Overview to using the AV system

All of the functions of the instructional technology (controlling the projector, screen, volume, etc.) in the room are controlled by the touch panel sitting on the instructor podium. The touch panel has four pages of functions.
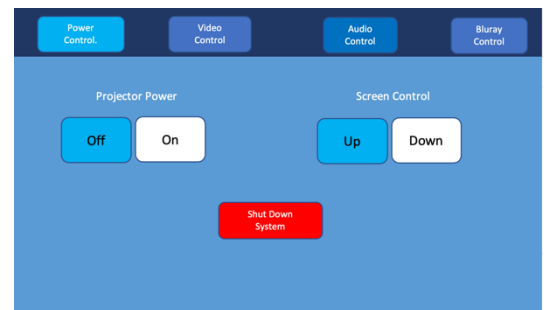
This room supports projecting from the following sources:

- Laptops via HDMI or VGA
- CDs, DVDs, & Blu-ray disks via Blu-ray player
- Bluetooth audio

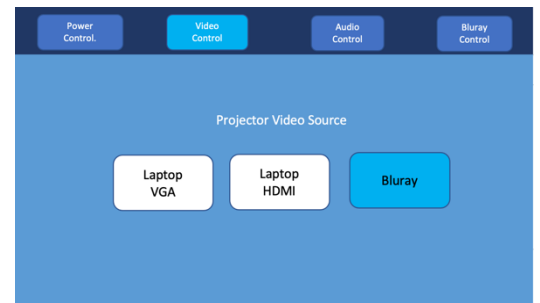**Let's get started!**

Power up the system
1. **Touch the touch panel screen to activate it.**
2. **Power ON the projector. This will automatically lower the screen.**

Choose the device you wish to display on screen

Projecting HDMI Sources

1. Tap the **Laptop HDMI** button.
2. Make sure your computer is turned on and that you're logged into your computer before plugging the HDMI cable into your laptop.
    - If you use an adapter to project to HDMI, **FIRST** plug the HDMI cable into your adapter, **THEN** plug the adapter into your computer.
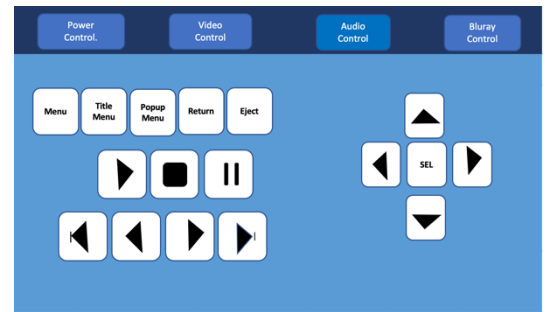

Projecting VGA Sources

1. Tap the **Laptop VGA** button.
2. Make sure your computer is turned on and that you're logged into your computer before plugging the VGA cable into your laptop.
    - If you use an adapter to project to VGA, **FIRST** plug the VGA cable into your adapter, **THEN** plug the adapter into your computer.
3. Plug the 3.5mm VGA sound cable into your computer's headphone jack to project sound.
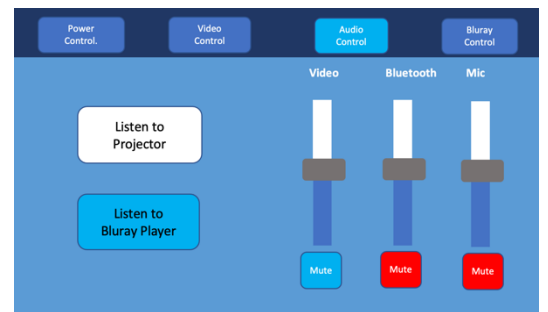4.

