Classroom Technical Guide
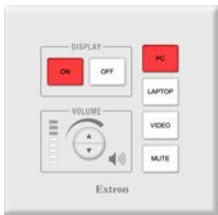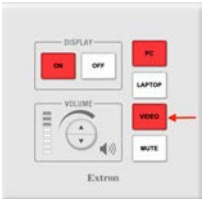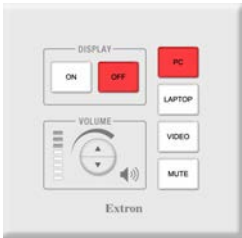
Your classroom is equipped with the following:

In the equipment rack:	On the Lecture	In the room
● Classroom Local PC (Mac Mini) and loaded with standard desktop software	● Keyboard/Mouse (for local PC) ● 1 Monitor (for local PC) ● USB Hub (for local PC) ● IP Phone(dail 88 for IT support) ● Laptop connection cables (USB-C,HDMI) ● 1 Microphone with charging station	● Extron button control panel ● 1 Ceiling-mounted projector and screen ● 1 Ceiling-mounted Array microphone

Use the Extron unit to control the room equipment. The unit is on the wall.

1. Find the button panel on the 2. wall near to the door 3. Press "on" to turn on the system	4. The projector will be on 5. The screen will lower down 6. Front row lights will be off	7. Login in Classroom PC with NetID & Password 8. Press "PC" on the button panel to display Classroom PC Desktop to projector
9. Connect personal Laptop or tablet with appropriate cable 10.　Press "Laptop"on the button panel	11. Find the e-control panel icon on classroom PC dock station 12. Click the e-control panel icon to launch the control panel on PC	13. Click on "Video" to enable microphone of Zoom application on classroom PC for mixed mode class
14. Press "Off "on button panel to shut down the system	15. Put the microphone to the charging station after use, 16. the charging station indicator will lit on red	***Take your belonging with you and keep the lectern tidy after class***