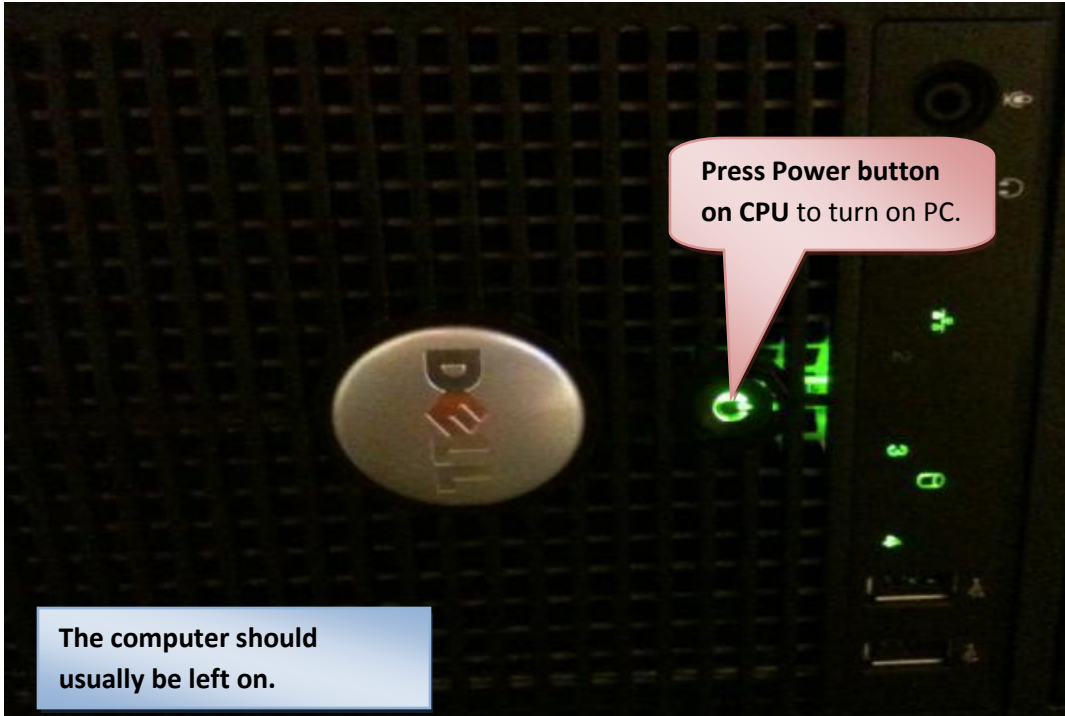


DeSantis Building Electronic Classroom  
**VIDEO CONFERENCING INSTRUCTIONS FOR ROOM 3031**

