

ECSU Lectern Guide

We've done our best to put this guide together to answer any question you may have about our classroom A/V systems. Depending on the age of the classroom, you may be using a different model than the units pictured below. However, the functionality should remain the same, so once you find the buttons you should be good to go!

To report a problem with any of the technology in Eastern's classrooms, please call the DTS Help Desk at **860-465-4346**.

Turn on Projector

If the projector is off, find the Display section of the panel and press ON.



1. The ON button will flash (approx. 30 seconds) while projector is warming turning on. (During this time you will be locked out from making any other selections).
2. To turn projector off, press OFF button. The projector may take 30 sec to fully shut off.

Pick your video source:

Select from these options to display a source on the projector:

- PC- The desktop PC on the podium
- HDMI- if you are using a laptop, connect to the provided HDMI cable. Users must provide their own adapter for connecting to the HDMI cable if needed.
- Blu-ray/Media Player- The Blu-ray player in the lectern, the remote should be in the podium.
- Doc Cam- The document camera at the podium
- USB-C/Laptop- Newer rooms will have USB-C display to connect your laptop to. If your laptop supports this, feel free to use it!



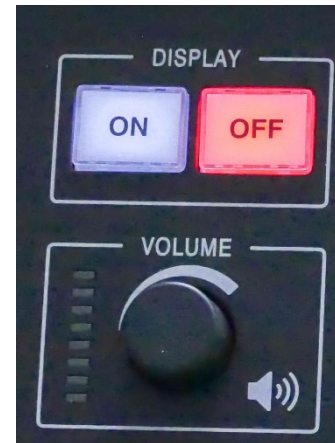
Turn on Computer



1. The computer should be on. You can verify this by observing the white light on the front of the computer. If it is not lit up, press the power button to turn it on.
2. The monitor should be on, you can verify that by looking for a lighted power button at the bottom left or right corner. If there is no light, press the button to turn it on.

Volume Control

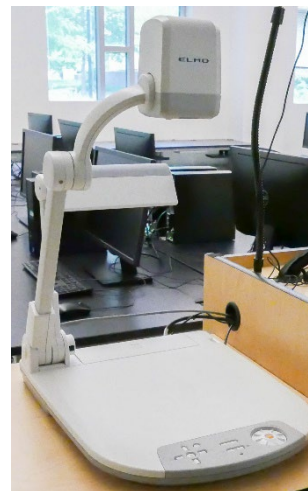
- If your source requires volume use the Volume control knob. Also be aware that volume can be separately affected by computer settings, or player settings such as YouTube.
- Playing audio in the room requires that the projector display is set to ON, even if you only want sound with no video.



Document Cameras

Depending on the year the classroom was equipped, there may be different model document camera than pictured here.

1. Press the power button to turn the device on
2. Adjust camera armature and light as necessary
3. The light can be turned up or down for best image quality



Blu-ray Player

The Blu-ray Player remote control should be located in or around the lectern.



Troubleshooting

To report a problem with any of the technology in Eastern's classrooms, please call the DTS Help Desk at **860-465-4346**.

Below are some of the questions they'll ask you:

Classroom A/V Service Tech FAQ:

What source are you trying to project?

Are you using any adapters?

Is the A/V mute button on?

Is the classroom PC on?

Does the unit pictured below show the number 1 blinking green?



For Audio Issues:

For the Desktop PC and Laptops: In sound devices, is ExtronScaler selected?

Is the volume knob turned up?

Is the Mute button on?