**Turning On the Projector & Selecting Input Sources**

1. Press button on screen
   (Allow 1 minute for projector to reach full brightness)

2. Press SOURCES button to view options

3. Select the source you want to display

4. Use the controls given or follow the notes on screen

If the source does not display properly: select a different source, wait a few seconds, then re-select your preferred source.

**TIPS:**
- Pressing VIDEO MUTE will black out the projected image.
  (The button flashes when engaged; press it again to bring the image back.)
- Use VIDEO MUTE before starting lecture and avoid students seeing your behind the scenes preparations; or
- Use during short class breaks instead of DISPLAY OFF button and avoid waiting for projector cool-down & warm-up cycles.

**Turning Off the Projector**

1. Press DISPLAY OFF button

2. Touch MIC button

3. Adjust mic volume using touchscreen controls

Note: Wired and wireless microphones are available for loan or rental from OIT CTS. Contact us for details!

**Source (Program) Volume Controls**

1. Make sure a source has been selected

2. Adjust source volume by turning the VOL knob

Note: Audio and video get switched concurrently when selecting an input, so there’s no way to hear audio from one source while viewing video from another source.

**Auxiliary Microphone Volume Controls**

1. Plug in a microphone using the XLR input on side of lectern

2. Touch MIC button

3. Adjust mic volume using touchscreen controls

Note: Projector must cool 1-3 minutes before you can safely turn it back on.

Important: Please DO NOT use VIDEO MUTE button to turn off the projector. (That’s what the DISPLAY OFF button is for!)
### Lighting Controls

1. **Press the LIGHTS button**

2. **Press screen buttons to set desired level of lighting**

   ![Extron Lighting Controls](image)

   **TIPS:**
   - HG rooms controls are set to adjust in percent of total room illumination.
   - For best projection results, set lights to 50% or 25%. This should allow best viewing and still allow students to be able to take notes as needed.

### Contact Information

**For Questions and Assistance:**
- **Phone:** x48833
- **Email:** smartclassrooms@uci.edu

- A/V troubleshooting
- Equipment orientations
- General inquiries
- Alerting the Facilities service desk (x45444) for HVAC, furniture, custodial, or other room issues.

**Regular in-quarter assistance hours:**
- Mon-Thu: 8am-8pm
- Fri: 8am-6pm

**More SmartClassroom Tips:**
Room projectors can now handle many laptop resolutions but we recommend using 16:10 aspect ratio and 1280x800 resolution.

When using a laptop, remember to adjust the laptop’s volume controls in the task bar and in the media player.

For lost items, contact our office or the UCI Police Department (x47187).