

# Hedberg Library (HL)

## How to use the Audiovisual (AV) Technology in Hedberg Library (HL) 138

**Note:** This room underwent a technology upgrade in June 2018. If you haven't used the room since then, please read these instructions to familiarize yourself with the changes. The room is now capable of projecting the following:

- Laptops over HDMI or VGA (**VGA** input, **HDMI** input, **Laptop** input)
- The Mac Mini built into the room (**Video Conference** input)
- CDs, DVDs, and Blu-ray disks (**Blu-ray** input)
- Cable TV (**Cable** input)
- XLR mic (any input, as long as the system is turned on)

The room's equipment rack is located in the northwest corner of the room, next to the TV.

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### Turning on the Projector & TV

1. Press the **ON** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
2. Wait a moment for the TV and projector to warm up, and they'll turn on.

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### Projecting Your Laptop from the Conference Table

The conference room's table has **VGA and HDMI** ports built into the southern-most of the recessed outlet station built into the middle of the tabletop. The VGA and HDMI cables are stored inside that recessed outlet station.

1. Make sure the TV & projector are turned on (see instructions above).
2. Make sure your computer is turned **all the way on** and that you're logged in.
3. Press the **LAPTOP** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
4. You can choose between the table's VGA cable or HDMI cable. They're both stored in the recessed outlet station.
5. Plug your cable of choice into the port of choice on your machine.
  - If you need to use an adapter, plug the video cable **first** into your adapter, and **then** plug the adapter into your computer.
6. If your laptop does not automatically duplicate your screen and the image from the projectors:
  - On Windows computers, press your **Windows key** and your **P key** at the same time. Select **Duplicate** to send the image to the projector.
  - On a Mac, either press **Command key + F1 key**, or navigate to **Apple menu () > System Preferences > Displays > Arrangement tab > check Mirror Displays.**
7. For audio over VGA, plug the headphone cable into your computer's headphone jack. If your computer doesn't switch its audio output

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automatically over HDMI:

- On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
  - On a Mac, navigate to **Apple menu () > System Preferences > Sound > Output** tab > Select the device with **Extron** in the name.
8. **Turn off the projector and TV when you're done using them!** Press the **Off** button on the Extron control panel to turn off the projector and TV.

Volume is controlled by the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).

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## Projecting Your Laptop from the Equipment Rack's HDMI Port

The HDMI cable for this input is stored in the drawer of the equipment rack. When you're done using it, please return the cable to the drawer so that it's there for the next person using the room.

1. Make sure the TV & projector are turned on (see instructions above).
2. Make sure your computer is turned **all the way on** and that you're logged in.
3. Press the **HDMI** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
4. Plug the HDMI cable into the HDMI port on your machine.
  - If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
5. If your laptop does not automatically duplicate your screen and the image from the projectors:
  - On Windows computers, press your **Windows key** and your **P key** at the same time. Select **Duplicate** to send the image to the projector.
  - On a Mac, either press **Command key + F1 key**, or navigate to **Apple menu () > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.
6. If your computer doesn't switch its audio output automatically over HDMI:
  - On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
  - On a Mac, navigate to **Apple menu () > System Preferences > Sound > Output** tab > Select the device with **Extron** in the name.
7. **Turn off the projector and TV when you're done using them!** Press the **Off** button on the Extron control panel to turn off the projector and TV.

Volume is controlled by the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).

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## Projecting Your Laptop from the Equipment Rack's VGA Port

The VGA cable for this input is stored in the drawer of the equipment rack. When you're done using it, please return the cable to the drawer so that it's there for the next person using the room.

1. Make sure the TV & projector are turned on (see instructions above).
2. Make sure your computer is turned **all the way on** and that you're logged in.
3. Press the **VGA** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
4. Plug the VGA cable into the VGA port on your machine.
  - If you need to use an adapter, plug the VGA cable **first** into your adapter, and **then** plug the adapter into your computer.
5. If your laptop does not automatically duplicate your screen and the image from the projectors:
  - On Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the projector.
  - On a Mac, either press **Command key + F1 key**, or navigate to **Apple menu () > System Preferences > Displays > Arrangement tab > check Mirror Displays**.
6. Volume is controlled **first** by your computer's output volume and **then** by the room's sound system. Turn your computer's volume all the way up before adjusting the room's sound system's volume. To adjust the room's sound system volume, use the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
7. **Turn off the projector and TV when you're done using them!** Press the **Off** button on the Extron control panel to turn off the projector and TV.

