

# 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.

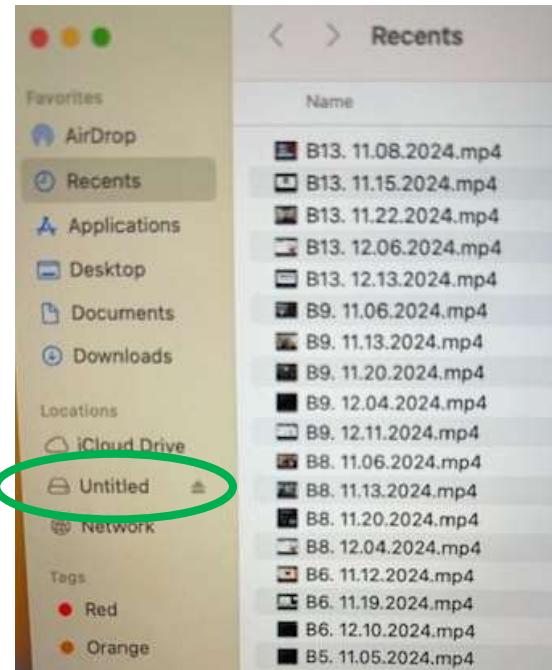
### Option A: Using the classroom computer with your own flash (thumb) drive:

1. Turn on the **classroom computer (Mac)** located on the podium if not already on; the **power button**  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.



**(Note: Do not use the USB port on the keyboard as it is not working)**

4. Use the **Extron panel** to select the classroom computer (MAC) as the input source
5. Go back to the computer screen; click on the **Finder icon**  at the bottom of the screen to locate and open your class materials.  
From 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
  - o **HDMI Port:** Wide with angled edges 
  - o **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

### 3. 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 this 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

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## 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