---

**Turning on the System:**







**Press the Power button on the Polycom remote to turn on the VC system.**

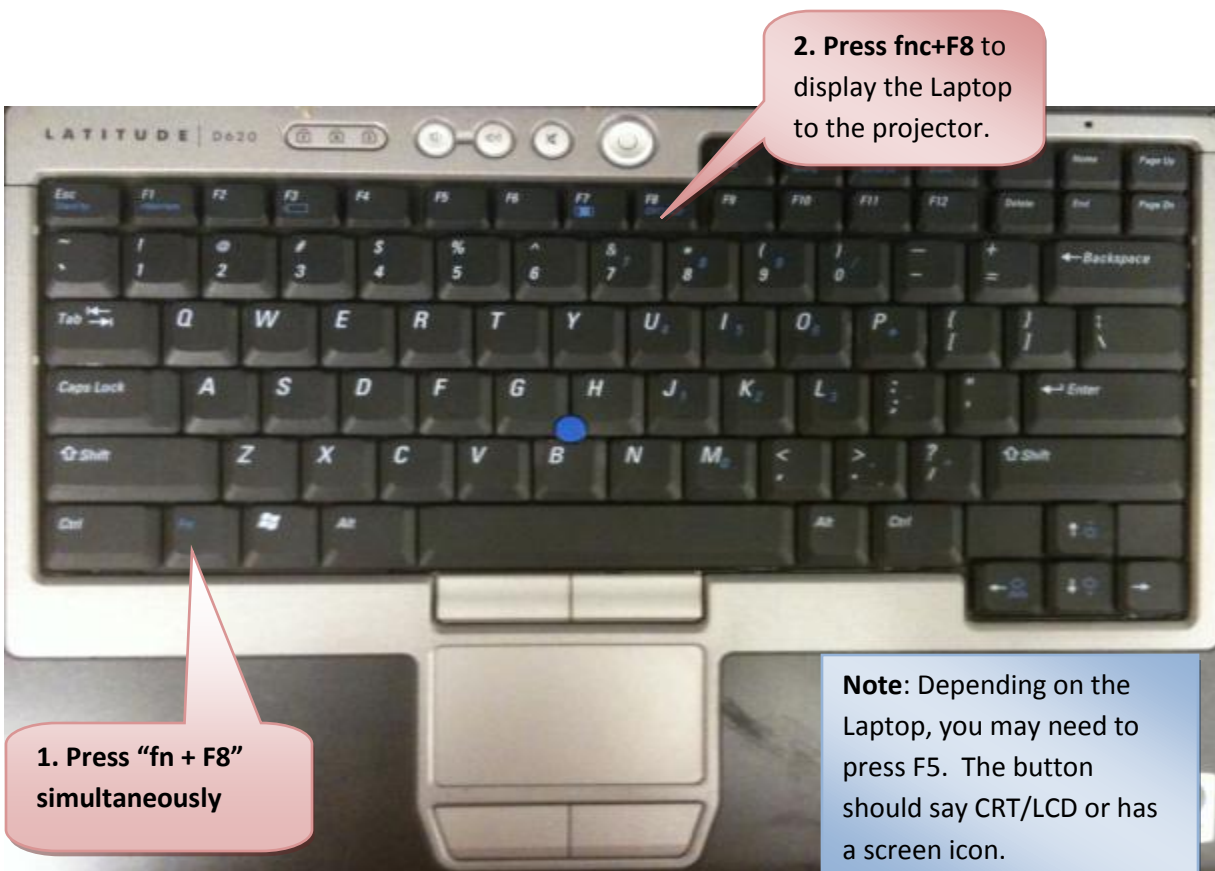
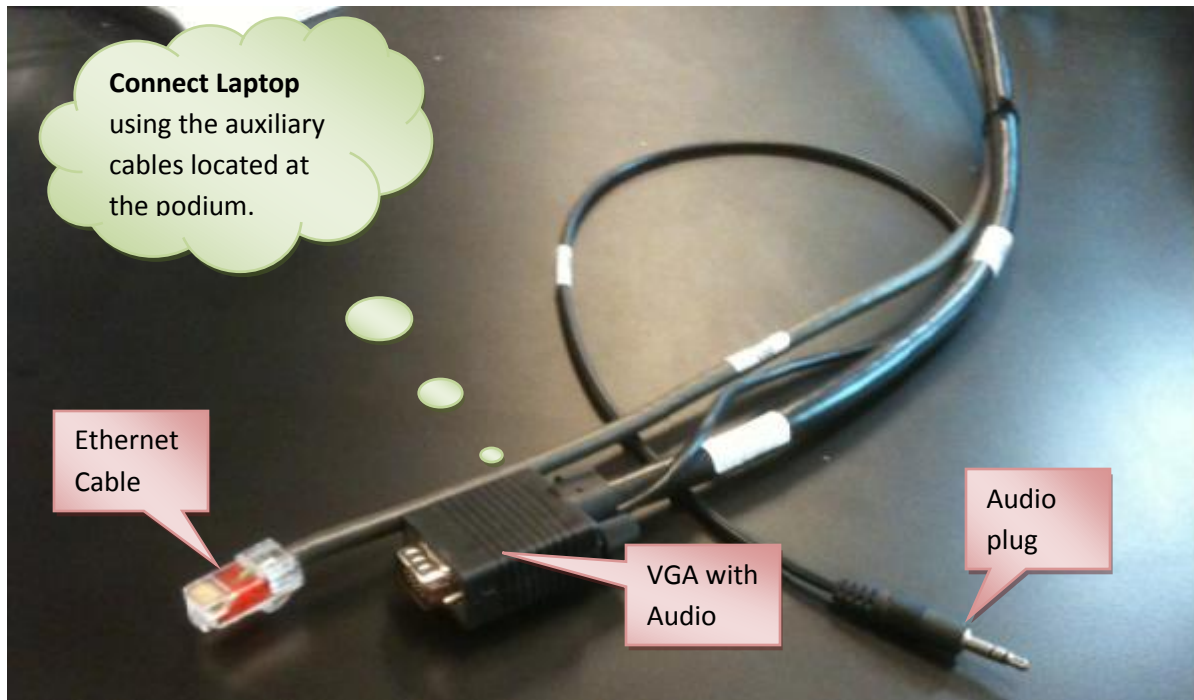
**Sending Sources**