Volume is controlled by the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).

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## Projecting the Room's Built-In Computer for Video Conferencing

Note: When the room is in this mode, the room's projector is not in use.

1. Make sure the TV & projector are turned on (see instructions above).
2. **Turn off projector using the Epson remote located in the equipment rack's drawer.** Put it back when you're done.
3. Press the **Video Conferencing** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
4. Retrieve the bluetooth mouse and keyboard for the Mac Mini from the equipment rack's drawer. Put them back when you're done using them.
5. **Turn off the TV when you're done using it!** Press the **Off** button on the Extron control panel to turn off the TV.

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Volume is controlled by the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).

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## Projecting CDs, DVDs, and Blu-ray Disks using the Blu-ray Player

1. Make sure the TV & projector are turned on (see instructions above).
2. Press the **BLU-RAY** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
3. Press the **Eject** button on the face of the Blu-ray player on the front of the equipment rack. The Blu-ray player is the only rack mounted unit with a screen on it. The **Eject** button is located to the left of the screen and the right of the disk tray.
4. Put your Blu-ray, DVD, or CD on the tray, and then use the **Eject** button to close the tray. **Don't push the tray closed manually!**
5. Your disk will automatically start playing.
6. Control playback using the arrow and menu buttons on the Extron control panel.
7. Don't leave your disk in the player when you're done! Be sure to retrieve your disk before you leave.
8. **Turn off the projector and TV when you're done using them!** Press the **Off** button on the Extron control panel to turn off the projector and TV.

Volume is controlled by the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).

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## Projecting Cable TV

1. Make sure the TV & projector are turned on (see instructions above).
2. Press the **CABLE** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).
3. Retrieve the **View TV** remote from the equipment rack's drawer and use that to change channels. Return the remote to the drawer when you're done using it.
4. **Turn off the projector and TV when you're done using them!** Press the **Off** button on the Extron control panel to turn off the projector and TV.

Volume is controlled by the volume knob on the Extron control panel, located on the top of the equipment rack (see control panel button layout below).

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## How to use the XLR (Mic) Input

**Note:** We do not by default have XLR microphones setup in all of our classrooms. If you need to borrow an XLR mic from Media Services for a lecture, send an email requesting an XLR microphone and XLR cable to [media@help.carthage.edu](mailto:media@help.carthage.edu) and we'll set something up. Be sure to mention your name, your classroom, and the start & end dates and times for your request. We need at least 1 (one) full business day to process your request and get things ready for you. If you make your request

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less than one full business day in advance, we cannot promise that we will have the equipment and personnel ready for you in time.

1. Make sure the TV is turned on (see instructions above).
2. Plug your XLR mic into the **Microphone Input** plug on the front of the equipment rack.
3. **Turn off the projector and TV when you're done using them!** Press the **Off** button on the Extron control panel to turn off the TV.

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## IMPORTANT! Turn Off Projector & TV When You're Done

It's extremely important for you to turn off the projector and TV when you're done using them--or, in the case of using the Mac Mini or Video Conferencing, turn off the projector while you're using the room. Leaving the TV and projector running when they're not in use wastes power, damages the TV panel over time, and wastes the projector's lamp hours.

1. Press the **Off** button on the Extron control panel, located on the top of the equipment rack (see control panel button layout below)

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## EXTRON Control Panel Button Layout

Power Controls		Input Controls		Blu-ray Controls
ON	OFF	VGA	HDMI	
LEFT	SELECT Laptop	RIGHT Blu-ray		DOWN
Volume Control (VOLUME KNOB)	MENU Video Conf PLAY	BACK Cable	DISPLAY	SUB- TITLE
Screen Up	Screen Down STOP	PREV.	PAUSE	NEXT

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 Author: Richard LaHue  
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