1245 Console Equipment
The computer and monitors in the console at the front of the room are controlled by the Extron unit mounted to the left of the monitors. If you use a laptop in that room, you use the Extron unit to set the monitor and projector display as you prefer.

On the console are 2 touch screen and 2 pen-based SMART screens. The touch screens are the ones on top, the pen-based SMART screens at the bottom. The lecture capture camera will be mounted on the wall to the left of the console. The Extron unit sits to the left of the monitors.

Turning on the Equipment
The motion sensor in the Extron unit turns on the Extron screen when you approach. Touch the button image (above the prompt “Press here to begin”) to turn on the computer, monitors, and projectors. By default the computer in the console is set to use extended mode for the monitors. When End Session is selected, the computer returns to that default setting. If you want to clone what is on the monitors, use the Extron unit to make that change.

Main Screen Controls
From the main screen, shown below, you select what is displayed on the monitors and ceiling-mounted projectors from the computer in the console or from your laptop.

At the top of this screen, select using the PC, HDMI laptop, VGA laptop, or the lecture capture camera. Audio and light controls, Help, and End Session buttons are at the bottom.

Using the 1245 PC
From the main screen, select PC. Login using your engineering account or the instructor account (login information is taped to the console).

Monitor Display
The four monitors mounted on the top of the console always display the PC output on the left monitors. The right monitors can display an extended PC screen or a laptop screen. The two monitors on the top are touch screens; the two on the bottom are pen-based SMART monitors.

PC Display Options
You can set what the 4 monitors and the 2 projectors will display. Press the PC icon (top left of Extron unit) to get the screen that lets you select **Default**, **Clone**, **Clone 2**, or **Advanced**. **Default** displays the primary (left) monitors show on projector 2 and the extended (right) monitors on projector 1. The other options are described on the screen, as shown above. Clone and Clone Mode 2 have no further options.

**Advanced** lets you select which screens display on which projector. The two options are Primary and Extended. The display on the Extron unit explains what results from pressing each option. Note that the image on the Extron unit displays the relationship of the monitors, projectors, and instructor (“You are here”) as you see things when standing at the console; see Primary Screen below. You can return to the previous screen by pressing the Back button if you want to change the display on the projectors.

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**Laptop**

Begin by connecting the laptop to the laptop connector unit (top) unit on the left under the surface on which keyboards sit. There are 4 jacks into which you can connect the laptop 1) audio (for VGA laptop), 2) VGA display, 3) USB connection for the mouse, and 4) HDMI display. Cables are in the drawer above the equipment stack. Select from the main screen the type of input (HDMI or VGA). If the laptop has a DVI connector, use the DVI to HDMI cable in the drawer. If you also want the audio from the VGA laptop, use the audio cable to connect the audio port on the laptop to the connection unit.

After selecting the type of laptop from the main screen, the next screen allows you to choose which monitor(s) and projector(s) display the laptop screen.

To use the pen for the Smart display from your laptop, install that software on your laptop (get the CD from the Engineering Help Desk office, 1253 SC) and connect the USB to USB cable.

**Projector Display**

You can select the right monitors and either or both projectors to display the laptop screen. The left monitors display output from the PC. If using both the PC and a laptop, a common setting is to have Projector 1 display the laptop screen, while Projector 2 displays the PC.

See also the **PC Display Options** section above.
Audio Controls
From the main screen, press Audio Controls to control the microphone volume and the audio source (PC or laptop computer). You can also mute the audio source from this screen or by using the buttons on the right of the Extron unit.

Lights
Control the lights in the room either from the switches near the door or from the Extron unit. Light control buttons on the left side of the unit are labeled to describe the light set each button controls. These controls turn sets of light on but not off. On the main screen use Light Controls at the bottom of the screen to turn sets of lights on and off.

Projector Mute
Use the buttons on the right side of the Extron unit to turn off (mute) either or both projectors (Projector 1 Vid. Mute, e.g.).

Sound Mute
Mute the sound from the microphone, PC, or the laptop using the buttons on the right side of the Extron unit (Mic Aud. Mute, e.g.).

Lecture Capture Camera
[Not currently installed.] The camera will be mounted on the wall to the left of the console. To turn on the camera, press Lecture Capture (top right) on the main screen on the Extron unit. The resulting screen lets you turn the camera on or off, and control the focus, position (Pan/Tilt), and zoom in or out. In addition to turning on the camera, if desired, you need to start the Panopto lecture capture software or have scheduled Panopto to begin recording when you class starts.

DEFAULT/Reset
Pressing the DEFAULT button on the lower left side of the Extron unit resets the monitors and projectors to display output from the PC on the left monitors and projector 2.

End Session
When you are done using the computer and projectors, please press End Session on the main screen, which will turn off the equipment you have used. You must select End to complete the shut down; or press Cancel.

Help
Press the Help icon on the main screen for a short summary of the possible functions.

Note about PowerPoint presentations
Because there are multiple monitors in 1245, PowerPoint allows setting where you want the slideshow. If you want the slideshow on the same monitor as the PowerPoint program, go to Slide Show | Set Up Slide Show. In Multiple monitors (near bottom right of the dialogue box), set Display slide show on Primary Monitor. To display the slide show on the second monitor, set Display slide show on Monitor 2.