**To show DVD/VCR**



**Press DVD/VCR button on the Extron Box**

## To Show Laptop







**Press Laptop Button** on the Extron Box.

The image should now show on the projector screen.

## To Show PC



**Press PC** on the Extron Box.

## To stop sending content

Press the VC  
button twice  
to return to  
the Main  
Camera.



## Switching between Camera/PC and Document Camera

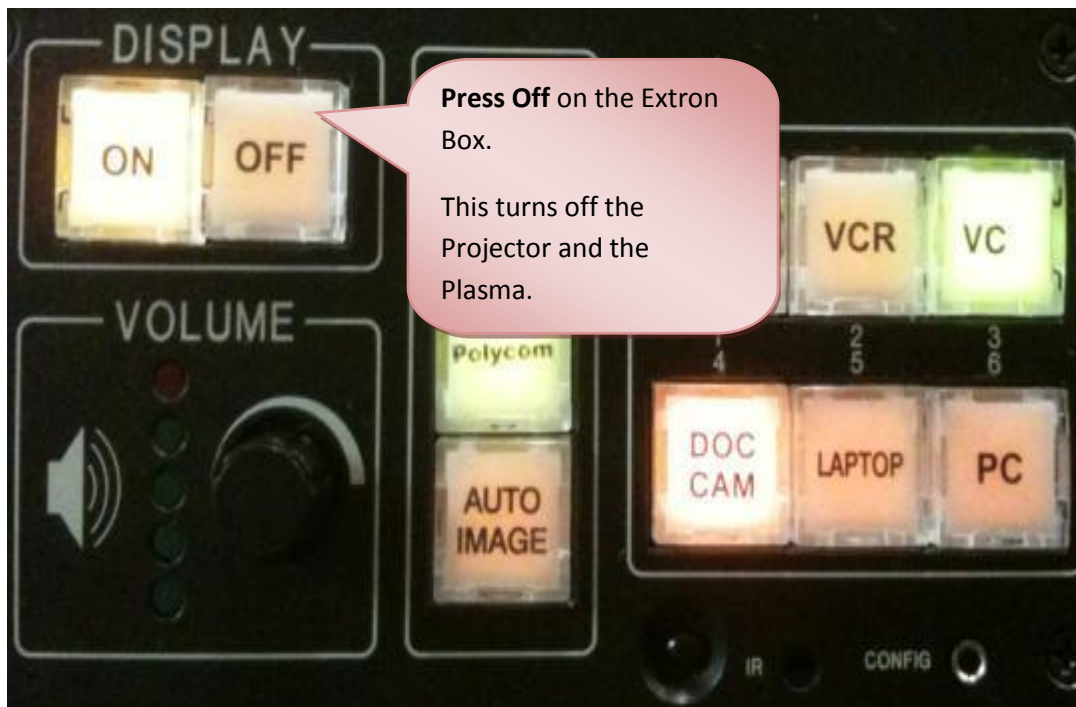


