click 'Display Settings' at the top of the slide.
  - b. Select 'Swap Presenter View and Slide Show'.

## Additional Settings

### Projector Mute –

Turning this on will temporarily stop the projector displaying what you are sharing. This is helpful if you are logging into a software/webpage or locating a slideshow and you don't want the audience to see. Ensure this is turned off when resuming your presentation.

### Audio Control –

1. VoiceLift controls the mic amplification via the speakers at the back of the room.
2. MIC Pickup (where applicable) controls what audio is captured.
  - a. Presenter Focus – the mic will focus capture towards the presenter.
  - b. Open Discussion – the mic will capture the presenter and audience audio.

### Camera Control –

1. Presets 1 and 2 change the camera field of view.
2. Directional arrows and zoom give you manual control.

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