

How to Present in the Classroom (projecting class material)

1. Turn on the projector and lower the screen

- The **Extron panel** is the small screen on top of the podium; touch this screen to power it up automatically
- The projector screen at the front of the room will automatically come down



2. Connect to the projector to present class materials/content

There are several ways to connect your class content to the classroom projection system. This depends on what device your presentation is on, for example, your own laptop computer or a flash (thumb) drive. Follow the directions below based on your chosen method.

Option A: Using the classroom computer with your own flash (thumb) drive:

1. Turn on the **classroom computer (Mac)** located on the podium if not already on; the **power button** (a small white circle with a vertical line) is located on the back side of the monitor in the lower-left corner.
2. Log in using these credentials:
 - **Username:** AU Labs (select this username on the main screen)
 - **Password:** student (all lowercase letters)
3. Insert your USB flash (thumb) drive if needed; USB ports are located on the back side of the computer monitor.

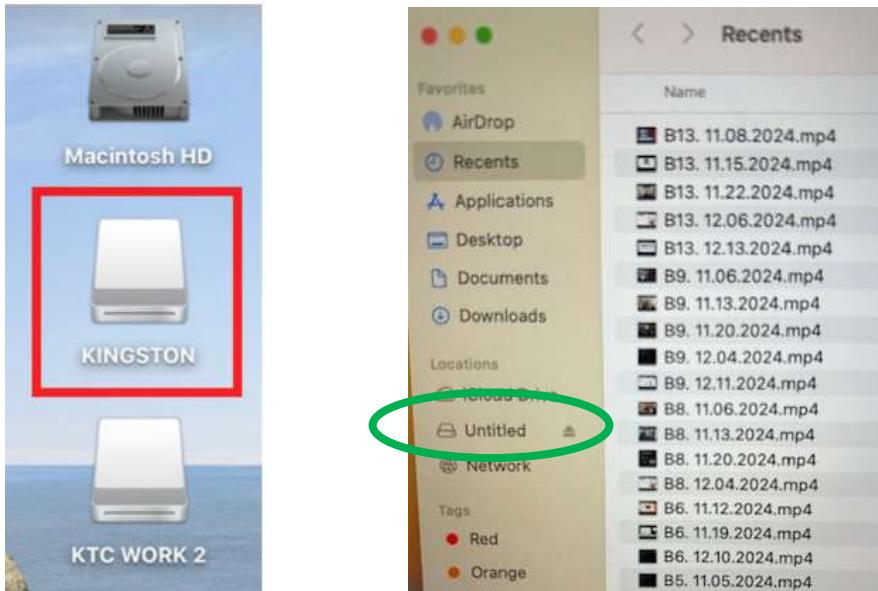


Alternatively, you can use the USB port located on the lower left-hand side of the keyboard:



4. Use the **Extron panel** to select the classroom computer (MAC) as the input source

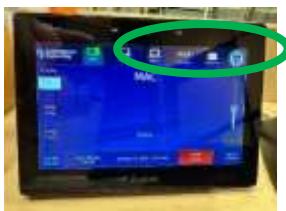
5. Go back to the Mac computer to locate and open your class materials:
 - Locate your thumb drive from the **desktop** (see example in image below)
 - OR** click the **Finder icon**  at the bottom of the screen; then, on the left-hand menu, locate your USB flash (thumb) drive next to this symbol 



6. Click on your thumb drive to open it and access your presentation/materials

Option B: Using your personal laptop (PC or Mac):

1. Connect your laptop using the provided **HDMI or USB-C cable**; which cable you use depends on the **type of port** on your personal laptop
 - HDMI Port:** Wide with angled edges 
 - USB-C Port:** Small, oval-shaped port 
2. Use the **Extron panel** on the podium to select the corresponding input (**HDMI or USB-C**)



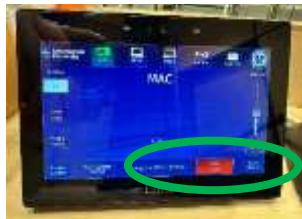
3. Open your presentation/class materials on your computer

1. Connect to a microphone in the classroom

Make sure to use the available microphones for better audio output. There are three options in this classroom; **refer to the microphone guide** located in the classroom binder for specific instructions on how to set them up.

Shutting Down the System/Closing Out

On the **Extron Panel**, hit the **Power Down** button at the bottom of the screen; this will turn off the projector and retract the screen



On the podium computer (Mac), **eject your USB flash drive** safely by clicking the **Eject Button**  next to the item's name in the Finder sidebar

OR

Disconnect the HDMI/USB-C cable from your laptop

Additional Tips/Troubleshooting

If there are **connection issues**, ensure the correct input is selected on the Extron panel:



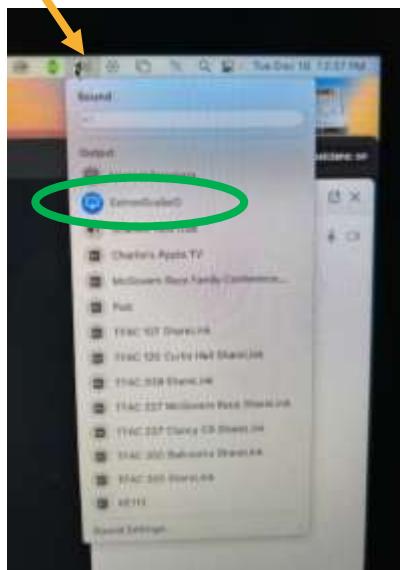
If the **projection screen does not come down**, do the following:

- On the left corner of the **Extron Panel** find the button that says, "**Screen Control**"; press this button to bring up the screen controls
- Press the **down arrow** for the screen to come down
- Press the **up arrow** to make the screen go up



If the **audio in the room is not working**, do the following:

1. Open the **Sound** control on the classroom Mac and ensure that **ExtronScalerD** is selected



2. Confirm that the volume on the **Extron Panel** is turned up



3. Confirm that BOTH the **Extron Receiver** and **Amplifier** (located in equipment rack behind podium) are powered ON