**Pressing Content** allows you to switch between sending the Camera and the PC/Document Camera.

## Shutting Down the System



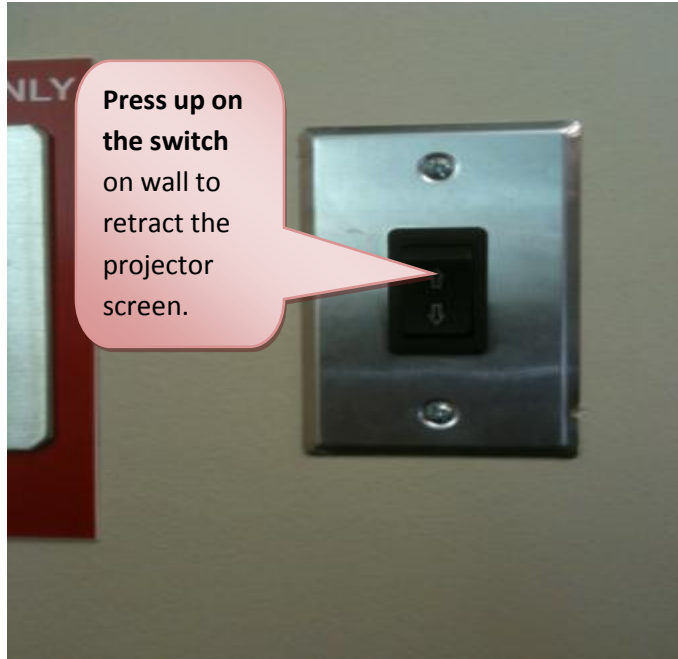
Press **Power button** on the Polycom remote to turn off the VC System.

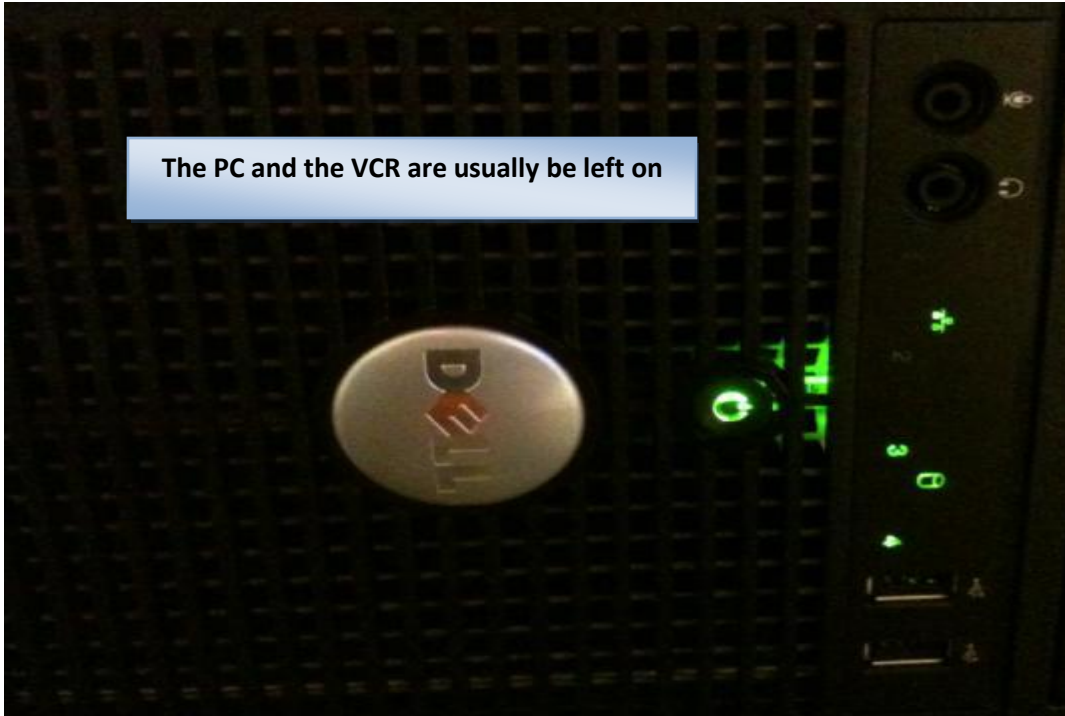


Press **Off** on the Extron Box.

This turns off the Projector and the Plasma.







**For technical assistance please call ext.24930**