Projecting Blu-ray, DVD, or CD

1. Tap the **Video Control** button along the top.
2. Tap the **Blu-ray** button.
3. Tap the **Audio Control** button along the top of the touch screen, then tap **Listen to Blu-ray Player**.
   - o Use the + / - buttons to turn **Video Volume** up and down.
   - o If the button with the x over the speaker is blue, then audio is muted. Tap that button to unmute it.
4. Tap the **Blu-ray Control** button along the top of the touch screen.
5. Tap the **Eject** button to open the Blu-ray player's tray. Put your disk on the tray, then tap the **Eject** button again to close the Blu-ray player's tray.
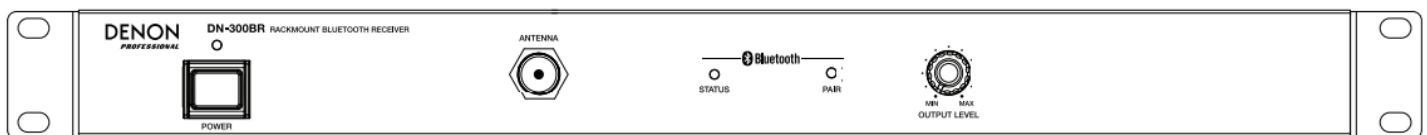6. Control the playback of your disk using the controls on the **Blu-ray Control** page.

Adjusting Audio Levels

1. Tap the **Audio Control** button along the top of the touch screen, then tap **Listen to Projector**.
   a. Move the slider to turn **Video Volume** up and down.
   b. *If the mute button is red, then that channel of audio is muted. Tap that button to unmute it.*

Bluetooth Audio

You can play audio from an audio device that sends its signal over a Bluetooth connection (e.g., smartphones, tablet computers, etc.). DN-300BR uses Bluetooth CSR 4.0 and has a range of up to 100 feet. Once you "pair" your Bluetooth device with DN-300BR, they are "connected" wirelessly.

* This device is black and installed mid rack just above the laptop cable inputs

Status Light: This LED indicates the DN-300BR's Bluetooth pairing status:
- Flashing slowly (approximately twice every 3 seconds): DN-300BR is not paired to a Bluetooth device. DN-300BR will automatically try to pair with a previously paired Bluetooth device within range, if any.
- Flashing quickly (approximately twice per second): DN-300BR can be paired to any available Bluetooth device.
- Solidly lit: DN-300BR is paired to a Bluetooth device.

To connect to the Bluetooth receiver:

1. If the status light is solid, press and hold the "pair" button for 3 seconds then release. This will disconnect any paired device from the receiver.
2. If the status light is blinking slowly, tap the "pair" button. The status light should flash quickly for up to 60 seconds to indicate the receiver is in pairing mode.
3. While the receiver is flashing quickly, open the Bluetooth settings on the device you are trying to pair. Select **DNR=300 BR** from the list of available devices. If required to enter a passcode, use **0000**.
4. To disconnect from the Bluetooth receiver, either repeat step 1 above or disconnect using the Bluetooth settings on your device.

If you do not remove DN-300BR from the list of Bluetooth devices on your phone, you can begin at step 3 the next time you use the room.

To adjust the volume:
1. Turn up the volume on your connected Bluetooth device.
2. Use the touch panel to control the level of the AV system audio. Make sure the Bluetooth level is not muted.
3. Use the volume knob on the Bluetooth receiver in the equipment rack to adjust the output level of the receiver.
4. You can use the touch panel to control the level of the AV system audio. Make sure the Bluetooth level is not muted.

Leaving the projector running for extended periods while it's not in use significantly shortens the life of the projector. To turn off the projector, Tap the **Power Controls** button along the top of the touch screen, then tap the **Shut Down System** button.

For help with classroom technology, please email media@help.carthage.edu or call the helpdesk at (262) 551-5950.

Experiencing an issue? Restart the System

1. Shut off what you can by going to **Power Control** > **Shut Down System**.
2. Follow the bundle of cables running from the equipment rack to the wall.
3. From that bundle of cables, identify the power cable plugged into the power outlets in the wall. Unplug it from the wall.
4. Count to 20 seconds.
5. Plug the power cable back into the wall.
6. Wait for the touch panel to finish starting up, then try projecting again.