

- A General Purpose Classroom (Z-4) key is required in order to gain access to any General Purpose Classroom. Z-4 keys are available to all OU faculty and staff; keys must be obtained in person at the Classroom Support Help Desk located in 116 Varner Hall. A valid OU faculty or staff ID is required.
- Begin by pressing the **ON** button on the EXTRON control panel located on the top of the instructor's desk. Once the equipment has warmed-up (ON button light stops flashing) select desired source to be displayed on the EXTRON control panel.

- Remote Controls, cable bundles to connect your own device(s), microphones and all other accessories are located in the instructor's desk drawer (where applicable).
- To display a black screen on the classroom projector(s), **BLACK SCREEN** can be selected from the EXTRON control panel located on the top of the instructor's desk.

Note: Volume level is adjustable via the EXTRON control panel volume knob located on the top of the instructor's desk.

- Please turn off and secure all classroom IT/AV resources before leaving the General Purpose Classroom.
- Please send an email directly to csits@oakland.edu for assistance.
- See below for additional EXTRON control system help documentation.

To reset your ADMNET password please visit:

<http://netid.oakland.edu>



For further information on classroom technologies, please visit:

<http://www.oakland.edu/csits>



Classroom PC:

- Press the **PC** button on the EXTRON control panel located on top of the instructor's desk.
- Press the POWER button on the front of the computer located in the equipment rack of the instructor's desk.
- If audio is desired, ensure that the computer volume is set at an appropriate level before starting.
- Login with ADMNET credentials when prompted
 - If you have an ADMNET login and have forgotten your password, please visit netid.oakland.edu or scan the QR code above.
 - If you need ADMNET credentials, please visit forms.oakland.edu to fill out the ADMNET account request form. Credentials must be obtained in person from DHE 220.
- For more detailed instructions on the classroom computer please visit the URL to the right of the EXTRON control panel picture.

Connect your Laptop/Tablet:

- Press the **LAPTOP** button on the EXTRON control panel located on the top of the instructor's desk.
- Retrieve the combination VGA / Network / Audio cable from the instructor's desk drawer.
- Using the combination cable, connect laptop to the Computer, Audio, and Cat-5 ports located on the EXTRON control panel and to the ports on your laptop computer.
- Configure laptop display and audio settings per device.

Document Camera:

- Press the **DOC CAM** button on the EXTRON control panel located on the top of the instructor's desk.
- When on, a green LED will illuminate next to the POWER button on the document camera.
- The ZOOM, IRIS, and AF (auto focus) buttons located on the face of the document camera allow for the adjustment of the document camera image.
- For more detailed instructions on the document camera in the classroom please visit the URL to the right of the EXTRON control panel picture.

DVD Operation:

- Press the **DVD** button on the EXTRON control panel located on the top of the instructor's desk.
- Insert DVD into the DVD player located in the instructor desk equipment rack, then press the play button located on the EXTRON control panel on top of the instructor's desk.
- DVD's can also be played with the classroom computer.

Interactive Touch Panel Display

(StarBoard / Desk Monitor):

- See the PC section for information on how to login to General Purpose Classroom computers.
- Locate the pen attached to the interactive touch panel display
- Click the button on the top of the pen to begin using the interactive touch panel display (if applicable).
- Annotations can be created in any Microsoft Office program or in the whiteboard program located on the Desktop.
- Be sure to press the button on the top of the pen again to turn it off in order to preserve pen tool battery life (if applicable).
- For more detailed instructions on the interactive touch panel display in the classroom please visit the URL to the right of the EXTRON control panel picture.

Microphone (if equipped):

- Microphones are located in the instructor's desk equipment drawer.
- Turn on the microphone and then manipulate the volume by adjusting the volume knob located on the EXTRON control panel located on the top of the instructor's desk.
- For more detailed instructions on using the microphone in the classroom please visit the URL to the right of the EXTRON control panel picture.