DIGITAL PROJECTION INSTRUCTIONS

PC
1. On the Extron system, select PC on the panel marked PRIMARY
2. Log in to the PC using your Novell User Name and Password
MAC
1. On the Extron system, select MAC on the panel marked PRIMARY
2. Log in to the Mac using your Novell User Name and Password

LAPTOP
1. L2 & L3: Select the AUX WALL button on the Extron system. Connect the VGA cable from the laptop to the wall outlet marked COMPUTER

2. L1 & L231: Select the LAP button on the Extron system. Connect the VGA cable to the Extron port marked LAPTOP

DIGITAL PROJECTORS
1. To turn on projector, press the green DISPLAY POWER button for 3 seconds and release
2. Push the button of the source you want to project (PC, MAC, AUX) on the Extron panel
3. Be sure to turn off projector before leaving the classroom by pressing the DISPLAY POWER button for 3 seconds and the releasing

POWERPOINT and ARTstor OIV
1. Log in to computer and turn on projector per instructions above
2. To access presentation: insert flash drive into Extron system USB port, OR insert CD into computer disc drive, OR access saved presentation on network space
(On the PC, access your network space by going to the Windows icon > Your Network location; on the Mac, go to Network Shares > Server > Department > Log in > Network Space)
3. DO NOT run presentation directly from flash drive/disc/network space; please save the presentation to the computer desktop and run desktop copy
4. Open (OIV on the PC open program first - Mac double click presentation icon)
5. If running PowerPoint presentation on the Mac, go to System Preferences > Displays > Arrangement, and check Mirror Display box in lower left corner

ARTstor OIV DUAL PROJECTION (available in L3 and L231 only)
1. Log in to computer, turn on projector, and open OIV presentation (PC open program first - Mac double click presentation icon)
2. On Extron system panel, press the PC or MAC button on the Primary projector and the EXDSK PC or EXDSK MAC button on the Secondary projector
3. After OIV presentation is open, select View Presentation from the View dropdown menu. A MULTIPLE SCREENS DETECTED window will appear, select YES to use both screens

PLAYING A DVD
1. Log in to computer and turn on projector per instructions above
2. Insert DVD into computer disc drive
3. DVD will play automatically, or browse to My Computer and double click disc drive
4. Adjust the sound if necessary by turning volume knob on the Extron system panel

Visual Resources Center
Monday-Friday 8:30 am-4:30 pm
x2015/x2395 or x2112 after hours   www.williams.edu/art/vrc