# Jones Annex 102
## User Manual

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*For additional assistance, please call ACT @ (575) 835 - 6688*

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If the desktop monitor is not responding......

Determine the monitor is receiving power by checking the power button indicator

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<th>If the power button is:</th>
<th>The monitor is:</th>
<th>Solution:</th>
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<tbody>
<tr>
<td>Solid Green</td>
<td>Working properly</td>
<td>N/A</td>
</tr>
<tr>
<td>Flashing Green</td>
<td>Warming up</td>
<td>Wait a few minutes for the monitor to warm up</td>
</tr>
<tr>
<td>Solid Amber</td>
<td>Computer is asleep</td>
<td>Move the computer mouse or press the space bar to wake up the computer</td>
</tr>
<tr>
<td>OFF</td>
<td>Not receiving power</td>
<td>Turn on the monitor by pressing the power button</td>
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Getting to know the Extron Control Panel...

This devise allows you to control the projectors, sound, and document camera.

- Projector Power ON/OFF
- LCD Display (Flat Panel) ON/OFF
- Volume Controller
- Projector (PJ) Inputs
- LCD Display Inputs

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How to turn on the projector...

The following steps will turn on the projector and bring the projector screen down

1. To turn on the projectors, press the **Display ON** button on the Extron Control Panel this will turn on the projector and lower the screen.

2. Next on the input menu choose the desired input (**Desktop, Doc Cam, Laptop, etc..**) you would like to project.
How to connect a laptop to the projector...

When using a Macbook, an adapter will be needed; contact ACT for assistance

1. Plug the VGA adapter located on the desk into your laptop

2. Next turn on the projector by pushing the **Display ON** button on the Extron Control Panel

3. Choose the input **Laptop** from the projector and the LCD Display input on the Extron Control Panel
How to turn on the LCD Display...

The LCD Display will automatically turn on

1. To turn on the LCD Display press the button labeled **FLAT PANEL ON** on the Extron Control Panel, this will turn on the display.

2. Next in the input menu choose the desired input (Desktop, Laptop, or Document Camera) you would like to project.
Using the Lavalier Microphone...

If your presentation is being recorded, the lavalier microphone needs to be used to amplify your voice. Attach the microphone to the collar of your shirt and place the receiver in your pocket.

Turning on the microphone:
1. Push the two clutches to open the battery compartment cover
2. Press the ON/OFF button
3. The display will light up with the LCD lights displaying the “Frequency/Name” and battery level
4. Make sure the microphone is not on mute. The mute switch is located on the top of the receiver.

When finished, push and hold the power button until the LCD display powers off.

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How to set-up the sound...

Make sure the sound on the desktop computer is on and set at a reasonable level

NOTE: The sound automatically turns on when the projectors are tuned on

Adjusting the volume:
The volume is indicated by the lights next to the volume dial. The color turns from green to red as the volume is increased.
Getting to know the Document Camera...
Turning on the Document Camera...

These steps are followed after selecting “Doc Cam” on the Crestron Control Panel

1. Start by unlocking the support arm and pulling it up
2. Rotate the lens so it is facing toward the document plate
3. Remove the lens cap

Turn on the document camera on by pressing the power button. Allow the document camera to warm up for minute. It should now be projecting on the screens.
Document Camera Control Panel

1. Power Button
2. LAMP: Turns the lamp on and off
3. ZOOM: Controls the size of the image
   • (+) Zooms in
   • (-) Zooms out
4. FREEZE: Freezes the image being projected
5. AWC: Controls the color manually
6. AF: Automatically focuses the image
7. ROTATE: Rotates the image 90 °, 180 °, or 270 °
8. BRIGHT: Controls the brightness of the image
Powering down the document camera..

1. Turn off the document camera by holding down the powering button

2. Replace the lens cap

3. While pushing the lock button, lower the support arm to the document plate

4. Rotate the lens so it is laying flat on the document plate

5. Continue to **Shutting down the System** to power down the whole system

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Shutting Down the System

1. To turn off the projector, press the **OFF** button on the Extron Control Panel

2. To turn off the LCD Display, press the **FLAT PANEL OFF** button on the Crestron Control Panel

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